Welcome to Merritt!

It is my pleasure to welcome you to Merritt College. The entire faculty and staff are happy that you have chosen to pursue your desire for a college education at Merritt. We are eager to assist you in developing the skills you need to successfully achieve your goals. We have committed ourselves to creating a student-centered environment that provides you with exceptional learning experiences that lead to academic success.

Our instructional programs and support services are designed to achieve multiple educational outcomes. At Merritt College you can:

- Complete your first two years of a Bachelor's Degree and transfer to a four-year college or university.
- Earn an Associate Degree or a certificate in our 67 degree and certificate programs.
- Develop communication and academic skills.
- Upgrade employability skills.

A very caring and well-informed professional staff offers programs and services that provide skills assessment, financial aid, tutoring, computer labs, job placement and other learning resources. We also provide specialized services for disabled students as well as resources to enhance educational opportunities for other eligible students.

We offer student clubs and activities that encourage student participation in college governance. Students have opportunities to develop leadership skills and become involved in serving the community.

As a Merritt College student, you will develop the skills necessary to manage your educational experiences and achieve your goals.

Sincerely,

Evelyn C. Wesley

Evelyn C. Wesley, Ed.D.
President

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CAMPUS INFORMATION DIRECTORY

For Information About:	Go To or Call:	Room:
Add and drop classes	Admissions and Records Office, 436-2487	P300
Admissions	Admissions and Records Office, 436-2487	P300
Allied Health program requirements	Counseling Office, 436-2475	P300
Associated Students of Merritt	Student Activities Office, 436-2535	R145
Career planning	Counseling Office, 436-2475 or Career and Transfer Center, 436-2445	P300 Q202
Check dispersal	Bursar's Office, 436-2402	Q215
Child care	Children's Center, 436-2436	Children's Center
Clubs	Student Activities Office, 436-2535	R145
Cooperative Agencies Resources for Education (CARE)	CARE Office, 436-2476	P313
Counseling	Counseling Office, 436-2475	P300
Course outlines and descriptions	Office of Instruction, 436-2413	Q300
Degree requirements	Counseling Office, 436-2475	P300
Disabled Students Programs and Services (DSP&S)	Disabled Students Center, 436-2429	P300
Extended Opportunity Programs and Services (EOPS)	EOPS Office, 436-2473	P300
Fee payments	Bursar's Office, 436-2402	Q215
Financial aid/loans	Financial Aid Office, 436-2465	P300
Schedules of classes	Admissions and Records Office, 436-2487	P300
Transcripts	Admissions and Records Office, 436-2487	P300

COLLEGE CALENDAR 2003–2005

Fall Semester 2003

August 18-20	M-W	Professional Days
August 21	Th	Day and evening instruction begins
August 23	S	Saturday instruction begins
September 1	M	Labor Day - Holiday observance
September 4	Th	Last day to drop full-term credit classes and receive a refund Note: Short-term and open-entry/ open-exit classes must be dropped on or before the first day of class to receive a refund.
September 6	S	Last day to add classes
September 8	M	Census Day - Instructors verify enrollment in classes
September 20	S	Last day to drop full-term credit classes without a "W" appearing on transcript; date varies for short-term and open-entry/open-exit classes.
October 17	F	Last day to file petitions for AA or AS degree/certificate
November 10	M	Veteran's Day - Holiday observance
November 26	W	Attendance Verification Day - Instructors verify enrollment in classes; last day to drop full-term credit classes with a "W" appearing on transcript.
November 27-28	Th-F	Thanksgiving holiday observance
November 29	S	Saturday classes do not meet
December 13	S	Saturday instruction ends
December 15-19	M-F	Final examination week
December 19	F	Fall semester ends
December 24-January 1		Christmas Holiday closure

Spring Semester 2004

January 14	W	Professional Day
January 15	Th	Day and evening instruction begins
January 17	S	Saturday instruction begins
January 19	M	Martin Luther King, Jr. Day - Holiday observance
January 26	M	Last day to add classes
January 27	T	Last day to drop full-term credit classes and receive a refund Note: Short-term and open-entry/ open-exit classes must be dropped on or before the first day of class to receive a refund.
February 3	T	Census Day - Instructors verify enrollment in classes
February 12	Th	Last day to drop full-term credit classes without a "W" appearing on transcript; date varies for short-term and open-entry/open-exit classes.
February 13	F	Lincoln's Birthday - Holiday observance
February 14-15	S-Su	Saturday/Sunday classes do not meet
February 16	M	Washington's Birthday - Holiday observance
February 19	Th	Professional Day
March 12	F	Last day to file petitions for AA or AS degree/certificate
March 24	W	Professional Day
April 5-11	M-Su	Spring Recess
April 26	M	Attendance Verification Day - Instructors verify enrollment in classes; last day to drop full-term credit classes with a "W" appearing on transcript.
May 21	F	Malcolm X's Birthday - Holiday observance
May 22	S	Saturday instruction ends
May 24-28	M-F	Final examination week
May 28	F	Spring semester ends
May 31	M	Memorial Day - Holiday observance

COLLEGE CALENDAR 2003–2005

Fall Semester 2004*

August 18	W	Professional Day
August 19	Th	Day and evening instruction begins
August 21	S	Saturday instruction begins
September 2	Th	Last day to drop full-term credit classes and receive a refund Note: Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.
September 4	S	Last day to add classes
September 6	M	Labor Day - Holiday observance
September 7	T	Census Day - Instructors verify enrollment in classes
September 18	S	Last day to drop full-term credit classes without a "W" appearing on transcript; date varies for short-term and open-entry/open-exit classes.
October 15	F	Last day to file petitions for AA or AS degree/certificate
November 12	F	Veteran's Day - Holiday observance
November 24	W	Attendance Verification Day - Instructors verify enrollment in classes; last day to drop full-term credit classes with a "W" appearing on transcript.
November 25-26	Th-F	Thanksgiving holiday observance
November 27	S	Saturday classes do not meet
December 11	S	Saturday instruction ends
December 13-17	M-F	Final examination week
December 17	F	Fall semester ends
December 24-January 1		Christmas Holiday closure

*Note: Calendar is subject to change depending upon scheduling of Professional Days.

Spring Semester 2005*

January 3-7	M-F	Professional Days
January 10	M	Day and evening instruction begins
January 15	S	Saturday instruction begins
January 17	M	Martin Luther King, Jr. Day – Holiday observance
January 24	M	Last day to add classes
January 25	T	Last day to drop full-term credit classes and receive a refund Note: Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.
February 1	T	Census Day - Instructors verify enrollment in classes
February 10	Th	Last day to drop full-term credit classes without a "W" appearing on transcript; date varies for short-term and open-entry/open-exit classes.
February 18	F	Lincoln's Birthday - Holiday observance
February 19-20	S-Su	Saturday/Sunday classes do not meet
February 21	M	Washington's Birthday - Holiday observance
March 11	F	Last day to file petitions for AA or AS degree/certificate
March 21-27	M-Su	Spring Recess
April 25	M	Attendance Verification Day - Instructors verify enrollment in classes; last day to drop full-term credit classes with a "W" appearing on transcript.
May 13	F	Malcolm X's Birthday - Holiday observance
May 14	S	Saturday instruction ends
May 16-20	M-F	Final examination week
May 20	F	Spring semester ends
May 30	M	Memorial Day - Holiday observance

*Note: Calendar is subject to change depending upon scheduling of Professional Days.

GENERAL 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 Curricula").

THE PERALTA DISTRICT...A SHORT HISTORY

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

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

In June of 1970, the College of Alameda opened on a 2.5 acre site near the Naval Air Station in the city of Alameda. Laney College, located next to the Oakland Museum and the BART terminal, completed its modern 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. Presently, Vista College offers courses and programs at many locations throughout the district.

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 pressure 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 designed and financed by himself.

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

Mission of the Peralta Community College District

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

Vision

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences, and by being committed to innovation and continuous improvement.

Values

1. The district is committed to: being accessible and supportive to all; seeking knowledge and truth in the classroom and in all decision-making processes; being encouraging of open inquiry and expression; and adhering to high ethical standards.

2. The district relies on and respects all our communities, works in partnership with civic organizations, businesses and other institutions, and responds to emerging training and educational needs. We are committed to being known as an accessible community resource providing opportunities for civic, recreational and cultural activities. We value diversity and the global nature of the future.

3. The district is dedicated to a state of evolution and improvement through research, planning, implementation and evaluation. The district is committed to embracing the challenges of the future in both good and bad times.

Goals

Academic Standards, Achievement and Student Outcomes

1. Assess the quality of the existing instructional programs and recommend programs for continuation, improvement and enhancement or phase out if no longer viable or appropriate.

2. Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.

3. Monitor student academic progress and assess the performance of students for a three-year period after completing a PCCD program and/or transferring to four-year institution.

4. Strengthen the transfer mission of the district and increase the transfer rate of our students to four-year colleges and universities.

Community and Public Outreach

5. Build partnerships and alliances with business and industry, other educational institutions, and community-based organizations to meet the demand for workforce preparation and lifelong learning and support the training and educational needs of an international workforce.

6. Position the district to be a strong and significant partner in the economic development of the six cities in our service area.

7. Develop and implement a comprehensive marketing plan to promote the mission of the district and enhance enrollment growth.

8. Develop a distinctive and positive image for the district and a special "niche" for each of our colleges, predicated upon quality of performance and service to students and the community.

9. Rebuild the district's foundation as an effective instrument in support of the district and students.

DISTRICT MANAGEMENT

10. Fully integrate the planning, assessment and budget process in order to be more effective and efficient and to make full use of institutional research and effectiveness indicators.

11. Review and make appropriate adjustments to the district's current organizational structure and staff and build a management team with a shared vision and high competence.

12. Remain committed to affirmative action and maintain employment practices that assure a superior and diverse workforce.

13. Restructure the district's budget and budget process to further improve financial efficiency to reflect the goals and priorities of the district and provide a rational basis for allocating the financial resources to the primary cost centers.

14. Upgrade and expand the use of technology in educational programming and administrative services to provide state-of-the-art equipment, information access, and facilities for students, faculty, and staff.

15. Substantially increase the amount of funds generated through competitive grants and other external funding sources.

16. Develop and recommend strategies to provide a competitive salary and benefit package for all employees of the district.

17. Develop and implement a comprehensive Human Resource Plan that includes the assessment of professional development needs, employee performance and development, and maximizes the benefits of shared governance.

18. Provide a working environment that promotes respect and civility, facilitates open and honest communication, courteous service to students, and is generally satisfying and self-fulfilling.

MISSION STATEMENT AND EDUCATIONAL GOALS OF MERRITT COLLEGE

Merritt College, through excellence in instruction and the encouragement of high academic performance by its students, promotes and enhances the quality of life in the urban metropolitan area it serves. The college's mission is to:

1. Assist students in attaining knowledge, mastering skills and developing appreciations, attitudes and values needed for an effective, well-balanced life in a democratic society.

2. Enable students to complete course work which leads to an associate degree, transfer credit to four-year colleges and universities, or to train for vocational and technical programs related to their capabilities and interests.

3. Provide career and continuing education programs through courses, seminars and workshops for students who need training or retraining, or for all those who can otherwise profit from educational opportunities.

4. Be proactive in providing access to and instruction in the use of the most current technology that shapes our society, impacts the workplace and facilitates learning.

5. Offer basic skills education when necessary to bring students to the level of college work so they may successfully complete their educational goals.

6. Create a supportive and comprehensive student services program in order to enable students to develop their capabilities more completely and effectively. Student Services has as its foundation a well-conceived program of academic, career and personal counseling, as well as special support services.

7. Contribute to the greater community through instructional and noninstructional programs designed to enhance the quality of life in the community.

College Resources and Activities

Academic Enhancement Center

The Academic Enhancement Center includes the Learning Center (which also houses the Tutorial Program), the Electronic Classroom, and the Math Learning Center, all located on the first floor of the D Building. The Learning Center is open to all students who would like assistance with instructional assignments. Self-paced courses are available for credit in English communication and writing skills and in study skills. Students receive tutorial assistance as they work at their own pace toward mastery of course materials. Refer to the class schedules for more information.

Free tutoring is available for most courses at Merritt College. All students are eligible for one-to-one or group tutoring if enrolled in a Merritt College course. Drop-in tutoring in mathematics and writing across the curriculum is available. Additionally, all Merritt students can use computers in the Learning Center. Students can also enroll in a computer-assisted writing course to learn word processing, improve keyboarding skills or to receive tutorial help on writing projects. 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.

Allied Health Programs

The Allied Health Department at Merritt College offers degree and certificate programs. The healthcare industry is a growing and rewarding field. As the population of this country ages, there will be more and more need for those trained in the healthcare field. Programs at Merritt College currently include:

Registered Nursing: The Registered Nursing program is a course of study including instruction in applied nursing sciences, related natural, social, and behavioral sciences, and clinical nursing experience in healthcare agencies. Upon successful completion, the graduate earns an Associate of Science degree and is eligible to take the national licensing examination. Having passed the licensing examination, the graduate earns the title of Registered Nurse. Employment opportunities are varied and include hospitals, clinics, doctor's offices, home health agencies, industrial settings, schools, research facilities and teaching institutions.

Licensed Vocational Nursing: The Licensed Vocational Nurse works under the direction of a registered nurse or physician to give direct care to patients. The LVN participates in the planning, implementation and evaluation of nursing care in a variety of healthcare settings. Job opportunities exist in hospitals, convalescent hospitals, private homes, doctor's offices, clinics, community agencies and some industries.

Certified Nurse Assistant/Home Health Aide (CNA/HHA): Nurse Assistants and Home Health Aides provide care for patients such as bedmaking, feeding, taking pulses and blood pressures, giving simple treatments and transporting patients. Employment opportunities for Nurse Assistants are mainly in general and sub-acute hospitals, and home health aides work in private homes.

Radiologic Science: Radiologic Technicians take x-rays and perform other diagnostic tests for patients. With successful completion of the program, the graduate earns an Associate of Science degree and is qualified to take national and state licensing examinations. Employment opportunities exist in hospitals, clinics and other sites.

Nutrition and Dietetics (Dietetic Technician, Dietary Manager, and Dietary Assistant): The Nutrition and Dietetics program offers certificates for the Dietary Manager and the Dietary Assistant. These jobs are found in food production and nutritional service and care. An Associate of Science degree is awarded for graduates of the Dietetic Technology program. The Dietetic Technician works in various settings to provide both preventive nutrition care and medical nutrition therapy under the direction of a Registered Dietitian. Employment opportunities exist in hospitals, sub-acute care facilities, clinics and other sites.

Other programs at Merritt College: An **Emergency Medical Technician** course is also offered through Merritt College.

Anthropology Museum

With the support of a grant from the San Francisco Foundation, Merritt College formed a small anthropology museum in 1973. The museum offers periodic ethnographic displays, offers course work in museology, and has a satellite program offering exhibits at off-campus locations for the general public. The Merritt Museum is located in the Library, Building L, and maintains museum exhibits throughout the Merritt campus and District Office.

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, 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.

COLLEGE/COMMUNITY RELATIONS

All instruction is adapted to the needs of the community. Through a planned program of placement, coordination, and conferences with business and community leaders, surveys of local needs and cooperation with business, industrial, and community service organizations, the instructional program is kept current, and the latest information on occupational requirements is made available to students. Courses of study are developed in close coordination with a number of business associations and community agencies. Advisory committees, with representation from management and labor, advise the college on the organization and operation of its various occupational programs.

COMMUNITY SERVICES

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

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 and "Blue Phones" 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.

EMERGENCY BLUE PHONES

Emergency outdoor blue phones have been installed in various locations on the Alameda, Laney, and Merritt College campuses for student and staff protection and use. The presence of these phones on campus cannot guarantee everyone's safety, but they can play an important role in personal security and the security of the campus in general and all individuals on campus should familiarize themselves with the location of these phones.

In case of an emergency, press the RED emergency button. This will connect the caller directly with Peralta Police Services Dispatch. The RED button may be activated in situations where the caller or someone else is being physically threatened, followed or feeling uncomfortable or anxious; or an accident has occurred and assistance is needed; or in any other situation which may require an emergency response from the police.

Vandalism or unwarranted activation of an emergency blue phone jeopardizes the safety of others. For this reason, these actions may be taken very seriously by Peralta Police. Misuse of the telephones may subject the individual to disciplinary or legal action.

EQUIPMENT

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

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.

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 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.

Learning Resources Center

The Learning Resources Center houses the Library, Audio-Visual Department, Telecommunications Technologies Office, High Tech Center (DSP&S), Anthropology Museum, Staff Development Lab, Assessment Center, and lis-tening and viewing facilities.

Library

The Merritt College Library savors one of the most picturesque settings on the campus. Facing out on to a wooded rolling hillside, students can study in an atmosphere conducive to the enjoyment of learning. The print collection is tailored to support the curriculum, and the reference services include computerized work stations as well as online access to a selection of public and academic Bay Area libraries. Installation of an automated library system has been completed and the book and journal holdings of all four Peralta libraries are identifiable at terminals designed to replace the card catalog. Professional librarians are available for orientation in library-use techniques, either to individual students or to classes upon request. In addition, a formal library-use class, Introduction to Library Resources, is offered.

Merritt College Middle High School

The Merritt campus hosts an alternative high school for students experiencing difficulties in the traditional high school setting. The high school is operated through Oakland Public Schools and has enjoyed an unusually high success rate with its students.

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 on the Merritt campus is located in Building R, Room 135, 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 ext. 2668.

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.

Summer Session and Intersessions

To augment the regular educational program for students, Merritt College participates in a summer session program, usually commencing the third week of June. Additionally, classes may be held during the three-week intersession between the end of the spring term and the beginning of the regular summer session, or at the end of the regular summer session and the beginning of the fall term. Schedules of course offerings are generally available approximately one month prior to the beginning of classes. Contact the District's Admissions and Records Office in April for registration information at (510) 466-7368.

ADMISSIONS AND COLLEGE REGULATIONS

ADMISSIONS REQUIREMENTS

ELIGIBILITY FOR ADMISSION

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

HIGH SCHOOL STUDENTS

In accordance with California Education Code regulations, high school students may enroll as special part-time students. Enrollment must be recommended by their principal, with parental consent and approval by the Associate Vice Chancellor of Admissions and Student Services. Units earned will be granted as college credit. It is the high school's prerogative to grant high school credit for courses taken from the Peralta Colleges. Resident and nonresident students enrolled under this program are exempt from paying the California Community College Enrollment Fee and Campus Center Use Fee. Nonresident students enrolling in classes for high school credit are exempt from paying Nonresident Tuition.

RESIDENCE REQUIREMENTS

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

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

NONRESIDENT STUDENTS

Students who are not legal residents of California for one year prior to the first day of the term will be charged Nonresident Tuition in addition to the California Community College Enrollment Fee and Campus Center Use 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.

High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying Nonresident Tuition, if they enroll in courses for high school credit.

NONRESIDENT FEE EXEMPTION

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

1. The student must have attended a California high school for three years or more.

2. The student must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).

3. The student must file an affidavit with the college that indicates the student has applied for legalization or will apply as soon as he or she is eligible, IF and only if, the student is without lawful immigration status.

MILITARY RESIDENCE EXEMPTION

Nonresident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions for higher education) and their dependents are granted a waiver of Nonresident Tuition until they are discharged from military service. Their dependents are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waivers, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. The student will be classified as a nonresident and charged Nonresident Tuition until one year has elapsed since the out-of-state residence was surrendered.

MATRICULATION PROCEDURES

MATRICULATION (STUDENT SUCCESS PROGRAM)

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

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

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

All students, except those exempted on the basis of locally-established criteria (see Exemption from Matriculation) are expected to complete the State's matriculation requirements. The five components of matriculation that students will participate in are:

1. **Admission** – completing an admission application which will provide the college with information about the student's educational plans and career goals.

2. **Assessment** – participating in an assessment session which measures student's current skill levels in reading, writing, and mathematics. The scores are used for advising students in selecting the appropriate level of courses.

3. **Orientation** – attending an "Orientation to College" session. Students are provided important information on how to succeed in college by acquainting them with the college's facilities, rules, policies and procedures; its supportive services and special programs, and course expectations and other academic procedures.

4. **Counseling and Advisement** – meeting with a counselor to identify and develop the student's individual educational goal and select appropriate level courses.

5. **Follow-Up** – participating in other follow-up support services. Special efforts will be made to assist:
   a. "undecided" students identify an educational or career goal;
   b. students who are enrolled in precollegiate basic skills courses; and
   c. students who have been placed on progress and/or academic probation.

Students with physical, visual, communication, or learning disabilities who require special assistance to participate in the assessment or other parts of the Orientation/Assessment/Advising process should contact either the Disabled Students Programs and Services Office located in Building P, Room 300, at (510) 436-2429; or the Assessment Center located in Building L, Room 105, at (510) 436-2562.

Important Notes: There is no charge for assessment, orientation, or counseling sessions. No children can attend. All students are welcome to participate in any aspect of this program. Appointments are required.

Student Success Program activities are conducted periodically throughout the school year.

EXEMPTION FROM MATRICULATION

Students may be exempt from the matriculation process under the following conditions:

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

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

EXEMPTION FROM ASSESSMENT COMPONENT ONLY

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

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

NOTE: STUDENTS CLAIMING AN EXEMPTION MUST FILE A WAIVER FORM.

"MATRICULACIÓN" (PROGRAMA DE ÉXITO ESTUDIANTIL)

La matriculación es un programa y una serie de procedimientos impuestos por el Estado mediante los cuales el personal y los recursos del College, en CONJUNTO SOCIAL con los estudiantes, aseguran el éxito de éstos en sus estudios.

Merritt College se compromete a organizar el proceso de: ingreso, orientación, evaluación y/o consejería, al estudiante, además de darle un chequeo contínuo al progreso logrado por el estudiante.

Por su parte, los estudiantes se comprometen a establecer una meta educacional específica dentro de un plazo razonable de tiempo; completar un Plan Educativo del Estudiante; asistir a las clases con regularidad; completar las tareas asignadas; y avanzar satisfactoriamente hacia los objectivos educacionales que se han propuesto.

Todos los estudiantes, excepto aquellos eximidos en función de criterios establecidos localmente (ver en la lista de cursos las condiciones de exención), deben cumplir con los requisitos de matriculación impuestos por el Estado.

La matriculación en la que participarán los estudiantes incluirá los siguientes cinco elementos:

1. **Ingreso** – llenar una solicitud de ingreso con información sobre los planes educacionales del estudiante y sus metas profesionales.

2. **Orientación** – asistir a una sesión de orientación del College. A los estudiantes se les dará información importante sobre cómo lograr que sus estudios sean exitosos. Se les informará de las instalaciones del centro educativo, sus reglas, normas y procedimientos; los servicios de apoyo y los programas especiales con que cuenta; sus programas educativos, lo que se espera de los estudiantes en las asignaturas, y otros procedimientos académicos.

3. **Evaluación** – participar en una sesión de evaluación donde se medirá el nivel actual de destreza del estudiante en lectura, escritura y matemática. Los resultados obtenidos servirán para ayudar a los estudiantes a seleccionar los cursos más apropiados.

4. **Consejería** – reunión con un consejero para identificar y desarollar las metas particulares del estudiante y seleccionar los cursos adecuados a esas metas.

5. **Seguimiento** – participar en otros servicios de apoyo al estudiante. Se realizarán esfuerzos especiales para ayudar:
   a. a los estudiantes "indecisos" a identificar una meta educacional o profesional;
   b. a los estudiantes inscritos en cursos preuniversitarios de abilidades básicas; y
   c. a estudiantes en períodos de prueba en cuanto a su progreso y/o desempeño académico.

Los estudiantes con incapacidad física, visual, de comunicación o aprendizaje que requieran ayuda especial para participar en la evaluación o otras partes del proceso de orientación/evaluación/consejería, deberán comunicarse por adelantado, o con del Centro de Recursos para Estudiantes Incapacitados, en Edificio P, Sala 300, o llame al (510) 436-2429 o (510) 434-3881 (V/TDD), o el Centro de Evaluación al (510) 436-2562.

Nota Importante: No se cobra por las sesiones de evaluación, orientación o consejería. No se permite la presencia de niños. A todos los estudiantes se les invita a participar en cualquiera de los aspectos de este programa, pero se requiere cita previa.

Durante todo el año escolar el Programa de Éxito Estudiantil celebrará actividades periódicas. Para averiguar cuales procedimientos y actividades están programados, en qúe fecha y a qúe horas, vea el Plan de Clases semestral, o llame al (510) 436-2475 o 436-2562.

ADMISSIONS PROCEDURES

Applicants must file a written application for admission on a form obtained from the college's Admissions and Records Office. A separate application must be filed for entrance into the Nursing and Radiologic Technology programs.

ADMISSION FOR INTERNATIONAL STUDENTS

Special regulations govern the admission of foreign students. These students should contact the Office of International Education 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.

ADMISSION FOR VETERANS

The Merritt College Veterans' Affairs Office, located in Building P, Room 300, was established to help process V.A. 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 paper-work. 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 exams begin. All material submitted to the Veterans Admin-istration 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 Merritt, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran's DD214 separation paper should be submitted at the Admissions and Records Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

For additional information, please refer to the Veterans' Student Handbook, or call (510) 436-2574.

ASSESSMENT AND TESTING

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

New students are encouraged to take the assessment test before enrolling in classes. New and continuing students should refer to the current Schedule of Classes for test dates or contact the Counseling Office located in Building P, Room 300 or phone (510) 436-2475. Students with special testing needs must sign up in advance for testing in the Disabled Students Programs and Services Office in Building P, Room 300; call (510) 436-2429 for information.

ORIENTATION AND ADVISING

All first-time and other interested students are strongly encouraged to participate in an orientation and advising session, Learning Resources 200, for which one-half unit of credit is earned. College programs, services, and facilities will be explained and interested students will be directed to student activities and to leadership opportunities. Counseling staff will assist students with course selections.

ENROLLMENT

Following admission and the assessment/orientation and advising sessions, enrollment materials and an approved permit to enroll are required by the Admissions and Records Office to complete the enrollment process.

CHANGE OF CLASSES

The last day to add term-length 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.

TRANSCRIPTS

It is the applicant's responsibility to have official high school records and official transcripts of all work attempted, completed,

or in progress at ALL other accredited colleges forwarded directly to the Merritt College's Admissions and Records Office.

FOLLOW-UP COUNSELING

All new students are encouraged to meet with their counselors at least once during their first semester. This session helps students with goal setting, selection of a major, career exploration, and the completion of an educational plan. Students are encouraged to make an appointment early in the semester.

FEES

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

All students are required to pay a California Community College Enrollment Fee. The fee is $11 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.

ENROLLMENT FEE ASSISTANCE

The Board of Governors Enrollment Fee Waiver (BOGW) is available to assist students who are unable to pay the enrollment fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office.

The enrollment fee is waived for high school students enrolled part-time with their principal's permission and for students enrolled in any Apprenticeship program.

NONRESIDENT TUITION

Students who are not legal residents of California for one year prior to the first day of the term will be charged Nonresident Tuition at the rate of $175 (subject to change) per semester unit. Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee and Campus Center Use Fee.

High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying Nonresident Tuition, if they enroll in courses for high school credit.

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, and the Campus Center Use Fee. The Nonresident Capital Outlay fee is $7.00 per semester unit (subject to change) with a maximum of $219.00 per year.

CAMPUS CENTER USE FEE

In addition to the California Community College Enrollment Fee, there will be a Campus Center Use Fee of $2 for each semester, to be collected at the time of enrollment. This fee is also collected from Nonresident students. High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying the Campus Center Use Fee. No Campus Center Use Fee is collected for Summer Session or for off-campus classes.

PARKING FEES

There is a parking fee of $.50 per day for students or visitors who park a vehicle on campus. A parking permit may be purchased for $20.00 per semester or $10 for summer session (motorcycle permits are $10 per semester or $5 for summer session) from the Cashier's Office in Building Q, Room 215.

RETURNED-CHECK FEE

There will be a $10.00 charge on checks returned to the college.

OTHER EXPENSES

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

Students are liable for breakage in connection with certain laboratory courses and may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Counseling or Financial Aid Offices in Building P, Room 300.

TRANSCRIPT FEE

Official transcripts are mailed directly to other educational institutions upon written request by the student. There is a $4.00 charge for each "official" transcript after the first two (2) copies, which will be without charge. Transcripts made for student use are classified "unofficial" and there is no charge. Students must clear all financial obligations due the College before transcripts are mailed. Applications for a transcript should be made well in advance of the time when the record will be needed. Unofficial transcripts are also available on the Peralta Colleges web site at: www.peralta.cc.ca.us.

ENROLLMENT FEE REFUND POLICY

Class Cancellations

The enrollment fee will be fully refunded if an action of the college (e.g., class cancellation) prevents a student from attending class. A student may, upon request, obtain a refund up to the end of the following term in which the refund was due. After that time the student will not be eligible for the refund.

Full-Term Classes

A student who cancels his/her registration prior to the first day of instruction, or who officially withdraws from all classes on or before the last day to drop classes and is eligible for a refund, as shown in the current Schedule of Classes, shall be entitled to a full refund, less a $10 processing fee.

A student who officially completes a change of program on or before the last day to drop classes and is eligible for a refund, and as a result, reduces the number of units in which he/she is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.

If a student pays an enrollment fee of $10 or less and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the enrollment fee.

No refund of the enrollment fee will be made to any student who withdraws from classes after the last day to drop classes.

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

Short-Term and Open-Entry/Open-Exit Classes

A student enrolled in a short-term or open-entry/open-exit class will receive a 100 percent refund if he/she officially withdraws on or before the first class meeting. A student enrolled in a short-term or open-entry/open-exit class will not receive a refund if he/she officially withdraws after the first class meeting.

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 100 percent refund of nonresident tuition and capital outlay fee will be made for any class which is canceled by the college or for any class from which the student withdraws before the first day of instruction in the semester according to the academic calendar.

A 90 percent refund of the units dropped will be made through the last day to add classes upon the student's official withdrawal from any class after the semester begins.

A 50 percent refund of nonresident tuition and capital outlay fee will be made upon the student's official withdrawal from classes after the last day to add a class and prior to Census Day in any term, as indicated in the college calendar.

No refund will be made to any student on or after Census Day of the term.

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.

FINANCIAL AID

FINANCIAL ASSISTANCE

Merritt College provides financial assistance to those students whose family's support and personal resources are insufficient to meet educational expenses. The amount of financial assistance is based on demonstrated financial need.

The financial aid programs include scholarships, grants, and part-time employment. Through one or any combination of these resources, the college makes every effort to assist needy and qualified students. The amount of financial aid granted to a student is determined by the availability of funds, the extent of the student's need, and his/her academic performance or promise.

ABILITY TO BENEFIT

In order to qualify for financial aid, any person who has not earned a high school diploma, or has not received a satisfactory General Education Diploma (GED) test score, or has not passed a high school proficiency test, needs to demonstrate evidence of the ability to benefit from college instruction by passing an exam designed for that purpose.

To meet the ability-to-benefit requirement, Merritt College administers the Wonderlic test. A schedule of test dates and times is posted in the Financial Aid and Counseling Offices. Students needing the Wonderlic test must sign up at the Financial Aid Office.

The following descriptions of Merritt's financial aid programs are only a brief summary. Further information, applications, and specific deadline information are available from the Financial Aid Office in Building P, Room 339.

SCHOLARSHIPS

Scholarships based on merit or financial need, or a combination of both, are offered to students by community organizations, parents' employers, labor unions, churches, service organizations, and national foundations. These scholarships will be announced as they are made available to the college.

GRANTS

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

Federal Pell Grants – The federally-sponsored Pell Grant program is designed to guarantee the low and middle-income students who are eligible for aid, financial access to the college of their choice. Pell Grants are intended to be the base upon which all other aid is built. The Pell Grant amount ranges from $400 to $3,713 in the 2003-2004 academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG) – The federal FSEOG program is designed to supplement other sources of financial aid for students with financial need. SEOG grants range from $200 to $4,000 a year. Students enrolled at least half-time at a participating school or college may be eligible to receive a FSEOG grant.

Extended Opportunity Programs and Services (EOPS) – Merritt's EOPS program is a state-funded program which provides EOPS grants and educational services to students. It is available to students who are from families of low and modest incomes, and because of cultural, economic and educational factors would not ordinarily attend college.

California Grants – The State of California, through the Student Aid Commission, sponsors Cal Grants A, B and C. To qualify for a Cal Grant, a student must be a California resident attending an eligible school or college in California. Awards are based on financial need and academic achievement. Applications for these grants are usually available during the month of January for the next academic year.

Cal Grant A is for students attending a four-year institution. This grant may be held for you while attending Merritt College.

Cal Grant B is for community college students who have completed less than one semester full-time, or 16 units of part-time college courses.

Cal Grant C is for full-time students in a vocational program who demonstrate financial need.

Board of Governors Grant (BOGG) – The California Community Colleges through the Chancellor's Office sponsors the Board of Governors Grant. This grant will pay all enrollment fees, but not the $2.00 Campus Center Use Fee. To be eligible for a BOGG, a student must be a California resident and meet one of the following criteria:

a. Be a recipient of public assistance; or
b. Meet designated income standards; or
c. Be eligible for federal and/or state need-based financial aid.

Bureau of Indian Affairs Grant – The Bureau of Indian Affairs (BIA) provides grants to help eligible Native American students meet their college costs. The amounts of the grants vary according to the financial need of the student and the funds available from the student's area BIA agency.

EMPLOYMENT

Federal Work Study (FWS) – The Federal Work-Study Program, which is subsidized by the federal government, helps needy students earn their way through college and often gain valuable work experience. Employment may be on campus or with non-profit organizations off campus. A student may work a maximum of 20 hours per week during school. Students are paid the minimum wage or higher.

REQUIREMENTS FOR FINANCIAL AID

To be eligible to receive financial aid, a student must be enrolled in an eligible program working towards a degree, certificate, or transfer courses, and meet one of the following requirements:

a. Be a U.S. citizen or eligible noncitizen; or
b. Be a U.S. permanent resident who has a I-ISI or I-SSI (Alien Registration Receipt Card); or
c. Be a permanent resident of the Trust Territory of the Pacific Islands; or
d. Be a permanent resident of the Commonwealth of the Northern Mariana Islands.

If none of the above apply, the student must have one of the following documents from the U.S. Immigration and Naturalization Service: I-94 with one of the following endorsements:

e. "Adjustment Applicant," or
f. "Refugee," or
g. "Conditional Entrant," or
h. "Indefinite Parole," or
i. "Official statement that student has been granted asylum in the U.S."

Students in the U.S. on an F1 or F2 Student Visa or J1 or J2 Exchange Visitors Visas, L1 or G series Visas (pertaining to international organizations) cannot receive financial aid unless they have an I-94 with one of the endorsements listed above.

ELIGIBILITY POLICIES

1. Financial Aid awards are contingent upon eligibility and availability of funds. For this reason, it is possible to be eligible for some financial aid programs and not receive aid.

2. Students and their families are expected to make a maximum effort to assist with college expenses. Financial Aid is only assistance, not subsistence. For this reason, students on financial aid are expected to provide a reasonable part of the total amount required to meet college costs.

3. The college shall take into account the financial support which should be expected from income, assets, earnings and other resources available. All factors affecting a family's financial strength will be considered for dependent students and self-supporting students.

4. Merritt students may take courses at other Peralta Colleges that are not available at Merritt. However, Merritt would be the parent institution for the academic year, and the student must take a minimum of one unit at Merritt each term.

5. The amount of the disbursement will be determined by the total number of units a student is currently taking in all the Peralta Colleges.

SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with federal, state and college regulations, a student receiving financial assistance must be making measurable progress towards completion of his/her course of study in order to continue receiving financial assistance.

When a student has completed 90 semester units at any of the Peralta Colleges, he/she must petition to be considered for additional aid.

For further information regarding this policy, check with the Financial Aid Office in Building P, Room 300, or call (510) 436-2465.

ACADEMIC POLICIES

GRADING POLICY

Grade	Pts	Definition	Repeat Policy
A	4	**Excellent.**	Repeat not permitted.
B	3	**Good.**	Repeat not permitted.
C	2	**Satisfactory.**	Repeat not permitted.
D	1	**Passing, but grade less than satisfactory.**	Repeat permitted. If repeated and upon petition, "D" will remain, but will not be computed.
F	0	**Failing.**	Repeat permitted. If repeated and upon petition, "F" will remain, but will not be computed.
CR	0	**Credit, grade at least satisfactory.**	Repeat not permitted. Units awarded are not counted in GPA; only assigned for courses with "CR/NC" option.
NC	0	**No Credit, student did not fulfill the requirements.**	Repeat permitted. If repeated, original "NC" will remain, but will not be computed.
W	0	**Withdrawal.**	Repeat permitted. "W" is assigned to students who officially withdraw from a class between the 5th and 14th weeks of the semester. If repeated, original "W" will remain, but will not be computed.
MW	0	**Military Withdrawal.**	Repeat permitted. "MW" shall be assigned for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time. The "MW" shall not be counted in determining progress probation or in calculating grade points for dismissal. If repeated, the original "MW" will remain, but will not be computed.
I	0	**Incomplete**.	Repeat not permitted. Incomplete academic work for unforeseeable and justifiable reasons at the end of the term.
IP	0	**In Progress.**	Repeat permitted. If repeated, original "IP" will remain, but will not be computed.
RD	0	**Report Delayed.**	Repeat not permitted.

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 "CR" would compute the GPA as follows:

Attempted	Completed	Grade Points
5 units	5 units	A x 5 = 20
4 units	4 units	B x 4 = 12
3 units	3 units	C x 3 = 6
2 units	2 units	D x 2 = 2
0 units*	2 units	CR x 2 = 0
14 units	16 units	40 earned

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

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

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

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

GRADE CHANGE

Evaluation through grading is the sole responsibility of each instructor. The instructor's grades are **FINAL**. Once submitted, grades are not subject to change except by the instructor.

A grade can be changed only where evidence is presented that a clerical error was involved. No grade will be changed later than four (4) years after the semester in which the grade was assigned.

FURTHER DEFINITIONS AND PROCEDURES

SYMBOL DEFINITIONS:

I INCOMPLETE

Academic work which is incomplete for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. Conditions for removal of the "I" shall be stated by the instructor in a written record which shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student, and a copy filed with the District's Office of Admissions and Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. This final grade assigned can include an "F" grade.

The "I" may be made up no later than one year following the end of the term in which it was assigned. A time extension beyond one year, but not to exceed one semester, may be granted by petition. The "I" symbol shall not be used in calculating units attempted, or for grade points.

W WITHDRAWAL

A withdrawal reported to the Admissions and Records Office during the first four weeks of instruction (or thirty percent of instruction for the summer session 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 of instruction and the end of the fourteenth week of instruction (or between 30 to 75 percent of instruction under the quarter system, summer session, intersession, and short-term courses).

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

It is the student's responsibility to drop a class. Drop cards are available in the Admissions and Records Office, Building P, Room 300; the Office of Instruction, Building Q, Room 300; or from any counselor's office. Students must then deliver the drop cards to Admissions and Records. New and continuing students may also use the telephone enrollment system to drop classes up to the last day to drop.

MW MILITARY WITHDRAWAL

The "MW" symbol shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time. The "MW" shall not be counted in determining progress probation or in calculating grade points for dismissal.

IP IN PROGRESS

The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages.

RD REPORT DELAYED

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

CHANGE OF CLASSES

The last day to add term-length 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.

REPEATED COURSES

The following criteria applies to courses which may be repeated:

1. Students may repeat a course for which the grading symbol of "D," "F," "NC," "IP," "W," or "MW" has been recorded. Upon successful repetition of a "D" or "F" graded course, the student may petition that the original grade, units, and grade points not be computed in the cumulative GPA. Students should be advised that this is a procedure of the Peralta Community College District and may NOT reflect procedures of four-year institutions.

2. State regulations restrict the number of courses that can be repeated for credit, and the number of times they can be repeated. Courses that have been approved for repetition for credit are listed in the Class Schedule and the College Catalog.

3. The District may determine that a student may repeat courses because there has been a significant lapse of time since the student previously took the course.

4. Certain activity, performance, and skill courses have been designated as repeatable courses and are identified in the catalog's course descriptions. State law will not allow a student to repeat such courses more than three times. For example, a student cannot accumulate units for more than four tennis classes.

5. Courses offered through the Disabled Students Program (DSP&S) may be repeated for an unlimited number of times based on the following:
   a. Need for adequate preparation for other courses;
   b. Enhanced learning and continuing success in academic areas.

OPEN CLASSES

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

STUDENT STUDY LOAD

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

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.

CREDIT FROM OTHER INSTITUTIONS

Merritt College accepts credit for all lower-division, degree-applicable courses completed at other collegiate institutions that have been accredited by a regional accrediting body. Con-sult a counselor for a preliminary evaluation of course equiv-alents.

COOPERATIVE EDUCATION

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

INDEPENDENT STUDY POLICY

Special courses are offered under course number 49 which permit the student to explore in depth an area or problem of his/her choice not covered by regular catalog offerings. The student must meet prerequisites as outlined by individual departments.

Enrollment in an independent study course requires prior consent of a supervising instructor, the Department Chairperson, the Division Dean, and the Vice President of Instruction. The required Independent Study form, with an outline of the project and written approval, must be submitted prior to the end of the second week of the semester to the Office of Instruction.

Participation in the independent study program is limited to one course per semester regardless of the category in which the course falls. A maximum of five (5) units can be earned in any one discipline, regardless of the number of repeats.

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.

Completion of a minimum of one year's active duty with the armed forces of the United States with an honorable discharge provides six semester elective units toward the Associate Degree.

CREDIT/NO-CREDIT GRADING POLICY

In designated courses students may elect to take the course on a credit/no-credit basis rather than receive a letter grade. This decision must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). Upon successful completion of a credit/no-credit graded course, the student earns the specified number of units and the record will show "CR" (which indicates a "C" grade or better). If the student's work is unsatisfactory, the record will show "NC" (which indicates a "D" grade or below).

All courses listed in the Announcement of Courses section of the catalog fall into one of three categories:

1. Courses that may be taken either for a letter grade or on a credit/no-credit basis. These courses are listed with a "+" symbol.

2. Courses that may be taken for credit/no-credit only. These courses are listed with a "++" symbol.

3. Courses that may be taken for a letter grade only. These courses do not have a symbol by the listing.

A student may not repeat a course in which a grade of "CR" was earned. The designation credit/no-credit ("CR/NC") may not be changed to a letter grade.

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

CREDIT BY EXAMINATION

A registered student who is in good standing (not on probation) and who has completed six semester units at Merritt may request by petition to take an equivalency examination in certain designated courses. A listing is available in the Admissions and Records Office. The petition, which may be obtained in the Admissions and Records Office, must be accompanied by documentation of substantial prior experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the division involved.

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

Credit by examination may be accrued by a student up to a maximum of 15 semester units. Units earned will be recorded on a student's record as "CR" or a letter grade, as determined by the division and grading policy. Units earned through this procedure are not treated as part of a student's study load and therefore are not considered for veterans' benefits, the 12-unit residency, financial aid, athletic eligibility, or similar purposes.

For additional details, students may contact the Admissions and Records office at (510) 436-2487 or (510) 466-7368.

ACADEMIC RECOGNITION – HONOR ROLL

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

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

ACADEMIC RECOGNITION - ASSOCIATE DEGREE HONORS

Students who receive the Associate Degree are graduated "With Honors" if they have an overall cumulative grade-point average of 3.25 to 3.49. Those with an overall cumulative grade-point average of 3.50 to 3.74 are graduated "With High Honors" and

those with 3.75 to 4.0 are graduated "With Highest Honors." (All lower-division units from regionally accredited degree-granting institutions outside of Peralta District Colleges are included in the GPA calculation.)

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

ADVANCED PLACEMENT POLICY

The Peralta Community College District is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement (AP) credit will be granted in the Peralta Community College District according to the follow-ing policies:

1. Students must be enrolled in the Peralta Community College District in order to apply for AP Credit.

2. Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for the AP Credit.

3. Students will be granted credit for AP scores of three (3), four (4) or five (5) in specific subject areas (refer to the list at the end of the policy section).

4. Students will receive units of credit and grades of Credit (CR) on the Peralta transcript.

5. Units earned by AP examinations will be used to meet Certificate and Associate Degree requirements.

6. Units earned by AP examinations will be used towards CSU General Education Breadth certification (partial or full), according to the CSU approved list (refer to the list at the end of the policy section).

7. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC) requirements, with the exception of Critical Thinking – English Composition and Oral Communication requirements (Areas 1B and 1C). **Credits earned by a score of 3 or higher on a designated AP examination can be applied when recognized by the college as equivalent to approved IGETC courses.** Each individual AP exam-ination can clear **one** course only.

8. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.

9. Units of AP credit may not be used to satisfy the College's twelve (12) unit residency requirement.

Note:

1. Some four-year institutions (e.g., out of state) may not accept AP credit.

2. The applicability and quantity of AP credits granted toward major or baccalaureate degree requirements continues to be determined by the individual CSU and UC campuses.

ADVANCED PLACEMENT PROCEDURES

Students wishing to apply for AP credit should:

1. Obtain a Petition for AP Credit from the Admissions and Records Office.

2. Attach official copies of AP score reports from the College Board or an official copy of the high school transcript (if it reports Advanced Placement Examinations).

3. Take completed Petition and supporting documentation to a counselor for review.

ADVANCED PLACEMENT EQUIVALENCY CHART

AP EXAM	SCORE	PCCD COURSE	UNITS AA/AS	CSU-GE BREADTH	UNITS CSU-GE	IGETC
Art History	3,4,5	Art 1 or 4	3	Area C1	3	Area 3/Arts
Biology	3,4,5	Biology 10	4	Area B2	3	Area 5
Chemistry	3,4,5	Chemistry 30A	4	Area B1 & B3	6	Area 5
Computer Science	N/A	N/A	N/A	N/A	N/A	N/A
Economics: Macro	3,4,5	Economics 1	3	Area D2	3	Area 4
Economics: Micro	3,4,5	Economics 2	3	Area D2	3	Area 4
English: Language & Composition	3,4,5	English 1A	4	Area A2	3	Area 1, Group A
English: Literature & Composition	3,4,5	English 1A and 1B	8	Area A2 & C2	6	Area 1, Group A
French Language	3,4,5	French 1A	5	Area C2	6	UC Language req.
French Literature	3,4,5	N/A	N/A	Area C2	6	N/A
German Language	3,4,5	German 1A	5	Area C2	6	UC Language req.
Government and Politics: U.S.	3,4,5	Political Science 1	3	Area D8	3	Area 4
Gov't & Politics: Comparative Gov't	3,4,5	Political Science 5	3	Area D8	3	Area 4
History: European	3,4,5	History 2A or 2B	3	Area D6	3	Area 4
History: United States	3,4,5	History 7A or 7B	3	Area D6	3	Area 4
Latin: Virgil	N/A	N/A	N/A	Area C2	3	N/A
Latin: Literature	N/A	N/A	N/A	Area C2	3	N/A
Mathematics: Calculus AB	3,4,5	Math 3A	5	Area B4	3	Area 2
Mathematics: Calculus BC	3,4,5	Math 3A or 3B	5	Area B4	3	Area 2
Music Theory	3,4,5	Music 10	3	Area C1	3	Area 3/Arts
Music Listening & Literature	3,4,5	Music 12A	3	N/A	N/A	Area 3/Arts
Physics B	3,4,5	Physics 2A	5	Area B1 & B3	6	Area 5
Physics C: (Mechanics)	3,4,5	Physics 4A	5	Area B1 & B3	3	Area 5
Physics C (Electricity and Magnetism)	3,4,5	Physics 4B	5	Area B1 & B3	3	Area 5
Psychology	3,4,5	Psychology 1A	3	Area D9	3	Area 4
Spanish Language	3,4,5	Spanish 1A	5	Area C2	6	UC Language req.
Spanish Literature	3,4,5	N/A	N/A	Area C2	6	N/A
Statistics	3,4,5	Math 13	4	Area B4	3	Area 2

Note: Students wishing to receive credit for AP examinations not on this list should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction at the student's home campus. These requests will be evaluated on a case-by-case basis.

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

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

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

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

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

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

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

PETITION FOR PREREQUISITE/COREQUISITE EQUIVALENCY

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

PREREQUISITE/COREQUISITE SUBSTITUTION

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

PREREQUISITE/COREQUISITE CHALLENGE

If a student desires to challenge the prerequisite or corequisite, he/she must file a Petition for Prerequisite/Corequisite Challenge with appropriate documentation in the Office of the Vice President of Instruction or Office of the Vice President of Student Services.

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

1. The student has acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.

2. The student has not yet been allowed to enroll due to limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students, and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.

3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.

4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.

5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

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

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) Instructor's 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**. At the beginning of each semester every instructor will distribute a written statement of the attendance and grading policies, including the circumstances under which grades will be assigned.

5. A leave of absence may be requested for a limited period to cover illness, hospitalization, or acute emergencies. A request for such leaves should be made directly to the instructor by contacting the instructor in person, by telephone, or by written communication.

6. Responsibility for making up work missed because of absence rests with the student.

7. District policy limits attendance in classes to those who are officially enrolled in the class.

AUDITING CLASSES

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

WITHDRAWAL FROM CLASSES/COLLEGE

A student may withdraw from the college at any time through the 14th week of the semester. It is the responsibility of the student to make their withdrawal official through the Admissions and Records Office.

Students who do not officially withdraw may receive an "F" grade.

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.

PROBATION

ACADEMIC PROBATION: A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 for all Peralta District colleges shall be placed on Academic Probation. Such a student shall receive special counseling, including consideration of possible reduction of his/her study load. A student who has a cumulative grade point average of less than 2.0 at the end of any term, either semester or summer session, shall be placed on probation during the following term of attendance and shall remain on probation until his/her cumulative grade-point average is 2.0 or higher.

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

PROGRESS PROBATION: A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches at least 50 percent of all grades recorded.

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

STANDARDS FOR DISMISSAL

A student on Academic Probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 1.75 in all units attempted in each of three consecutive semesters. Summer session and regular intersessions shall be considered a semester.

A student placed on Progress Probation shall be subject to dismissal if the percentage of units in which the student has been enrolled reaches or exceeds 50 percent in at least three consecutive semester for which the entries of "W," "I," and "NC" are recorded.

A student who has received an academic dismissal will be required to remain out of college one semester. Such student may return on probationary status after one semester but must enroll in the College Success Strategies course. This course is a 1-unit, 9-week course designed to provide students with techniques in enhancing the student's chances for success in college.

Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services. Circumstances that might warrant exceptions to the standards for dismissal should be referred to the Vice President for evaluation.

A student on Academic Probation is removed from probation and acquires good standing when the student's cumulative grade-point average is 2.0 or higher. A student on Progress Probation is removed from probation and placed in good-standing status when the percentage of units with entries of "W", "I," and "NC" drops below 50 percent.

ACADEMIC RENEWAL POLICY

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

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

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

c. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most recent work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

PLEASE NOTE: When course work is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Veterans who request alleviation of substandard academic performance may be required to reimburse the V.A. for changes in these benefits.

Forms for filing under this policy may be obtained from the Merritt College Admissions and Records Office.

ACCESS TO EDUCATION RECORDS

In conformance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in *Title V 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'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 present or former Merritt students access to their individual education records maintained at the college.

2. To protect such student's 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 to students to certain materials, including:

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 that:

    a. Is appropriate for such officer or employee's performance of his or her responsibility;

    b. Remains in the sole possession of the maker thereof;

    c. Is comprised of 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. Is maintained by a law enforcement unit which is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the District; and that such law enforcement unit personnel do not have access to other student records; and providing such information is kept apart from other student records and maintained solely for law enforcement pur-poses and is available only to other law enforce-ment 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.

The legislation also states that the parent or legal guardian of a dependent student, as defined for federal income-tax purposes, has a right to information about his or her child without the college 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 right to the extent that it is required by law.

As provided by the Act, the college retains the right to publish at its discretion the following categories of information with respect to each student presently or previously attending the college: the student's name, address, telephone listing, date and place of birth, field of study, class schedule, participation in officially recognized activities and sports, weight and height (if 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 "directory information" should not be released without his or 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 district, provided that any such person has a legitimate educational interest to inspect a record.

2. Federal or state education officials or the County Superintendent of Education or their designees, or the United States Office for 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 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 systems, including local, county or state correctional facilities where education 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 25430.7 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 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.

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 that the college keeps on file.

Students seeking to challenge the accuracy of materials in their educational records will be requested to state the basis for their challenge in writing to the Vice President of Student Services. The Vice President will conduct an informal review of the records with the student and inform the student of his or her rights along with procedures for correcting any inappropriate entries.

Finally, the legislation requires that a written record (log) be kept with the education records of each student indicating all parties outside the college who have requested or obtained access to the records. As noted previously, the legislation does not require the student's prior consent to the release of such files or information to Merritt College faculty or administrators who have a legitimate educational interest in seeing the material, or to certain other persons, agencies, and organizations specified above. Access and release forms are available in the Admissions and Records Office. Any questions regarding the legislation or the college's procedures and policies should be directed to the Vice President of Student Services.

STUDENT SERVICES

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.

ALTERNATE MEDIA SERVICES

Alternate media services will be provided to students, staff, and community members whose disability-related limitations prevent them from accessing printed materials in its standard or published format. This catalogue, in addition to other educational materials, is available in alternate formats, such as Braille, large print, audio file, or electronic text. The office is located in Building L, Room 112. For information, call (510) 434-3910.

ASSESSMENT SERVICES

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

The Assessment Office schedules and conducts day and evening assessments for all new and returning nonexempt matriculating students, coordinates the new-student orientations and the "ability to benefit" testing for financial aid students, and maintains assessment results and course recommendations. The office is located in Building L, Room 105. For information, call (510) 436-2562.

ASSOCIATED STUDENTS OF MERRITT COLLEGE

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 on 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 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, and 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 145. ASMC is a member of the California Student Association of Community Colleges. For more information, contact the Student Activities Advisor in the Student Center, Building R, Room 145, or call (510) 436-2540.

BOOKSTORE - SEE COLLEGE STORE

CALWORKS PROGRAM - SEE MERRITTWORKS

CAMPUS CENTER – BUILDING R

The Merritt College Campus Center houses MC Café, the Student Lounge, the Student Activities Offices, and the Game Room.

Food services at Merritt College are provided by MC Café in the cafeteria which serves a variety of food at moderate prices, including breakfast, lunch, and short orders. The dining room is also available for special events.

The Student Lounge offers students a place to relax, study, and meet with their fellow students. Information about reservations can be obtained from the Student Activities Office, Room R145, for daytime events, and from the Facilities Rental/Reservation Office, Room Q222, for evening events.

The Student Activities Offices include the offices of student body officers and campus clubs and organizations. The Student Council room is used for council meetings, club organizational meetings, and as a workroom.

CAREER AND TRANSFER CENTER

The Career and Transfer Center, an affiliate of the Oakland One-Stop Career Center, located in Building Q, Room 202, offers a variety of career and job-search/referral services to students. Visit the center, or call (510) 436-2445 for information on the following services provided by the Center:

- Career resource area with a library of career and job information; includes bank of computers for online career and job search.
- Job-search assistance such as career counseling, vocational assessment, job-site visits, and resume and interview preparation.
- Job referral for full- and part-time jobs, both on and off campus, locally and nationwide.
- Information on volunteer and internship positions.
- Information and support for the transfer process.
- Career and transfer presentations and workshops by faculty and local employers.

CAREER COUNSELING

Counselors provide career counseling and guidance for students setting educational and vocational goals. Many students are undecided as to their major field of study and should discuss possible career choices with a counselor. In addition, the college has a Career and Transfer Center that provides career resources and occupational information. Computerized systems, such as Eureka, are also available in the Career and Transfer Center for student use. Refer to Counseling Services and Career and Transfer Center.

CASHIER'S OFFICE

The Cashier's Office (Bursar's Office), located in Building Q, Room 215, is open during registration periods to 7:00 p.m. on Monday and Tuesday evenings (days and hours are subject to change). During the balance of the term, the office is open to 4:00 p.m. The Cashier's Office accepts personal checks, Visa, Discover, MasterCard or cash. For information or assistance, call (510) 436-2402. Fee-based (community services) classes are paid for in the Office of Instruction located in Building Q, Room 300.

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 one to five years of age. A registration process is required. Information regarding guidelines and application procedures is available at the Center, located on campus. For information, call (510) 436-2436.

COLLEGE HOUR

Activities and events of college-wide interest are held during College Hour every Thursdays 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 145.

COLLEGE STORE/BOOKSTORE

The College Store is operated by the Follett College Stores Corporation. All required texts plus supplementary books are stocked in the store. In addition to books, a complete assortment of school, art and engineering supplies and physical education attire is available. A wide variety of convenience items also may be purchased at the store. The College Store, located in Building R, Room 125, is open at 7:45 a.m. to 7:00 p.m. on Monday and Tuesday, to 5:00 p.m. on Wednesday and Thursday, and to 3:00 p.m. on Friday. Business hours are extended during the first two weeks of each semester to 8:00 p.m. Monday through Thursday, and from 8:45 a.m. to 4:00 p.m. on Saturday. The College Store accepts Visa, American Express, MasterCard, Traveler's checks, money orders, and cash, but no personal checks. Books may also be ordered online at efollett.com. For information, call (510) 436-2438.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The CARE program, part of EOPS, is a state-funded supplemental support service program for students who are single heads of household with children age 14 and under and who have an active CalWORKs case number. CARE students receive supplemental counseling and advising services, additional study time, childcare 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 com-

munity-based resources. The CARE program is located in Building P, Room 313. For information, call (510) 436-2476.

Counseling Services

The college provides counseling services to assist students with their choice of a career, with planning a program of study, and with personal problems. Students may schedule appointments with counselors during available day or evening hours. The Counseling Office is located in Building P, Room 300. For information or to make an appointment, call (510) 436-2475.

Disabled Students Programs and Services (DSPS)

Disabled Students Programs and Services (DSP&S) provides educational and vocational support services to persons with disabilities who are enrolled in classes at the college. Services inlcude academic, personal and career counseling; registration assistance; and liaison with four-year colleges and community agencies. The DSP&S Office is located in Building P, Room 300. For information, call (510) 436-2429 (Voice), or (510) 434-3881 (V/TDD). Also refer to Alternate Media Services and High Tech Center.

Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS) provides financial and academic support to students whose educational and socioeconomic backgrounds may prevent them from successfully attending college. To qualify, the student must be a California resident, enrolled in at least 12 units (but not have completed more than 70 units), eligible for a Board of Governor's fee wavier, and educationally disadvantaged. Services provided include orientation, priority registration, specialized counseling, academic planning, career guidance, academic progress monitoring, basic skills instruction, book services, transfer assistance, and special cultural awareness activities. The EOPS Office is located in Building P, Room 300. For information, call (510) 436-2474.

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 P, Room 339, and is open Monday and Tuesday, 8:00 a.m. - 7:00 p.m., Wednesday and Thursday, 8:00 a.m. - 4:30 p.m., and Friday, 8:00 a.m. - 3:00 p.m.; telephone number: (510) 436-2465.

Food Services (See Campus Center)

Health Services Center

The Health Services Center provides a variety of health programs and services to students in an effort to improve and support the student's sense of well-being while pursuing his/her academic goals. The Health Services Center is staffed by a Registered Nurse/Marriage, Family and Child Counselor. Services are free and confidential. Appointments are not necessary, but appreciated. Services offered include assessment of illness, injuries and stress with referrals to low-cost community clinics when indicated. Additional services include health education and wellness classes and information; crisis counseling; referrals for domestic violence, sexual assault, drug abuse, and parental stress; and Social Service referrals for shelter, food, and legal needs. Condoms, over-the-counter medications, feminine-hygiene products, blood-pressure checks, pregnancy tests, and TB skin tests are also provided free to students. A flu-shot program as well as other programs are periodically offered and are advertised in advance.

Classes in stress reduction, nutrition and weight management, mental health issues, anger control, sexual health, and healthy parenting are offered for credit in the Health Services Center, usually from 12:00 - 1:00 p.m. These classes are listed in the Merritt College Schedule of Classes under "Health Education" with course titles beginning with "Wellness Education."

Check with the Health Services Center as additional services are added periodically. The Health Services Center is located in Building R, Room 137. For information, call (510) 436-2533.

High Tech Center

The High Tech Center offers services for students who are recovering from head injuries, have a diagnosed learning disability, or who need accommodations/adaptive equipment. The lab contains state-of-the-art computer adaptations including voice recognition, screen readers, and spelling and math programs for students who participate in the DSP&S program. Students learn to use Microsoft Word to produce documents and desktop publishing projects. The High Tech Center offers classes on using the Internet and basic Web-page

design. Assessments for Department of Rehabilitation clients are also provided. Students are advised to meet with a counselor in the DSP&S program before enrolling in these classes. The Center is located in Building L, Room L102. For information, call (510) 436-2592.

HOUSING

Merritt has no dormitory facilities. Students not living at home must make their own arrangements for living quarters. The Student Activities Office, located in Building R, Room 145, maintains a listing of rentals. These listings are also posted on bulletin boards throughout the campus. The college assumes no responsibility for these rentals.

INSTRUCTOR ADVISING

Instructor advising is available to students in most majors. Instructor advisors are experts in a particular discipline or major who give information regarding the content of a particular course, or what sequence of courses will suit the student. Students are encouraged to consult an instructor advisor as well as a counselor.

Instructor advisors can assist students interested in the course offerings in a particular field or major at universities and colleges. They can also help students find current information regarding jobs and careers in specific fields.

INTERNATIONAL STUDENT SERVICES

Special regulations govern the admission of foreign students. These students should contact the Office of International Education 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.

LEARNING CENTER (SELF-PACED CLASSES, TUTORING PROGRAM, AND TECHNOLOGY SERVICES)

The Learning Center is open to all students who would like assistance with instructional assignments. The Learning Center offers classes that are designed to help students acquire the skills they need to succeed in other college courses. There are several self-paced courses available for credit in English communication, writing skills, and study skills. Students receive tutorial assistance as they work at their own pace – and whenever their schedules allow – toward mastery of course materials. These courses are non-degree applicable (they cannot be applied toward an AA degree) and only credit/no-credit grades are awarded at the completion of the courses. Students may enroll up to the 12th week of the semester. Refer to the class schedule for more details.

The Tutoring Program provides students with academic assistance across the curriculum. Free tutoring is available for most courses at Merritt College. Students are eligible for one-to-one or group tutoring if they are enrolled in a Peralta Community College District course.

Merritt students can use the computers in the Computer Lab and make use of current technology to access the Internet, use email, do laser printing, scan materials, and use educational software for academic classes. Tutors in the Computer Lab assist students with word processing tasks or in using software for classes. Students can also receive tutorial help on writing projects.

The Learning Center is located in Building D, Room 187. For information, call (510) 436-2442 or 436-2443.

LEARNING OPPORTUNITY PROGRAM

The Learning Opportunity Program provides assessment and instructional assistance in study skills to students who have learning disabilities. The Learning Disabilities Specialist provides students with individual assessment 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:

- Asessment and evaluation of eligibility for the learning disabilities program.
- Identification of students' learning styles and modalities.
- Evaluation of academic skills and academic coaching.
- Compensatory learning strategies and techniques.
- Accommodations and services based on individual testing results.
- Computer-assisted instruction.

For information, contact the DSP&S Office in Building P, Room 300, or call for an appointment with a DSP&S counselor at (510) 436-2429.

LIBRARY

Library services are provided throughout the semester and include day and evening hours of operation. Professional librarians are available to assist students with their research and reference needs and to provide orientation in library-use techniques. The Library is located in Building L, Room 200. For information, call (510) 436-2457.

LOST AND FOUND

Lost and Found is located in the Student Activities Office in Building R, Room 145. For information, call (510) 436-2535.

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.

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; financial assistance and work-study opportunities; childcare assistance and referrals; design of individualized student education plans; job placement; employment readiness skills workshops/classes; assessment and assistance with learning disabilities; computer loan program; supervised study time; academic tutoring and computer learning assistance; lifeskills and special interest workshops; and information and referral to other student services, support services and agencies. The Department of Social Services provides transportation vouchers and checks for student supplies and books on a limited basis. For information, contact the MERRITTWorks Office in Building P, Room 309, or call (510) 436-2428 or 436-2651.

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.

If you are a new Merritt College student, you can now attend this Orientation online. Just visit our web site at http://merritt.edu:80/~StudentServices/Orientation/ to begin. When you have completed the Online Orientation, print out the final survey and bring it to the P Building, Room 300, to set up an appointment with a counselor.

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:

1. 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.

2. The parking fee to park on campus is $.50 per day or $20.00 per semester or $10 for summer session (motorcycle permits are $10 per semester and $5 for summer session). 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.

3. Parking of private vehicles on Merritt College property is done at the risk of the owner.

4. 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.

5. 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.

6. A vehicle left unattended in an area where it will constitute a traffic hazard will be towed at the owner's expense.

7. 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.

8. Parking spaces designated "Handicapped" are reserved for vehicles displaying a state disabled/handicapped permit. Temporary permits are issued in the Business Services Office.

9. 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 $0.50.

10. Questions or problems involving parking should be referred to the Dean of Student Support Services.

PERSONAL COUNSELING

Counselors are available to assist students with problems and concerns which affect or impede academic progress. When appropriate, students may be referred to other professional services in the community. For information, call (510) 436-2475.

POLICE SERVICES

Police Services is located in Building R, Room 135, and is available 7 days a week, 24 hours per day.
Emergency Line: (510) 465-3456, or on campus at ext. 7236.
Non-Emergency Line: (510) 465-3414, or on campus at ext. 2668.

PUENTE PROGRAM

The goal of the Puente Community College Program is to increase the number of educationally under-served students who transfer to four-year colleges and universities. Puente students are provided with accelerated English writing instruction and sustained academic counseling and mentoring from the professional community. To participate in the Puente Program, students must be interested in transferring to a four-year college or university, be eligible for English 201A/201B (as determined by assessment or completion of prerequisites), and make a commitment to work with the Puente counselor as well as mentors designated by the Project Coordinator. For information, contact the Puente Office in Building R, Room 143, or call (510) 436-2529.

SAFETY AIDES

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

SCHOLARSHIP INFORMATION

Scholarship information can be accessed in the following ways:
- On the Web at http://merritt.edu:80/StudentServices/scholarship.html.
- Online at a Eureka Access Scholarship Web site; on-campus access sites include computers in Rooms D-178, D-180, Q-202, R-4, and R-136.
- Postings on the Student Activities bulletin board located in Room R-145.
- In a scholarship binder available in the Financial Aid office located in P-300 or the Student Activities Office located in Room R-145.

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 campus. The Office plans and implements a calendar of campus activities and sponsors multicultural enrichment events in conjunction with the ASMC.

The Student Activities Office, located in Building R, Room 145, provides assistance to students wishing to participate in the student government or in any of the planned activities and programs. Students interested in forming new clubs, running for student body offices, or learning details of any activity should consult with this office or call (510) 436-2535 for information.

The Student Activities Office is responsible for a variety of services, including: AC transit passes, activities and activities coordination, ASMC Photo ID (student ID cards), BART passes, calendar of student events, fax and copy machine services, housing bulletin boards, lost and found, merchant discounts with ASMC "gold" photo ID, postage stamps, posting approval, student government and club information, reserving Student Lounge and Club Room (R136), and student organizations' offices and mailboxes.

STUDENT CLUBS AND ORGANIZATIONS

Student 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 145. For information, call (510) 436-2535.

STUDENT "GOLD" ID CARD

The effective functioning of the ASMC depends on student participation and financial support. Because some of the financial support for ASMC originates from the sale of the "Gold" student ID cards, students are encouraged to purchase a gold card in support of their student council. The ASMC "Gold" ID card may be purchased for $5.00 per academic semester in the Student Activities Office. The "Gold" card entitles students to reduced admission costs to home athletic events, and Discount Days at the Bookstore and with participating local merchants. The optional fee supports student activities as determined by the Associated Students Council.

TUTORIAL PROGRAM

The Tutorial Program, housed and operated in the Learning Center, provides students with qualified student tutors in various academic areas. Tutors support the student's regular instructional program through individual and small-group tutoring. Tutorial assistance provides support, motivation, and encouragement for students. This service is free to all Merritt students. To sign up for tutoring services, a student must complete a brief application and indicate the hours available for tutoring. Those students who are interested in becoming tutors can contact the Tutorial Coordinator at (510) 436-2442. The Tutorial Program is located in Building D, Room 187.

VETERANS' AFFAIRS OFFICE

Merritt College offers educational assistance to eligible active-duty military, retired, and reserve personnel and their dependents, according to Title 38, *U.S. Code*, and Section 32320 of the *California Education Code*. The U.S. Department of Veterans Affairs and the California Department of Veterans Affairs determine eligibility for benefits under this program. For information, visit the Veterans' Affairs Office located in Building P, Room 300, or call (510) 436-2574.

VOCATIONAL EDUCATION TUTORING SERVICE

Vocational education funds assist the college in providing services it would otherwise be unable to provide. One of these services is tutoring students who are either majoring in specific vocational programs, or those who are enrolled in vocational classes. Students should contact their instructor for further details.

DISTRICT AND COLLEGE POLICIES

ACADEMIC ADJUSTMENTS AND AUXILIARY AIDS AND SERVICES FOR STUDENTS WITH DISABILITIES

The Peralta Community College District, consisting of four colleges and other programs of higher education and vocational training, commits itself to a policy of equal opportunity and nondiscrimination for students with disabilities. It is the policy of the District to provide reasonable modifications, academic adjustments, and auxiliary aids and services consistent with federal, state, and local laws and regulations. See Board Policy 5.24 and its Implementing Procedures.

In the case of dispute involving a student's request for or provision of academic adjustments and auxiliary aids and services or a student's inquiry regarding the District's compliance with applicable laws and regulations, the Division Dean supervising the program to which the request or inquiry is directed must review the matter and make an interim decision pending any resolution through the Student Grievance Procedure, Board Policy 4.43. The findings and decision of the Grievance Committee may be directly appealed to the District Equal Opportunity Officer.

ACADEMIC ACCOMMODATION PROCEDURES FOR STUDENTS WITH DISABILITIES

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 Disabled Student Programs and Services (DSP&S) at each college to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids.

The goal of all academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

1. When a student requests disability-related services, the student's disability is verified by the DSP&S professional according to state-mandated criteria. If the student is deemed ineligible for services and wishes to appeal this decision, he/she will follow the District Student Grievance Procedure. Concurrently, the college ADA Coordinator will review the case and make an interim decision pending resolution through the student grievance procedure. The finding of the grievance committee may be appealed directly to the District Affirmative Action Officer.

2. The DSP&S professional, in consultation with the student, determines educational limitations based on the disability and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include but are not limited to:

   a. Auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, taped text or spelling checker used in the classroom and/or in completing class assignments;

   b. The use in the classroom of a reader, American Sign Language interpreter, note taker, or scribe, or real-time captioner for students who are deaf or hard of hearing or the presence of guide dogs, mobility assistants, or attendants in the classroom;

   c. Testing accommodations such as extended time for test taking and distraction-free test setting;

   d. Extending the length of time permitted for course or degree requirements and flexibility in the manner in which specific course content is obtained.

   e. Substitution for specific courses required for the completion of general education degree requirements, or substitutions or waivers of major or certificate requirements.

   f. Access to Alternate Media such as Braille, large print, video captioning.

3. With the consent of the student, instructors are informed of authorized auxiliary aids and academic accommo-

dations. 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.

Grievance Procedures

If a student is denied academic accommodations or the use of auxiliary aids by an instructor and wishes to appeal, she/he should contact the DSP&S professional to schedule a meeting with the instructor to discuss and resolve the issue. The student may invite the DSP&S professional (i.e., a DSP&S Coordinator, Counselor, Instructor, Acquired Brain Injury (ABI) Specialist, Learning Disability (LD) Specialist, etc.) to attend this meeting. In the case where an unresolved issue becomes a dispute (i.e., an issue that is not resolved informally between the student and the instructor with the assistance of the DSP&S professional), the student may file a complaint through the District Student Grievance Procedure. Concurrently, the college ADA Coordinator or designee will review the case and make an interim decision pending resolution through the student grievance procedure. If the issue is still not resolved, the student may appeal directly to the District Affirmative Action Officer.

Meeting General Education Degree Requirements

When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from a college within the Peralta Community College District, despite an earnest effort on the part of the student to complete the course or its prerequisite – if appropriate for the disability as determined by a qualified DSP&S Specialist – and despite the provision of academic adjustments and/or auxiliary aids, the student may request a substitution of the course as an alternative method of meeting general education degree requirements. The Evaluation Team will consist of the DSPS 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. The team may consult, as appropriate, with DSPS professionals, Associate Vice Chancellor for Admissions and Records and Student Services, and the college Vice President of Instruction in order to make a decision. 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.

Meeting Major or Certificate Requirements

The process for evaluating requests for major or certificate requirements is the same as stated in the section above except that the student may request a substitution or a waiver of the course as an alternative method of meeting major or certificate requirements.

A course substitution maintains the standards of academic rigor of degree programs because the student is required to demonstrate comparable skills.** Therefore, requesting a course substitution is the preferred option to meet general education degree requirements. For major or certificate course requirements, course substitutions and/or waivers may be considered.

Course substitutions are applicable for Peralta Community College District and may not be recognized by a transfer college.

*DSP&S professional, as defined pursuant to Title 5 Sections 56006, 56048, 56060, 56064 and 56066, is the professional authorized to make these determinations.

**When a student completes a comparable course as established by an Evaluation Team.

Evaluation of Substitution/Waiver Request

Part A. Documentation

The student will complete the *Request for Change of Graduation Requirements* Form (available in the DSPS 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.

PART B. EVALUATION OF REQUEST

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.

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.

The Evaluation Team will assess student requests based on the following criteria:

- 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.

- Evidence of the student's earnest efforts to meet the graduation requirement, which may include:

  - Consistent and persistent efforts in attempting to meet all graduation requirements.
  - Evidence that the student has attempted to take the course in question or its prerequisite with accommodations and has been unable to successfully complete course requirements.
  - Regular attendance (i.e., meeting the attendance requirements of the course); completion of all course assignments.
  - Use of all appropriate and available services such as tutorial assistance or instructional support classes.
  - Use of all appropriate and available academic accommodations such as test accommodations.
  - Agreement among the student, DSPS 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.

- Evidence that the student is otherwise qualified such as:

  - 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.

- 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.

- Information about alternatives to the course in question based on the learning/academic goals of that course.

MEETING GENERAL EDUCATION DEGREE REQUIREMENTS

The Evaluation Team's decision will be made by majority vote. If the Team recommends a course substitution, the Team will request the department*** to provide a list of previously identified appropriate course substitutions. If the department cannot identify an appropriate course substitution or if the Team concludes that a substitute course is inappropriate due to the severity of the disability, as documented by the *Verification of disability and Educational Limitations* Form, then the College Vice President of Instruction and the Associate Vice Chancellor for Admissions and Records and Student Services shall be included in the evaluation process to assist with the identification of an appropriate course substitution. To approve recommendations for course substitutions, the Evaluation Team will forward its recommendation to the Vice President of Instruction and then to the Associate Vice Chancellor for Admissions and Records and Student Services. The District Office of Admissions and Records will verify, implement and notify the student.

MEETING MAJOR/CERTIFICATE REQUIREMENTS

The process for evaluating requests for major/certificate requirements is the same as those stated above *except* that the student may request a substitution or a waiver of a course as an alternative method of meeting major or certificate requirements.

GRIEVANCE PROCEDURE

If the student is dissatisfied with the decision of the Evaluation Team, she/he may follow the Student Grievance Procedure. The finding of the grievance committee may be appealed directly to the District Affirmative Officer. Students can obtain the assistance of the District Affirmative Action Office at any point during this process.

***That is, the department in which the student is asking for the course substitution. The departments of the Colleges must go through the normal curriculum process in determining these appropriate course substitutions.

ANIMALS ON CAMPUS

Students are urged not to bring animals on campus. Animals running loose or left tied on campus will be impounded in accordance with sections 3-9.16 and 3-9.17 of the Oakland Municipal Code. Seeing-eye dogs are an exception.

DISCRIMINATION COMPLAINT PROCEDURES

The Peralta Community College District as a public institution, prohibits discrimination in any and all of its activities, including: employment; procuring of goods and services; availability of its educational offerings; and other programs and activities such as financial aid and special services. In order to accomplish these tasks, the Office of Equal Opportunity is assigned the responsibilities of overseeing and investigating any charges of discrimination or other complaints. A discrimination complaint log will be maintained as well as complete records of complaints and resolutions. The Office of Equal Opportunity will handle both student and employee complaints by working with the Vice Presidents of Student Services for student complaints and with the Vice President of Instruction for employee complaints.

To insure that students and employees of the District are aware of the provisions of this policy, a general statement will be published in each class schedule and a bulletin will be circulated to each District employee.

The following procedures are in compliance with the guidelines of state law:

1. Student discrimination complaints may be filed with the Office of Student Services at each campus.

2. Employee complaints may be filed with the Office of Instruction at each campus.

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 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.

POLICY PROHIBITING DISCRIMINATION (INCLUDING SEXUAL AND RACIAL HARASSMENT AND DISCRIMINATION) TOWARD STUDENTS

The Peralta Community College District, in accordance with applicable Federal and State laws and Board Policy, prohibits unlawful discrimination towards students on the basis of race, creed, color, ancestry, religion, sex, national origin, age (40 and over), marital status, medical condition (cancer related), disability, political views and affiliations, sexual orientation/ preference, and transgender status at any stage in any and all of its programs and activities, including availability of its educational offerings; and other programs and activities such as financial aid and special services. To that end, the District will take immediate, appropriate steps to investigate complaints of discrimination to eliminate current discrimination and prevent further discrimination. The District prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry.

The Peralta District is subject to Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and 1972, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA).

The Title IX, Section 504 and ADA Coordinator for the Peralta District is the District Affirmative Action Officer whose office is located at 333 E. 8th Street, Oakland, California 94606; telephone (510) 466-7220.

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

Students, faculty, employees, and applicants for employment who believe they have been discriminated against may file a discrimination complaint with the President of the college, Vice President of Student Services (for students), Vice President of Instruction (for faculty or employees) or the District Affirmative Action Officer. Complaint forms and procedures are available in the offices of the President, Vice Presidents, and Affirmative Action Officer.

The Peralta Colleges encourage "mainstreaming" students with disabilities into regular classes. The colleges offer support services to make education accessible. Each main campus has an Enabler/Coordinator who coordinates the Disabled Students Program. Students who find that a class is not accessible should contact the Disabled Students Programs and Services Office for assistance. Services provided include classroom interpreters, notetakers, readers, special counseling on disability management, peer counseling groups, and special adaptive equipment.

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

POLÍTICA QUE PROHÍBE LA DISCRIMINACIÓN HACIA LOS ESTUDIANTES (INCLUYENDO LA DISCRIMINACIÓN Y EL ACOSO SEXUAL Y RACIAL)

El Distrito de los Colegios Universitarios Comunitarios de Peralta, de conformidad con las leyes federales y estatales pertinentes y con la Política de la Junta, prohíbe que los estudiantes sean sometidos a discriminación y acoso discriminatorio ilícitos basados en la raza, las creencias, 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 polítcas, 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 Distrito de Peralta está sujeto al Título IX de las Enmiendas Educativas de 1972, los Títulos VI y VII del Acta de Derechos Civiles de 1964 y 1972, el Acta de Discriminación por la Edad en Empleo de 1967, el Acta de Discriminación por la Edad de 1975 y la Sección 504 del Acta de Rehabilitación de 1973 y al Acta de 1991 refiriente a los Americanos incapacidados.

El Coordinador del Título IX y Sección 504 para el Distrito de Peralta es el Funcionario de Acción Afirmativa del Distrito, cuya oficina se encuentra situada en el 333 E. 8th Street, Oakland, CA 94606; teléfono (510) 466-7220.

Los estudiantes, mienbros de la facultad, empleados y solicitantes de empleo que crean que hayan sido discriminados pueden presentar una queja de discriminación ante alguno de los siguientes funcionarios: el Presidente del colegio corres-

pondiente, 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 Acción Afirmativa 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 Acción Afirmativa.

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.

IMPLEMENTING PROCEDURES PROHIBITING SEXUAL, RACIAL, AND DISABILITY HARASSMENT AND DISCRIMINATION TOWARD STUDENTS

A. DISSEMINATION

The policy and 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.

The policy and 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.

The policy and 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.

The policy and procedures shall also be displayed in a prominent location at each college along with the other notices regarding the college's procedures and standards of conduct. A copy of the Policy and Procedures shall be made available to any person expressing a verbal complaint about such matters.

B. SEXUAL, RACIAL, AND DISABILITY HARASSMENT AND DISCRIMINATION DEFINED

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.

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:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of a student's academic status, or progress.

2. Submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the student.

3. 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.

4. 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.

5. 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.

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.

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.

A harassing environment is created if conduct of a sexual or racial nature or conduct based on student's disability is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program by the District or to create a hostile or abusive educational environment.

C. EXAMPLES OF PROHIBITED HARASSMENT

Sexual, racial, disability harassment includes, but is not limited to, the following examples of conduct that is undertaken because of the sex, race, or disability of the student victim:

1. Unwanted physical touching (beyond normal greetings).

2. Displays of offensive materials, objects, photos, etc., with a sexual, racial, or disabled theme.

3. Situations affecting a student's studying and learning conditions and making the learning environment unpleasant and uncomfortable, whether the actions are purposeful or not.

4. Verbal insults (in reference to gender, race, sexual orientation, or disability).

5. Rumors designed to cause the individual emotional distress or place him or her in a bad light.

6. Physical assault.

7. Unwelcome direct propositions of a sexual nature.

8. Subtle pressures for unwelcome sexual activity, an element of which may be conduct such as repeated and unwanted staring.

9. A pattern of conduct not legitimately related to the subject matter of a course, which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment, that includes one or more of the following:

   (a) Comments of a sexual/racial nature or which are demeaning or derogatory based on a disability, or
   (b) Sexually explicit statements, questions, jokes, or anecdotes.

10. Unwanted attempts to establish a personal relationship.

11. A pattern of conduct that would cause discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that may include one or more of the following:

    (a) Unnecessary touching, patting, hugging, or brushing against a person's body,
    (b) Remarks of a sexual nature about a person's anatomy or clothing, or
    (c) Remarks about sexual activity or speculations about a previous sexual experience.

All persons should be aware that conduct towards a student that is not specifically identified in this policy may nonetheless constitute impermissible sexual, racial or disability harassment.

D. ACADEMIC FREEDOM AND FREEDOM OF SPEECH

As participants in a public institution, the faculty and staff of the Peralta Community College District enjoy significant free speech protections found in the First Amendment of the United States Constitution and Article I Section I of the California Constitution. The right of academic freedom includes a special area of protected speech. Consistent with the principles of academic freedom, course content and teaching methods remain the province of individual faculty members. Academic freedom, however, is not limitless. Academic freedom does not protect classroom speech that is unrelated to the subject matter of the course or in violation of federal or state anti-discrimination laws. Some speech may constitute environmental sexual harassment, harassment based on another impermissible characteristic or discrimination. If a faculty member engages in unwelcome sexual behavior or other improper behavior based on a characteristic protected by this policy that has the purpose or effect of unreasonably interfering with an employee's work environment or a student's academic performance or creates a

hostile and intimidating work or academic environment, then it may constitute environmental harassment or discrimination, as outlined in Board Policy and these implementing procedures.

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.

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.

The Peralta Community College District is committed to insuring that the academic freedom rights of our faculty are secure, and to insuring our students an academic environment free of discrimination and harassment. Nothing in this section is intended to abrogate rights of Academic Freedom stated in the collective bargaining agreement with the Peralta Federation of Teachers.

E. CONSENSUAL RELATIONSHIPS

1. Definitions

   (a) The terms "instructors" and "faculty member" are defined as any person who teaches in the District, is in an academic position, or by virtue of their position has control or influence on student performance, behavior, or academic career.

   (b) A "District employee" is defined as any person who is employed by the Peralta Community College District, or acts as its agent and operates within the District's control.

2. Rationale

   The District's educational mission is promoted by professionalism in faculty/student, as well as supervisor/subordinate, relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and supervisors that harm this atmosphere undermine professionalism and hinder fulfillment of the educational mission. Trust and respect are diminished when those in positions of authority abuse their power in such a context as to violate their duty to the educational community and undermine the trust placed in the District as a public employer and an educational institution.

3. Ethical Violation

   Recognizing that the unequal power of adult consenting parties is inherent in consensual relationships between supervisor and employee or student and teacher, the District will view it as unethical behavior if faculty members or supervisors engage in romantic relations with students enrolled in their classes or employees under their supervision even though both parties appear to have consented to the relationship.

4. Presumption of a Policy Violation

   The faculty member or supervisor who contemplates a romantic relationship with a student or employee must realize the complexity of the situation and its potential negative consequences. Regardless of consent or mutual attraction, the faculty member or supervisor generally will be judged guilty of sexual harassment if any complaint

eventually emerges, either from the partner in the relationship or from his or her fellow students or co-workers. A romantic relationship between any minor employee or student and an adult employee is presumptively deemed not to be a consensual relationship and constitutes sexual harassment.

5. Voluntary Consent Not a Defense

Faculty members and supervisors exercise power over students and their subordinates, whether in giving or failing to give praise, criticism, performance evaluations, promotions or other similar actions. Romantic relationships between faculty members and students, or between supervisors and subordinates, can destroy necessary professional relationships. Voluntary consent by the student or subordinate is always suspect, given the asymmetric nature of the relationship. Moreover, such unprofessional behavior, or even the appearance of such may affect other students, faculty, and staff, because it gives one student or subordinate the appearance, correctly or incorrectly, of power or favor at the expense of others.

F. HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES

In order to accomplish the task of prohibiting discrimination and harassment, the District's Affirmative Action Officer is assigned the responsibilities of overseeing and investigating any charges or complaints of discrimination or harassment. The District's Affirmative Action Officer will maintain a discrimination and harassment complaint log and complete records of complaints, investigations and resolutions.

The District's Affirmative Action Officer will work with the Vice President of Student Services of each college for processing all discrimination and harassment complaints.

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:

1. 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.

2. Student discrimination or harassment complaints may be filed with the District's Affirmative Action Officer (at 333 East Eighth Street, Oakland, CA 94606; (510) 466-7230).

3. Student discrimination and harassment complaints may also be filed with the Vice President of Student Services as follows:

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
Vista Community College, 2020 Milvia St.,
Berkeley, 3rd Floor, (510) 981-2820

4. All complaints not filed directly with the District's Affirmative Action Officer should be immediately forwarded to that Officer on the approved District form.

5. Whenever any person brings charges of unlawful discrimination to the District Affirmative Action Officer's attention, that Officer shall:

(a) 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;
(b) Notify the complainant of the procedures for filing a complaint;
(c) Discuss with the complainant what actions he or she is seeking in response to the alleged discrimination; and
(d) Advise the complainant that he or she may file a complaint with the Office for Civil Rights of the United States Department of Education.
(e) Immediately upon receipt of a complaint, the District's Affirmative Action Officer will forward a copy to the State Chancellor's Office on the appropriate form.
(f) The District's Affirmative Action 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.
(g) Upon receipt of the complaint, the District Affirmative Action Officer will review the complaint and

determine the need for any interim measures of relief pending completion of the investigation.

6. 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.

7. Complaints will be handled promptly in an appropriately confidential manner — that is, the District's Affirmative Action Officer will disclose the identities of the parties only to the extent necessary to carry out an investigation.

8. The results of the investigation shall be set forth in a written report which shall include at least all of the following:

   (a) Description of the circumstances giving rise to the complaint;
   (b) A summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant;
   (c) An analysis of any relevant data or other evidence collected during the course of the investigation; and
   (d) A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint.

9. Within ninety (90) days of receiving a complaint, the District shall complete its investigation and provide the complainant with the following information:

   (a) A written notice setting forth:
      (1) A copy or summary of the District's investigative report;
      (2) 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
      (3) 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.

10. 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.

11. 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 Affirmative Action will furnish the complainant with necessary information regarding where and how to file the objection with the State Chan-cellor's Office.

12. 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.

SEXUAL ASSAULT POLICY AND PROCEDURES

1.0 POLICY

1.1. 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.

1.2. Each college, through the Office of the Vice President of Student Services, shall make available sexual assault awareness information to students and employees.

2.0 DEFINITION OF SEXUAL ASSAULT (EDUCATION CODE 67365)

2.1. "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.

3.0 PROCEDURE

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:

1. Making available to students and staff, District policy on sexual assault.

2. Meeting legal reporting requirements.

3. Identifying available services for the victim.

4. Developing and updating a description of campus resources available to victims as well as appropriate off-campus services.

5. Implementing procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault.

6. Providing confidentiality.

3.1. 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.

3.1.1. 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.

3.1.2. 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.

3.1.3. In accordance with the Campus Crime Awareness and Security Act of 1990, the District, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publication/mailings. The names of the victims will not be reported in the statistics.

3.1.4. 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.

3.1.5. Upon notification of a sexual assault, the Campus/ District Police Services will distribute to the victim a description of campus resources and services available to the victim, as well as appropriate off-campus services. Each student or employee should have a copy of this policy.

3.1.6. The listing of resources and services shall be available through the Campus/District Police Services, each college's Counseling Department, and Health Services Unit.

3.1.7. A victim of sexual assault shall be provided with information about pursuing the following remedies or actions against the perpetrator:

Employees: Criminal Prosecution/Civil Prosecution:

District disciplinary process:
Violation of this policy will cause disciplinary action which may include termination of employment or may require an employee to participate in a rehabilitation program.

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.

Non-Student/Employer: Criminal Prosecution/Civil Prosecution.

3.1.8. 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.

3.1.9. 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.

3.1.10. 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.

4.0 DISSEMINATION

4.1. 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.

4.2. 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.

STUDENT GRIEVANCE AND DUE PROCESS POLICY

The Peralta Community College District (District) has developed the following policies and procedures to address student grievances and to ensure due process.

A grievance is any complaint of a student involving the interpretation, application or alleged violation of District policies and procedures. A grievance may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

The following allegations are grounds for filing a grievance:

1. Violation of rights which a student is entitled to by law or District policy, including rules for student conduct, admission, probation, suspension or dismissal policies.
2. Act or threat of physical aggression.
3. Act or threat of intimidation or harassment.

Board Policy 4.43A, the Student Academic Grievance Procedure, should be followed for a complaint alleging mistake, fraud, bad faith or incompetence in the academic evaluation of student performance.

Any student or employee who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services or Vice President of Instruction to file a complaint verbally or in writing, or may directly contact the District's Affirmative Action Officer at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to the Policy Prohibiting Discrimination (Including Sexual and Racial Harassment and Discrimination) toward Students in the District and College Policies section of the Catalog.

PROCEDURE

A. STEP ONE: INFORMAL RESOLUTION

A student who has a complaint may, within thirty (30) school days of the allegation, request a meeting to resolve the complaint informally with:

(a) the person against whom he/she has the grievance;
(b) the supervisor of the person against whom he/she has a grievance; or
(c) the Vice President of Student Services or his/her designee.

Regardless of whether a student has attempted informal resolution, he/she may proceed to Step Two by filing a formal complaint.

B. STEP TWO: FORMAL COMPLAINT PROCEDURE

1. A formal complaint must be filed by a student within ninety (90) school days of the alleged violation or at the time when he/she knew or should have known of the alleged violation. Failure to file a formal complaint within such a ninety (90) day period constitutes waiver of the student's right to appeal.

2. A complaint must be filed on an approved complaint form* and 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.

   **(The student may obtain the form from the Office of the Vice President of Student Services.)*

3. The complaint form should be filed with the Vice President of Student Services or his/her designee.

4. The Vice President of Student Services or his/her designee shall provide the person against whom the grievance has been filed with a copy of the grievance and a copy of the procedure.

5. The Vice President of Student Services or his/her 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.

6. The Vice President of Student Services or his/her designee shall make a request for records and documents from the student filing the complaint and the party against whom the complaint has been filed, and forward copies of all documents pertinent to the alleged violation to the College 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.

7. 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 classified employee, and one alternate, jointly appointed by Local 790 and the Classified Senate;
   d. one administrator, and one alternate, appointed by the College President;

e. one student, and one alternate, appointed by the Student Government President.

HEARING

Four-fifths of the members of the committee shall be present in order for the committee to act. Committee members shall be given five (5) school days' notice of the hearing. In the event a member of the committee cannot attend, or is disqualified because of conflict of interest, the alternate shall serve. The votes of the majority of the members present (at least three (3) votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.

The College Grievance Committee shall conduct its proceedings as follows:

1. The Vice President of Student Services shall supply a summary record of the evidence to the committee.

2. The committee shall discuss issues, hear testimony, and consider all available evidence pertaining to the charge.

3. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts, limiting its investigation to the formal charge, and the committee shall make recommendations for the disposition of the charge to the Vice President of Student Services.

4. The chairperson of the committee shall notify the Vice President of Student Services of the committee's recommendation within three (3) school days. The Vice President of Student Services shall, within five (5) school days, notify by certified mail the parties of the committee's recommendation and the appeal procedure.

5. 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.

Any decision to reject findings of the committee must be supported by a summary finding of fact.

FINAL ACTION

The committee shall conduct the hearing and recommend decisions on the student's grievance, and base its recommendations to the Vice President of Student Services or his/her designee solely on the evidence submitted before the hearing and on the evidence and the testimony presented to the committee during the hearing. The Vice President of Student Services or his/her designee may accept the recommendation, return it to the committee for further review, or reject it. The Vice President of Student Services or his/her designee shall, within ten (10) school days, render his/her decision in writing to the grieved faculty, student and the committee.

APPEAL PROCESS

1. Either party (grieved or grievant) may submit a written appeal to the College President within ten (10) school days for review of the matter.

2. The College President shall issue a written decision to the parties and their representatives by certified mail within ten (10) school days of receipt of the appeal.

3. The College President's decision may be appealed to the Chancellor within ten (10) school days of the receipt of the decision.

4. The Chancellor, or his/her designee, shall issue a written decision to the parties and the representatives by certified mail within ten (10) school days of the receipt of the decision.

5. The Chancellor's, or his/her designee's, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

6. 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) school days after receipt of the decision.

7. All recommendations, resolutions, and actions taken by the PCCD shall be consistent with the State and Federal

law, the PCCD Policies and Procedures, and the PCCD-PFT, and Local 790 Collective Bargaining Agreements.

(In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

RIGHTS

1. 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 own choosing.

2. Written notice, including the date, time and place of the hearing shall be delivered to both parties at least ten (10) school days prior to the hearing. The notice shall be hand delivered or sent by certified mail and shall include a copy of the complaint.

3. In so far as is consistent with privacy laws, both parties (and their representatives) shall receive copies of all documents developed or utilized during the review by the committee of the complaint. This shall include documents added to the file.

4. Both parties shall be given adequate time (at least five (5) school days) to read and review all documents. This right may be waived by the respondent. 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 chairperson of the committee shall inform both parties orally of this fact at the commencement of the hearing.

5. The chairperson of the committee shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least five (5) school days before the hearing.

6. 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 three (3) school days of the results, to the alleged victim, who shall keep such information confidential.

GUIDELINES

1. Evidence: 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. The strict 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 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.

2. 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.

3. The chairperson of the committee shall conduct the hearing. The chairperson 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 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.

5. Both parties (and their representatives) shall receive copies of all documents developed or utilized during the review of the complaint. This shall include documents added to the file.

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 chairperson of the committee may exclude a witness from the hearing when the witness is not giving testimony.

8. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

9. Any member of the committee may ask questions of any witness.

10. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.

11. 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.

12. The grievance committee shall make all evidence, written and oral, part of the record.

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

14. 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.

STUDENT ACADEMIC GRIEVANCE HEARING PROCEDURE

The Peralta Community College District (PCCD) has developed the following policies and procedures to address student grievances alleging mistake, fraud, bad faith or incompetence in the academic evaluations of student performance. In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224).

PROCEDURE

A. STEP ONE: INFORMAL RESOLUTION

1. A student who has an academic complaint may, within thirty (30) school days of the allegation, make an appointment with the faculty against whom he/she has a grievance during his/her posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint.

2. Should the faculty against whom he/she 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 or file a formal complaint.

3. Should the informal meeting fail to resolve the complaint to the student's satisfaction, the student may meet with the Division Dean of Instruction of the discipline or file a formal complaint.

4. Should the student choose to bypass Step One (Informal Resolution), he/she may initiate a formal complaint.

B. STEP TWO: FORMAL COMPLAINT PROCEDURE

1. A formal complaint must be filed by a student within 90 school days of the alleged violation or of the time when he/she knew or should have known of the alleged violation. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the students' right to appeal.

2. The complaint must be filed on an approved complaint form* which shall include the following:
   a. The exact nature of the complaint (grounds);
   b. The specific details of the complaint (e.g., a 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.

   **(The student may obtain the form from the Office of the Vice President of Student Services.)*

3. The complaint form should be filed with the Vice President of Student Services or his/her designee.

4. The Vice President of Student Services or his/her designee shall inform the student that a decision to recommend a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetency.

5. The Vice President of Student Services or his/her designee shall make a request for records and documents, and shall forward copies of all documents pertinent to the alleged violation to the College 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.

6. The College Grievance Committee shall be appointed for a term of one academic year as follows:
   a. The Vice President of Instruction, who shall chair the committee;

b. Two faculty members, and one alternate, jointly appointed by the PFT and the Faculty Senate;
c. One student, and one alternate, appointed by the President of the Associated Students;
d. One administrator, and one alternate, appointed by the College President.

HEARING

Four-fifths of the members of the committee shall be present in order for the committee to act. Committee members shall be given five (5) school days' notice of the hearing. In the event a member of the committee cannot attend, or is disqualified because of conflict of interest, the alternate shall serve. The votes of the majority of the members present (at least three (3) votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services or his/her designee.

FINAL ACTION

The committee shall conduct the hearing and recommend decisions on the student's grievance, and base its recommendations to the Vice President of Student Services or his/her designee solely on the evidence submitted before the hearing and on the evidence and the testimony presented to the committee during the hearing. The Vice President of Student Services or his/her designee may accept the recommendation, return it to the committee for further review, or reject it. The Vice President of Student Services or his/her designee shall, within ten (10) school days, render his/her decision in writing to the grieved faculty, student and the committee.

The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

APPEAL PROCESS

1. The faculty member or the student may submit a written appeal to the College President within ten (10) school days for review of the matter.

2. The College President shall issue a written decision to the parties and their representatives by certified mail within ten (10) school 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.

3. The College President's decision may be appealed to the Chancellor within ten (10) school days of the receipt of the decision.

4. The Chancellor, or his/her designee, shall issue a written decision to the parties and the representatives by certified mail within ten (10) school 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.

5. The Chancellor's, or his/her designee's, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

6. 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 Ed. Code 72122, and will issue a final decision within forty-five (45) school 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.

7. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

8. All recommendations, resolutions, and actions taken by the PCCD shall be consistent with the State and Federal law, the PCCD Policies and Procedures, and the PCCD-PFT Collective Bargaining Agreement.

(In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

RIGHTS

1. At all steps of the process, both the student and faculty member have the right to be accompanied, advised and represented by a person or counsel of their own choosing.

2. Written notice, including the date, time and place of the hearing shall be delivered to both parties at least ten (10) school days prior to the hearing. The notice shall be

hand delivered or sent by certified mail and shall include a copy of the complaint.

3. In so far as consistent with privacy laws, both parties (and their representatives) shall receive copies of all documents developed or utilized during the review of the complaint. This shall include documents added to the file.

4. Both parties shall be given adequate time (at least five (5) school days) to read and review all documents. This right may be waived by the respondent.

5. 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 chairperson of the committee shall inform both parties orally of this fact at the commencement of the hearing.

6. The chairperson of the committee shall provide the involved faculty member with a written summary of rights they may be entitled to by law or contract at least five (5) school days before the hearing.

GUIDELINES

1. Evidence: 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. The strict 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 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.

2. 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.

3. The chairperson of the committee shall conduct the hearing. The chairperson 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 hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent (PFT) may send an observer to any hearing.

5. 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.

6. The chairperson of the committee may exclude a witness from the hearing when the witness is not giving testimony.

7. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

8. Any member of the committee may ask questions of any witness.

9. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.

10. 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.

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

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

13. A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated; in which case, the alternate committee member shall serve.

STUDENT CONDUCT AND DUE PROCESS POLICY

Colleges will be guided by pertinent provisions of the *California Education Code* as to admission, probation, suspension, and dismissal of students in cases where disciplinary action is indicated. Except for short term suspensions initiated by instructors and as provided for in the *Education Code*, Section 48900/76030, only the College President has the authority to suspend or dismiss a student for disciplinary reasons.

A student excluded for disciplinary reasons from one college in the district may be denied admission to other colleges in the district. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

STUDENT RULES FOR STUDENT CONDUCT

Students are responsible for complying with all 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 or prosecution by civil authorities. 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 in regard to public expression.

2. Obstruction or disruption of teaching, research, administrative procedures or other college activities.

3. Physical or verbal abuse, or threat of such abuse, of any person on college-owned or controlled property or college sponsored or supervised functions; or conduct which threatens or endangers the health or safety of such person.

4. Theft of, damage to, or threat of damage to property of the college.

5. Unauthorized entry to or use of college facilities.

6. Dishonesty; i.e., cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records, or identification documents, etc.

7. Manufacture, sale, use, possession, distribution of alcoholic beverages or narcotic or hallucinogenic drugs on college property.

8. Disorderly conduct or lewd, indecent, or obscene behavior.

9. Insulting or abusing college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.

10. Refusal to comply with directions of District or College employees acting in the performance of their duties.

11. Willful misconduct which results in injury or death to a student or college personnel.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

13. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

B. Students facing disciplinary action for violations of college rules and regulations consistent with the Education Code are subject to any of the following actions:

1. Warning: An oral or written reprimand.

2. Temporary exclusion: Removal for the duration of the class period or activity.

3. Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension as provided in the *Education Code*, Section 66017.

4. Expulsion: Termination of student status as set forth in the notice of expulsion.

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

1. A college certificated employee who may place a student on probation or temporarily exclude the student from class and/or a college activity for the remainder of that class/activity period.

2. The President or Vice President of Student Services who may summarily suspend a student when deemed necessary for the welfare and safety of the college community.

3. The President may recommend "expulsion" to the Board of Trustees.

4. The Board of Trustees may terminate a student's privilege to attend any college of the District.

D. 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 4.43.

STUDENT RIGHTS AND DUE PROCESS

When a charge is brought against a student by a representative of the college, or by another student, the procedures outlined below shall be utilized to guarantee fair and reasonable treatment to all concerned. The community college is bound by the *California Penal Code*, the *California Administrative Code*, and the policies and procedures of the Peralta Community College District.

DUE PROCESS

1. Notice of Charges:
   The Vice President of Student Services, within five (5) school days, must inform a student in writing (by certified mail, return-receipt requested) of the specific charge(s) against him/her and of the need to schedule an appointment with the Vice President. This appointment must be scheduled within three (3) school days after receipt of the Vice President's written notice.

2. Follow-Up:
   A student charged with misconduct must meet with the Vice President of Student Services 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 three (3) school days after receipt of the certified notification, the Vice President may proceed on the assumption that the charge(s) is (are) valid.

   The conference with the Vice President 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) personally;
   c. Informing the student in writing of possible disciplinary action that might be taken;
   d. Presenting to the student the College Due Process Procedures.

3. One of the following alternatives 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. The student accepts the disciplinary action;
   c. The student does not accept the disciplinary action, and within three (3) school days of the conference with the Vice President, the student's written notice of intent to appeal to the Student Due Process Committee is to be filed at the Office of the Vice President of Student Services.

APPEAL PROCESS

STEP 1: APPEAL TO THE DUE PROCESS COMMITTEE

1. Within two (2) school days of presenting written notice of intent to appeal, the student shall file a specific, written response to each of the charges. Any charge(s) to which the student does not respond shall be deemed valid.

2. The charges, the response, and the appeal will be referred to the Student Due Process Committee. The committee shall consist of a college administrator selected by the President of the College, other than the Vice President of Student Services or the Vice President's management staff; a student selected by the President of the Associated Students; a faculty member selected by the President of the Faculty Senate; and a classified employee selected by the President of the Classified Senate.

3. The committee shall convene within five (5) school days of the written notice of appeal to the Student Due Process Committee. The committee will conclude its hearing within three (3) school days and will then present a recommendation to the Vice President of Student Services, who is charged with carrying out the decision and will send the student written notification (certified mail, return receipt requested).

STEP 2: APPEAL BEYOND THE STUDENT DUE PROCESS COMMITTEE

1. A student may, within three (3) school days of the decision of the Student Due Process Committee, appeal the decision in writing through the Vice President of Student Services to the President of the college.

2. The President or his/her designee will review all previously submitted documents and the decision of the Student Due Process Committee.

3. The President or his/her designee, within three (3) school days of the appeal, will render his/her decision.

4. The student will be notified of the President's decision within three (3) school days.

5. A student may, within three (3) school days of the decision of the President, appeal the decision in writing to the Chancellor.

6. The Chancellor, or his/her designee, shall issue a written decision to the parties and the representatives by certified mail, return receipt requested, within ten (10) school days of the receipt of the decision.

7. The Chancellor's, or his/her designee's, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

STEP 3: APPEAL TO THE BOARD OF TRUSTEES FOR REVIEW

1. The Board of Trustees may accept a final appeal from the student.

2. The Trustees will review all previously submitted documents and the decision of the President and the Chancellor.

3. The Trustees will render their decision at the next scheduled Executive Session of the Board of Trustees' Meeting.

4. The Trustees will notify the student of their decision not later than three (3) school days following their review of the case.

The decision of the Peralta Board of Trustees concludes the District's Due Process Procedure.

PRESERVING A DRUG-FREE CAMPUS

It is the policy of the Peralta Community College District to maintain a campus where students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Schedules I through IV of Section 202 of the *Controlled Substances Act* (21 U.S.C. Section 812) and from abuse of alcohol.

For purposes of this policy, campus shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the District; property used by the District for student participation in field trips, field study, athletic competition or study travel programs; District or private vehicles while being used for official District business.

All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of the District's colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion, and/or may require the student to participate satisfactorily in a substance abuse assistance or rehabilitation program. Student discipline shall be accomplished in accordance with the provisions of Article 3 of Title 3, Division 7, Part 47, of the *California Education Code*.

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.

The District shall provide annual notice to its students of the prohibitions stated in this policy, including a description of the health risks associated with drug or alcohol abuse and of the District and community resources available for counseling and rehabilitation of those with alcohol or drug-related problems. The District shall also provide notice of the consequences of campus illicit drug and alcohol abuse violations,

including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state law and District policy.

Smoke-Free Campus

Merritt College is a smoke-free campus. Smoking is not permitted in any of the college's facilities.

Student Right-to-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990, completion and transfer rates for students attending Merritt College can be found on the Peralta Community Colleges web site at http://www.peralta.cc.ca.us.

Title 5 Regulations

It is the policy of the Peralta Community College District (unless specifically exempt by statute) that every course, wherever offered and maintained by the district, for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the *California Administrative Code*, commencing with Section 51820.

Weapons Policy

The unauthorized use, possession or storage of weapons, fireworks, or explosives is prohibited on any Peralta College premise (including vehicles) or at any Peralta Community College-sponsored activity. Weapons may include, but are not limited to, firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, and clubs.

DEGREES AND MAJORS

Requirements for graduation with an Associate Degree are prescribed by the State Chancellor's Office and the Board of Trustees of the Peralta Colleges. It is the student's responsibility to file all transcripts of previous college work and to file a "Petition for an Associate Degree" by the deadline date during the semester in which he/she plans to complete the requirements. See the College Calendars in the General Information section of the Catalog or in the Class Schedules for deadline dates.

The student with a specific educational objective may follow the appropriate curriculum patterns outlined in the Announcement of Courses. Each pattern is designed for preparation for an occupational field and/or enrollment at a four-year institution. Although the information is in most cases current, the student is cautioned to check with a counselor for changes. It is the responsibility of the student to monitor progress toward individual educational goals.

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, in any of the Peralta Colleges. 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 of the Degree/Certificate are completed.*
   or
3. The regulations current at the time the student files and receives the Degree/Certificate.*

*All students, regardless of the date of entering any one of the Peralta Colleges, must fulfill the General Education requirements specified in the 1991-93 or subsequent catalogs for the Associate Degree.

NOTE: While a course might satisfy more than one General Education requirement, it may not be counted more than once for this purpose (see exception for Ethnic Studies courses). The withdrawal symbol ("W") constitutes enrollment.

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.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

1. At least 60 degree-applicable semester units completed which includes courses in the Major, General Education courses, and electives, if necessary.
2. An overall grade-point average of at least 2.0 ("C").
3. At least 12 units completed at Merritt.
4. General Education Requirements:
   a. A minimum of 19 units with at least a 2.0 ("C") average. Choices should be made from the Merritt College General Education Course List.
   b. A "C" or better is required in each course in General Education Areas 4a and 4b (English composition and Mathematics areas) in addition to a "C" average for all General Education courses.
   c. General Education courses completed at another Peralta District college will be accepted by Merritt College.
5. Major Requirements: At least 18 units with a grade of "C" or better in each course in the major. **Note:** The number of units varies for the majors; however, a minimum grade of "C" is required in each course in the major.

GENERAL EDUCATION REQUIREMENTS

AREA ONE: NATURAL SCIENCES

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

ANTHR: 1
ASTR: 1,10
BIOL: 1A, 1B, 2, 3, 4, 5, 9, 10, 13, 15, 20A, 20B, 24, 25, 29, 36
CHEM: 1A, 1B, 12A, 12B, 30A, 30B
GEOG: 1
GEOL: 1, 12
LANHT: 1
NUTR: 10*, 12^*
PHYS: 2A, 2B, 4A, 4B, 4C, 10
PSYCH: 12**

* Nutr 10 (formerly Facs 10) is the same as Biol 31 at Alameda and Biol 28 at Laney; maximum credit: one course.
^* Formerly Facs 12.
** Psych 12 is the same as Biol 27 and Psych 12 at Laney and Vista and Hlted 27 at Vista; maximum credit: one course.

AREA TWO: SOCIAL AND BEHAVIORAL SCIENCES

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

AFRAM: 2,5,8,10,12,14A,14B,16,19*,28**,30,31,32,33,34
ANTHR: 2, 3, 4, 5, 8, 13, 15, 16, 18, 30A-D
ASAME: 20, 21, 29, 30, 32, 45A, 45B
BUS: 5,10,52
CHDEV: 50, 51^*, 53, 57A
COSER: 10, 45
ECON: 1***, 2, 10, 11***
EDUC: 1
ENVST: 11, 76A-D*+, 78A-H*+
GEOG: 2, 5, 10
HLTED: 1
HIST: 2A, 2B, 7A, 7B, 8A, 8B, 15, 19, 27, 30A, 30B, 32
M/LAT: 6*, 12, 19*^, 23, 28**, 30A, 30B
POSCI: 1, 2, 3, 4, 15, 16, 20
PSYCH: 1A, 1B, 3, 6, 10, 12, 24, 33
SOC: 1, 2, 3, 5
SPCH: 6

* Afram 19 is the same as M/Lat 6; maximum credit: one course.
** Afram 28 is the same as M/Lat 28; maximum credit: one course.
***Econ 11 and Econ 1; maximum credit: one course.
^* Formerly Facs 51.
*+Must be taken for a minimum of 3 units to satisfy Area 2 requirements.
*^ M/Lat 19 is the same as Hist 17 at Alameda, Laney and Vista; maximum credit: one course.

AREA THREE: HUMANITIES

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

AFRAM: 21, 22A, 22B, 22C, 22D, 28*, 41, 42, 43, 45
ANTHR: 7, 8
ART: 1, 2, 3, 4, 9, 10, 11, 12, 15
ASAME: 1, 30
CHIN: 1, 2
ENGL: 1B, 10A, 10B, 17A, 17B, 26, 30A, 30B, 32A, 32B, 38, 40, 43, 44A, 44B, 46A, 46B, 210A, 210B, 217A, 217B, 230A, 230B, 232A, 232B, 243, 244A, 244B
FREN: 1A, 1B, 2A, 2B, 30A, 30B
HUMAN: 2
M/LAT: 28*, 30A, 30B
MUSIC: 1A, 9, 10, 11, 12A, 12B, 13A, 13B
PHIL: 1, 2, 10, 20A, 20B, 30
SPAN: 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 40
SWAHI: 1A, 1B

* Afram 28 is the same as M/Lat 28; maximum credit: one course.

AREA FOUR: LANGUAGE AND RATIONALITY

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

a. **English Composition: One course** with a minimum of **3 semester units and a grade of "C" or better** from the following:
ENGL: 1A, 1B, 5, 201A, 201B, 203A, 203B
ESL: 21A, 21B

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

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, 3D, 13, 15, 16A, 16B, 50, 201, 202, 203

or

Option 2: Credit by Examination of Math 201: Students must earn **a grade of "C" or better on the exam** to earn 4 units of credit toward the degree requirement. **The exam can be taken only once** and is offered by the Math Department each semester during finals week. The Credit by Exam Form (available in the Admissions and Records Office) will be used to record the exam grade on the student's transcript.

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

BUS: 24, 29A
CIS: All courses with a minimum value of one unit and numbered 1 through 248, except 211 at Laney.
LRNRE: 211A-B

d. **Oral and Written Communications, or Literature: One course** with a minimum of **3 semester units** from the following:

AFRAM: 41,42,43
ENGL: All courses numbered 1 through 247, except 48s, 49s, 202, 205, 206A, 206B, 208.
ESL: 21A, 21B
SPCH: 4, 6, 15A, 15B, 20, 45, 46

AREA FIVE: ETHNIC STUDIES

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

AFRAM: 2,5,8,10,12,14A,14B,16,19*,21,22A,22B,22C, 22D,28**,30,31,32,33,41,42,43,45
ANTHR: 5
ART: 10, 15
ASAME: 20, 21, 30, 32, 45A, 45B
ENVST: 76A-D*+, 78A-H*+
M/LAT: 6*, 12, 19*^, 23, 28**, 30A

*Afram 19 is the same as M/Lat 6; maximum credit: one course.
**Afram 28 is the same as M/Lat 28; maximum credit: one course.
*+Must be taken for a minimum of 3 units to satisfy Area 5 requirements.
*^ M/Lat 19 is the same as Hist 17 at Alameda, Laney and Vista; maximum credit: one course.
***If a course from this area (Area 5) is completed in Social and Behavioral Sciences (Area 2) or Humanities (Area 3) or Oral and Written Communications (Area 4d), it can **also** satisfy the Ethnic Studies (Area 5) requirement. **However, the units are only counted once**.

Important Notes:

1. 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 majo**r 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).

2. 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. For information regarding this process, students should contact the Counseling Office in Building P, Room 300.

MAJORS

For specific courses required for each major, see the listings under the individual department headings in this catalog. All majors require a minimum of 18 units in the major 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," a Certificate of Completion is indicated by "CC," a Certificate of Achievement is indicated by "CA" and a Certificate of Skills is indicated by "CS" on the following list.

ASSOCIATE DEGREES AND CERTIFICATES

Administration of Justice:		
Corrections	AA	CC
Police Science	AA	CC
African-American Studies	AA	
Anthropology	AA	
Business:		
Accounting	AA	CC
Administrative Assistant	AA	CC
Administrative Office Systems and Applications	AA	CC
Business Administration	AA	
Business Information Processing	AA	CC
Business Management		CC
General Business	AA	
Legal Office Assistant		CA
Office Administrator		CA
Child Development:	AA	
Assistant Teacher		CA
Associate Teacher		CA
Early Intervention		CA
Teacher		CC
Violence Intervention and Counseling		CA
Community Social Services:	AA	CC
Human Services		CA
Substance Abuse	AA	CC
Computer Information Systems:		
Computer Networks and Communications	AS	CC
Internet Programming		CA
Microcomputer Software Specialist	AS	CC
PC Applications Help Desk Specialist		CA
Software Development	AS	CC
Web Page Authoring		CA
Economics	AA	
Emergency Medical Technician I		CS
English:		
Language Arts	AA	
Environmental Design and Energy Technology	AS	CC
Environmental Hazardous Materials Technology	AS	CC
Environmental Management and Restoration Technology:	AS	CC
Ecological Restoration		CA
Geographic Information Systems/Global Positioning Systems (GIS/GPS)		CA
Environmental Studies:		
Human Ecology	AA	
French	AA	
General Curriculum	AA	
Health Occupations:		
Healthcare Interpreter		CA
Health Sciences	AS	
Humanities	AA	
Landscape Horticulture:		
Basic Landscape Horticulture		CC
Horticultural Therapy*		CA
Horticultural Therapy (pending State approval)*	AS	CC
Intermediate Landscape Design/Construction		CC
Intermediate Landscape & Parks Maintenance		CC
Intermediate Nursery Management		CC
Landscape Design/Construction Specialist	AS	CC
Landscape & Parks Maintenance Specialist	AS	CC
Nursery Management Specialist	AS	CC
Turf and Landscape Management Specialist (pending State approval)		CC
Turf and Landscape Management Professional (pending State approval)	AS	CC
Mathematics	AS	
Natural Sciences	AS	
Nurse Aide:		
Certified Nurse Assistant/Home Health Aide		CA
Nursing (Associate Degree)	AS	
Nutrition and Dietetics:		
Dietary Assistant		CA
Dietary Manager (Dietetic Service Supervisor)		CA
Dietetic Technology	AS	CC
Paralegal Studies	AA	CC
Radiologic Science**	AS	CC
Real Estate	AA	CC
Recreation and Leisure Services	AA	
Social and Behavioral Sciences	AA	
Spanish	AA	
Vocational Nursing	AS	CC

*The AS degree and Certificate of Completion will replace the Certificate of Achievement when State approval is granted.

**The Certificate of Completion is available only to those already awarded the AS degree.

CERTIFICATE OF COMPLETION

Certificates of Completion are available in all of the above programs where a "CC" is indicated. The Certificate of Completion is granted in those programs for which 18 or more units are required in the major. The student may petition the Admissions and Records Office for the Certificate upon completion of all the requirements specified for the Certificate (see requirements under the specific department headings). A grade of "C" or better is required in each course in the major. At least 12 units of associate-degree level work must be completed at Merritt. The Certificate of Completion 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 ACHIEVEMENT

A Certificate of Achievement is granted in certain programs for which 6-17.5 units are required. A grade of "C" or better is required in each course. These programs do not qualify for the Certificate of Completion. The receipt of a Certificate of Achievement is indicated on the student's transcript. Certificates of Achievement are awarded for the following:

Assistant Teacher
Associate Teacher
Dietary Assistant
Dietary Manager (Dietetic Service Supervisor)
Certified Nurse Assistant/Home Health Aide
Early Intervention
Ecological Restoration
Geographic Information Systems/Global Positioning Systems (GIS/GPS)
Healthcare Interpreter
Horticultural Therapy
Human Services
Internet Programming
Legal Office Assistant
Office Administrator
PC Applications Help Desk Specialist
Violence Intervention and Counseling
Web Page Authoring

CERTIFICATE OF SKILLS

A Certificate of Skills is granted in certain programs for which up to and including 5.5 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 receipt of a Certificate of Skills is indicated on the student's transcript. Certificates of Skills are awarded for the following:

Emergency Medical Technician I

VOCATIONAL/TECHNICAL PROGRAMS OFFERED AT THE PERALTA COLLEGES

College of Alameda
Account Clerk I and II
Accounting
Apparel Design and Merchandising
Auto Body and Paint
Automotive Technology
Aviation Maintenance Technology
Business Administration
CIS/Business Information Systems
Computer Applications – Weekend Computer College
Computer Information Systems
Customer Service Representative
Dental Assisting
Diesel Mechanics
E-Commerce
General Business
General Office Clerk
Human Development Services
Legal Secretarial Studies
Marketing Management
Office Administration
Retail Management
Small Business
Specialist Clerk
Word Processor

Laney College
Accounting
Architectural and Engineering Technology
Banking and Finance
Biotechnology
Business Administration
Business Information Systems

Carpentry
Computer Information Systems
Construction Management
Cosmetology
Culinary Arts
Environmental Control Technology
Graphic Arts
Labor Studies
Machine Technology
Management and Supervision
Marketing and Sales
Photography
Retail Management
Welding Technology
Wood Technology

Merritt College

Administration of Justice:
- Corrections
- Police Science

Business:
- Accounting
- Administrative Assistant
- Administrative Office Systems and Applications
- Business Administration
- Business Information Processing
- Business Management
- General Business
- Legal Office Assistant
- Office Administrator

Child Development:
- Assistant Teacher
- Associate Teacher
- Early Intervention
- Teacher
- Violence Intervention and Counseling

Community Social Services:
- Human Services
- Substance Abuse

Computer Information Systems:
- Computer Networks and Communications
- Internet Programming
- Microcomputer Software Specialist
- PC Applications Help Desk Specialist
- Software Development
- Web Page Authoring

Emergency Medical Technician I
Environmental Design and Energy Technology
Environmental Hazardous Materials Technology
Environmental Management and Restoration Technology:
- Ecological Restoration
- Geographic Information Systems/Global Positioning Systems (GIS/GPS)

Health Occupations:
- Healthcare Interpreter

Landscape Horticulture:
- Basic Landscape Horticulture
- Horticultural Therapy (pending State approval)
- Intermediate Landscape Design and Construction
- Intermediate Landscape and Parks Maintenance
- Intermediate Nursery Management
- Landscape Design and Construction Specialist
- Landscape and Parks Maintenance Specialist
- Nursery Management Specialist
- Turf and Landscape Management Specialist (pending State approval)
- Turf and Landscape Management Professional (pending State approval)

Nurse Aide:
- Certified Nurse Assistant/Home Health Aide

Nursing (Associate Degree)
Nutrition and Dietetics:
- Dietary Assistant
- Dietary Manager (Dietetic Service Supervisor)
- Dietetic Technology

Paralegal Studies
Radiologic Science
Real Estate
Recreation and Leisure Services
Vocational Nursing

Vista College

American Sign Language
Biotechnology
Business Administration
Business Office Technology:
- Administrative Assistant
- Administrative Assistant/Legal
- Administrative Assistant/Medical
- Administrative/Accounting Assistant

CIS/Applied Microcomputer Information Systems
Information Technology
International Trade
Multimedia Arts:
- Digital Imaging
- Digital Video Arts
- Web Design/Production

Social Services Paraprofessional (pending State approval)
Travel Industry

TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

Merritt College students have the opportunity of transferring to a variety of public and private four-year colleges and universities. In California students may transfer to a college or university in the University of California system, California State University System, or various private universities and colleges. Transfer students should be aware of both the entrance requirements and graduation requirements of the university or college they wish to attend. Part of the Merritt College curriculum is designed to prepare students to transfer to four-year colleges or universities by providing instruction in General Education course work and preparatory courses for specific four-year majors.

Students should choose, as soon as possible, the particular college or university they wish to attend after Merritt College and the specific major area they wish to pursue. The counseling staff is available to assist students in making these important decisions. The following information will assist in describing some of the general requirements which a student can complete at Merritt College prior to transferring.

PREPARING TO TRANSFER

Merritt College offers transfer-level classes for many majors, along with all their lower division General Education course work. Steps to prepare for transferring include:

1. Determining educational and/or career goals.
2. Reviewing college and university catalogs available in the Library or Career and Transfer Center and carefully choosing a school which offers your chosen major.
3. Selecting courses from the General Education list and other courses required for the major at the chosen college or university.

INFORMATION ON CONCURRENT ENROLLMENT

Merritt College has agreements with California State University at Hayward, Holy Names College, Mills College, and the University of California at Berkeley which provide that Merritt students who meet the required eligibility guidelines may concurrently enroll in course work at their institutions. For further information regarding eligibility guidelines and participation in the program, students should contact the Career and Transfer Center located in Building Q, Room 202.

CAREER AND TRANSFER CENTER

The Merritt College Career and Transfer Center is the college's clearing house for transfer activities and programs and serves as the link between Merritt and California's four-year colleges and universities. The Career and Transfer Center links Merritt College with nine University of California campuses, 23 California State University campuses, historically Black colleges and universities, and many other independent colleges and universities located throughout the state.

One major focus of the Career and Transfer Center is to provide services to facilitate the transfer of underrepresented groups to four-year institutions. The State Chancellor's Office has determined that the following groups are underrepresented: Native Americans, African-Americans, Chicano/Latinos, and the physically disabled. Although the primary focus is on underrepresented students, the Career and Transfer Center has a strong commitment to serving all Merritt College students. The Center offers the following services:

1. Personalized contact with representatives for local four-year institutions;
2. Resource library of college catalogs, directories, publications, and online web sites;
3. A monthly calendar of transfer activities and events;
4. Scholarship information;
5. Applications to CSU and UC;
6. Workshops in a variety of areas, including admissions, General Education evaluations, etc.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

Merritt College is a participating institution in the California Articulation Number System (CAN). CAN provides a cross reference number for courses which have been evaluated by faculty and determined to be acceptable "in lieu of" each other. Only lower-division, transferable, introductory courses commonly taught on two- and four-year college and university campuses are included in the system.

The California Articulation Number System is not a common numbering system. Each campus retains its own course number, prefixes, and titles. The CAN number (e.g., CAN ENGL 2) is listed parenthetically in catalog descriptions and other publications as appropriate.

As in the above example, the names of the departments offering the courses may vary from campus to campus. However, since the courses are identified with an identical California Articulation Number, the courses are accepted in lieu of each other at two- and four-year colleges participating in the system. The Chancellor of the California Community Colleges has designated the California Articulation Number (CAN) as the common numbering system for those transferable courses for which a CAN number has been developed.

CAN ID#	MERRITT COLLEGE COURSE
CAN AJ 2	ADJUS 21, Introduction to Administration of Justice
CAN AJ 4	ADJUS 22, Concepts of Criminal Law
CAN AJ 6	ADJUS 24, Legal Aspects of Evidence
CAN AJ 8	ADJUS 56, Criminal Investigation
CAN ANTH 2	ANTHR 1, Introduction to Physical Anthropology
CAN ANTH 4	ANTHR 3, Introduction to Social and Cultural Anthropology
CAN ANTH 6	ANTHR 2, Introduction to Archaeology and Prehistory
CAN ART 2	ART 2, History of Ancient Art (Prehistoric to 1100 A.D.)
CAN ART 4	ART 3+4, History of Medieval, Renaissance, Baroque Art + History of Modern Art (1800 to Present)
CAN ART 6	ART 80, Beginning Ceramics
CAN ART 8	ART 20, Beginning Drawing and Composition
CAN ART 10	ART 50, Beginning Painting
CAN ART SEQ A	ART 2+3+4, History of Ancient Art + History of Medieval, Renaissance, Baroque Art + History of Modern Art
CAN BIOL 2	BIOL 1A, General Biology
CAN BIOL 10	BIOL 2, Human Anatomy
CAN BIOL 12	BIOL 4, Human Physiology
CAN BIOL 14	BIOL 3, Microbiology
CAN BIOL SEQ A	BIOL 1A+1B, General Biology
CAN BIOL SEQ B	BIOL 2+4, Human Anatomy + Human Physiology
CAN BUS 2	BUS 1A, Financial Accounting
CAN BUS 4	BUS 1B, Managerial Accounting
CAN BUS 12	BUS 2, Introduction to Business Law
CAN BUS SEQ A	BUS 1A+1B, Financial Accounting + Managerial Accounting
CAN CHEM 2	CHEM 1A, General Chemistry
CAN CHEM 4	CHEM 1B, General Chemistry
CAN CHEM 6	CHEM 30A, Introductory Inorganic Chemistry
CAN CHEM 8	CHEM 30B, Introductory Organic and Biochemistry
CAN CHEM SEQ A	CHEM 1A+1B, General Chemistry
CAN CHEM SEQ B	CHEM 30A+30B, Introductory Inorganic Chemistry + Introductory Organic and Biochemistry
CAN CSCI 2	CIS 1+5, Introduction to Computer Information Systems + Introduction to Computer Science
CAN CSCI 10	CIS 20, Microcomputer Assembly Language
CAN CSCI 16	CIS 26, C Programming
CAN ECON 2	ECON 1, Principles of Economics (Macro-Economics)
CAN ECON 4	ECON 2, Principles of Economics (Micro-Economics)
CAN ENGL 2	ENGL 1A, Composition and Reading
CAN ENGL 4	ENGL 1B, Composition and Reading
CAN ENGL 6	ENGL 10A, Creative Writing
CAN ENGL 8	ENGL 46A, Survey of English Literature
CAN ENGL 10	ENGL 46B, Survey of English Literature
CAN ENGL 14	ENGL 30A, Introduction to American Literature
CAN ENGL 16	ENGL 30B, Introduction to American Literature
CAN ENGL SEQ A	ENGL 1A+1B, Composition and Reading
CAN ENGL SEQ B	ENGL 46A+46B, Survey of English Literature
CAN ENGL SEQ C	ENGL 30A+30B, Introduction to American Literature
CAN FCS 2	NUTR 10, Nutrition
CAN FCS 14	CHDEV 51, Child Growth and Development
CAN FREN 2	FRENCH 1A, Elementary French
CAN FREN 4	FRENCH 1B, Elementary French
CAN FREN 8	FRENCH 2A, Intermediate French
CAN FREN 10	FRENCH 2B, Intermediate French
CAN FREN SEQ A	FRENCH 1A+1B, Elementary French
CAN FREN SEQ B	FRENCH 2A+2B, Intermediate French
CAN GEOG 2	GEOG 1, Physical Geography
CAN GEOG 4	GEOG 2, Cultural Geography
CAN GEOL 2	GEOL 1, Introduction to Physical Geology
CAN GOVT 2	POSCI 1, Government and Politics in the United States
CAN HIST 2	HIST 2A, History of European Civilization
CAN HIST 4	HIST 2B, History of European Civilization
CAN HIST 8	HIST 7A, History of the United States to 1877
CAN HIST 10	HIST 7B, History of the United States Since 1865
CAN HIST SEQ A	HIST 2A+2B, History of European Civilization
CAN HIST SEQ B	HIST 7A+7B, History of the United States to 1877 + History of the United States Since 1865
CAN MATH 2	MATH 15, Mathematics for Liberal Arts Students
CAN MATH 8	MATH 50, Trigonometry
CAN MATH 10	MATH 1, Pre-Calculus
CAN MATH 16	MATH 2, Precalculus with Analytic Geometry
CAN MATH 18	MATH 3A, Calculus I
CAN MATH 20	MATH 3B, Calculus II
CAN MATH 22	MATH 3C, Calculus III
CAN MATH 24	MATH 3D, Linear Algebra and Differential Equations
CAN MATH 30	MATH 16A, Calculus for Business and Life/ Social Sciences
CAN MATH 32	MATH 16B, Calculus for Business and Life/ Social Sciences
CAN MATH SEQ B	MATH 3A+3B, Calculus I + Calculus II
CAN MATH SEQ C	MATH 3A+3B+3C, Calculus I + Calculus II + Calculus III
CAN MATH SEQ D	MATH 16A+16B, Calculus for Business and Life/Social Sciences
CAN PHIL 2	PHIL 1, Introduction to Philosophy
CAN PHIL 6	PHIL 10, Logic
CAN PHYS 2	PHYS 2A, General Physics
CAN PHYS 4	PHYS 2B, General Physics
CAN PHYS 8	PHYS 4A, General Physics with Calculus
CAN PHYS 12	PHYS 4B, General Physics with Calculus

CAN PHYS 14	PHYS 4C, General Physics with Calculus
CAN PHYS SEQ A	PHYS 2A+2B, General Physics
CAN PHYS SEQ B	PHYS 4A+4B+4C, General Physics with Calculus
CAN PSY 2	PSYCH 1A, Introduction to General Psychology
CAN REC 2	RECSE 50, Introduction to Recreation and Leisure Services
CAN SOC 2	SOC 1, Introduction to Sociology
CAN SOC 4	SOC 2, Social Problems
CAN SPAN 2	SPAN 1A, Elementary Spanish
CAN SPAN 4	SPAN 1B, Elementary Spanish
CAN SPAN 8	SPAN 2A, Intermediate Spanish
CAN SPAN 10	SPAN 2B, Intermediate Spanish
CAN SPAN SEQ A	SPAN 1A+1B, Elementary Spanish
CAN SPAN SEQ B	SPAN 2A+2B, Intermediate Spanish
CAN SPCH 4	SPCH 45, Public Speaking
CAN STAT 2	MATH 13, Introduction to Statistics

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.

UNIVERSITY OF CALIFORNIA SYSTEM

The University of California system is composed of nine campuses extending from Davis in the north to San Diego in the south. Its faculty numbers over 9,000 and its enrollment more than 150,000 students. Each campus is distinctive with its own characteristics. In selecting a campus, the student must thoroughly explore all the options available to determine which campus seems the best choice. The nine campuses are located in the following areas: Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

All campuses (except the San Francisco Medical School, which offers graduate and professional programs in the health sciences) follow similar entrance requirements and use a common application form. However, individual campuses may impose additional entrance criteria for impacted majors and programs. Consult with the university catalog or a member of the Merritt College counseling staff in the Counseling Office or the Career and Transfer Center for specific information.

The University of California campuses offer a variety of programs in support of transfer admission, particularly for community college students. Under some programs, students at certain community colleges are guaranteed admission to a University of California campus if they meet specific requirements. Other programs provide extensive academic and admission support services to transfer applicants, but do not guarantee admission. These programs are described below.

BERKELEY COOPERATIVE ADMISSION PROGRAM (CAP)

The Cooperative Admissions Program (CAP) gives students the opportunity to combine lower-division study at a community college with a guarantee of admission to Berkeley as a junior. The program is specifically for students who apply to Berkeley for freshman admission, are UC eligible (meet the minimum admission requirements for freshmen), but are not admitted as freshmen. Four colleges at Berkeley participate in CAP: Letters and Science, Environmental Design, Engineering, and Natural Resources. Each college has specific requirements, described below, for students who wish to be admitted through CAP.

College of Letters and Science: All UC-eligible freshmen applicants to the College of Letters and Science who are not admitted may gain admission to the College through CAP if they meet the following requirements while attending a participating community college. Students must complete a minimum of 60 transferable semesters units – including the College's Essential Skills (Reading and Composition, Foreign Language, and Quantitative Reasoning) and Seven-Course Breadth Requirements, and prerequisites in the major, if appropriate – and earn a GPA of at least 2.8. Admission is guaranteed only to majors which are not impacted.

College of Environmental Design: The faculty of the College of Environmental Design select the freshmen applicants who are offered the CAP option. Students must complete a minimum of 60 semester units with a GPA of at least 3.0 Courses completed must include prerequisites for the intended major.

College of Engineering: The CAP option is available only to select freshmen applicants to the Electrical Engineering/Computer Science program. Students must complete a minimum of 60 semester units, including the lower-division prerequisites, and earn a GPA of at least 3.5.

College of Natural Resources: All UC-eligible freshmen applicants to the College who are not admitted will be eligible to participate. Students will be required to complete a minimum of 60 semester units and earn a GPA of at least 2.8.

IMPACTED PROGRAMS

At every college and university some majors receive more applications than the number of students they can accept. When this happens, these majors are declared to be impacted or oversubscribed. To be admitted into such programs, students may need to meet special requirements, such as:

1. Taking specific courses,
2. Accumulating a specific number of college units,
3. Earning a specific minimum grade point average,
4. Passing campus or national examinations,
5. Meeting advance application deadlines,
6. Participating in interviews or special evaluations.

The list of impacted programs may vary from year to year as majors are added and deleted frequently. Also, a major impacted at one campus may be open at another; therefore, students should consult a Merritt College counselor to receive updated information about impacted majors.

TRANSFER ADMISSIONS REQUIREMENTS

The University of California admission requirements for transfer students vary according to the student's eligibility to enroll at UC when the student graduated from high school. Furthermore, a student wishing to enroll in an oversubscribed and/or upper-division major must meet additional admission requirements.

HIGH SCHOOL PROFICIENCY EXAMINATION

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

GENERAL REQUIREMENTS

Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the subjects they are missing, earn a grade of "C" or better in each of these required courses, and earn an overall "C" (2.0) average in all transferable college coursework to be eligible to transfer. Students who met the Scholarship Requirement but did not meet the Examination Requirement must complete a minimum of 12 semester units of transferable work and earn an overall "C" (2.0) average in all transferable college coursework completed.

Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:

1. Complete 60 semester units of 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.

REQUIREMENTS FOR NONRESIDENTS

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

GENERAL EDUCATION/BREADTH REQUIREMENTS

The general education/breadth requirements are designed to give University undergraduates a broad background in all major academic areas: life sciences, physical sciences, social sciences, humanities, and fine arts, The general education/breadth requirements specify the courses that students must take or credit hours they must accumulate in each area.

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful planning, the student can meet many of the requirements while attending Merritt College. At some campuses and in some majors, transfer students must fulfill all or a portion of the general education/breadth requirements before transferring.

Since 1991, transfer applicants can satisfy the general education requirements by completing the Intersegmental General

Education Transfer Curriculum (IGETC). Students should consult their counselor for information pertaining to restrictions.

UNIVERSITY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

There are two requirements which all undergraduate students at the University must satisfy in order to graduate:

1. **American History and Institutions**
   Each campus of the University of California determines the way in which this requirement can be met for that campus. Students should consult the catalog for the University of California campus to which they plan to transfer, or see a counselor.

2. **Subject A**
   Each campus of the University of California determines the way in which this requirement can be met for that campus. Students should consult the catalog for the University of California campus to which they plan to transfer, or see a counselor.

UNIVERSITY OF CALIFORNIA, BERKELEY CAMPUS

College of Letters and Science: Breadth Requirements

The Berkeley campus of the University of California is on the semester system. 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 in: (1) reading and composition, (2) foreign language, and (3) quantitative reasoning, prior to admission. Also, the breadth requirement for courses outside the field of the major is required of all junior transfers. **Students should make every effort to complete as many of the seven requirements as possible.**

Information on the current breadth requirements and the listing of Merritt College courses that are approved for meeting the breadth requirements are available in the Counseling Office and the Career and Transfer Center. This list is subject to revision; it is updated periodically.

CALIFORNIA STATE UNIVERSITY SYSTEM

The California State University System is composed of 23 campuses, over 350,000 students, and 19,000 faculty. Campuses are located throughout the state; from Arcata, near the Oregon border, to San Diego, near the Mexican border. Campus enrollments range from 3,100 students at the smallest (California State College, Bakersfield) to 31,500 at the largest (California State College, Long Beach). The 23 campuses are situated in the following locations: 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 ADMISSIONS REQUIREMENTS

All campuses follow similar admission requirements and use a common application form. Students will qualify for admission as a transfer student if they have a grade-point average of 2.0 ("C") or better in all transferable units attempted; are in good standing at the last college or university attended; and meet any of the following standards:

1. Were eligible as a freshman at the time of application for admission or at the time of graduation from high school, provided they have been in continuous attendance at a college since graduation;
   or
2. Were eligible as a freshman except for the college preparatory subject requirements and have completed appropriate college courses in the missing subjects;
   or
3. Have completed at least 56 transferable semester units and have completed appropriate college courses to make up any missing college preparatory subjects (nonresidents 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 a California State University. No upper-division credit is allowed for courses taken in a community college.

Consult with the Counseling Office or any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements. Merritt College counselors will provide assistance to determine which Merritt courses satisfy the CSU lower-division General Education requirements.

Note: Refer to the CSU application for the Freshman Eligibility and Subject Requirements.

Several specific majors, such as business, computer science, engineering, and nursing may expect additional entrance requirements. For specific eligibility information, consult the

catalog for the four-year university or see a counselor.

MAKING UP MISSING COLLEGE PREPARATORY SUBJECT REQUIREMENTS

1. Undergraduate transfer applicants who did not complete the subject requirements while in secondary 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 three semester or four 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, or 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.
   b. **1988 and later high school graduates:** Meeting the eligibility requirements listed for lower-division transfer, or successful completion of 30 semester or 45 quarter units of General Education courses, to include all of Area A and the Mathematics requirement on the CSU General Education Certification List.

All transfer applicants with 56 or more transferable semester units must complete all CSU General Education requirements in the Communication area (Area A1, 2, and 3) and in Mathematics (Area B4).

UNITED STATES HISTORY, CONSTITUTION, AND AMERICAN IDEALS CERTIFICATION

Students must complete one course from both Group 1 and 2 listed below to be certified that the requirements in U.S. History, Constitution, and American Ideals have been met.

1. **United States History:**
   African-American Studies 30, 31
   Asian/Asian-American Studies 45A
   History 7A, 7B, 15
   M/Lat 19

2. **United States Constitution, California State and Local Government:**
   Political Science 1, 15, 16

GENERAL EDUCATION CERTIFICATION AND COURSE REQUIREMENTS FOR CALIFORNIA STATE UNIVERSITIES

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 Career and 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.

PRIVATE UNIVERSITIES AND COLLEGES

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

CURRICULUM PATTERNS AND COURSES

This section includes brief descriptions of the courses offered at Merritt College and information about requirements for majors (see curriculum patterns). Not all courses and programs are offered regularly. The college reserves the right to withdraw a course if there is insufficient enrollment. For current course offerings and information concerning new courses not listed in the catalog, please see the Schedule of Classes.

NUMBERING OF COURSES

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

Courses numbered **1-199** are designated as baccalaureate-level, degree-applicable courses for transfer to institutions within the California State University and the University of California Systems. Courses numbered **200-249** are degree-applicable, but nontransferable courses. 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, nontransferable 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.

GRADING POLICY SYMBOLS

Refer to the Credit/No-Credit Grading Policy under Academic Policies in the Admissions and College Regulations section of the Catalog for an explanation of the grading policy symbols.

UNITS OF CREDIT

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

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

Refer to the Prerequisites, Corequisites, and Recommended Preparation policies under Academic Policies in the Admissions and College Regulations section of the Catalog.

DISTANCE LEARNING

Distance education courses are courses in which the instructor and students are geographically separate and interact through the assistance of communications technology. Distance education courses include telecourses, online courses and mixed-media courses. Each semester Merritt College may offer a series of telecourses (which can be viewed on PCTV Channel 28) or online courses.

The purpose of the distance learning program is to provide educational opportunities to adult learners who are unable to attend traditional on-campus classes because of geographical distance, scheduling conflicts, family and/or career constraints, or physical disability. Many of the courses offered each semester fulfill Associate degree requirements.

INDEPENDENT STUDY COURSES

Special courses are offered under course number 49 which permit the student to explore in depth an area or problem of his/

her choice not covered by regular catalog offerings. The student must meet prerequisites as outlined by individual departments. Transfer credit for independent study courses (49's) is contingent upon an evaluation of the course by the receiving University of California institution after admission. Refer to the Independent Study Policy under Academic Policies in the Admissions and College Regulations section of the Catalog for more information.

SELECTED TOPICS COURSES

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

CROSS-REFERENCED/CROSS-LISTED COURSES

Some courses are cross-referenced solely for information and are offered only under the department where the full catalog description is given. Example:

Lanht 27A-D. +Botanical Drawing
Offered as Art 65A-D.
This course is taught only under the Art department.

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

Afram 19. +Racism in America 3-4 units
Also offered as M/Lat 6.
This course may be taught under both the African-American Studies and the Mexican/Latin-American Studies departments, in which case the student has the choice of earning credit in either one of these two subject areas.

TAXONOMY OF PROGRAM 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.

DEPARTMENT ABBREVIATIONS

Administration of Justice	ADJUS
African-American Studies	AFRAM
Anthropology	ANTHR
Art	ART
Asian and Asian-American Studies	ASAME
Astronomy	ASTR
Biology	BIOL
Business	BUS
Chemistry	CHEM
Child Development	CHDEV
Chinese	CHIN
Community Services	CMSVC
Community Social Services	COSER
Computer Information Systems	CIS
Cooperative Work Experience Education	COPED
Dance	DANCE
Economics	ECON
Education	EDUC
Emergency Medical Technician	EMT
Engineering	ENGIN
English	ENGL
English As A Second Language	ESL
Environmental Design and Energy Technology	ETECH
Environmental Hazardous Materials Technology	EHMT
Environmental Management and Restoration Technology	EMART
Environmental Studies	ENVST
Environmental Technology	ENVTE
Fire Science	FISCI
Foreign Languages	FLANG
Forestry	FORST
French	FREN
Geography	GEOG
Geology	GEOL
Health Education	HLTED
Health Professions and Occupations	HLTOC
History	HIST
Humanities	HUMAN
Landscape Horticulture	LANHT
Learning Resources	LRNRE
Library Information Studies	LIS
Mathematics	MATH
Mexican and Latin-American Studies	M/LAT
Music	MUSIC
Nurse Aide	NURAD
Nursing	NURS
Nutrition and Dietetics	NUTR
Paralegal Studies	PARLG

Philosophy	PHIL
Physical Education	P E
Physical Science	PHYSC
Physics	PHYS
Political Science	POSCI
Psychology	PSYCH
Radiologic Science	RADTE
Real Estate	RLEST
Recreation and Leisure Services	RECSE
Sociology	SOC
Solid Waste Management Technology	SWMT
Spanish	SPAN
Speech	SPCH
Swahili	SWAHI
Vocational Nursing	V/NUR

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. A **Certificate** will be awarded upon satisfactory completion of the minimum 30-32 units specified for the degree major (excluding the 9 additional units also required for the 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.

Degree Major/Certificate Requirements:

ADJUS 21	Introduction to Administration of Justice	3
ADJUS 22	Concepts of Criminal Law	3
ADJUS 23	Principles and Procedures of the Justice System	3
ADJUS 24	Legal Aspects of Evidence	3
ADJUS 25	Community Relations	3
ENGL 201A*	Preparation for Composition and Reading (3)	
	or	
ENGL 1A	Composition and Reading (4)	3-4
ENGL 201B*	Preparation for Composition and Reading (3)	
	or	
ENGL 1B	Composition and Reading (4)	3-4
HLTED 1	Exploring Health Issues	3
PSYCH 1A	Introduction to General Psychology (3)	
	or	
PSYCH 10	Psychology and Life: Basic Principles (3)	3
SOC 1	Introduction to Sociology (3)	
	or	
SOC 2	Social Problems (3)	3
	Total required units for Certificate:	30-32

*Note: Engl 201A and 201B are not transferable.

Additional Degree Major Requirements:

Plus a minimum of 9 units selected from the following list:

ADJUS 51	Juvenile Law and Procedure (3)	
ADJUS 52	Traffic Control and the Law (3)	
ADJUS 53	Criminal Identification (3)	
ADJUS 56	Criminal Investigation (3)	
ADJUS 57	Police Record and Report Writing (2)	
ADJUS 59	Patrol Procedures (3)	
ADJUS 60	Police Administration (3)	
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)	9
	Total required units for Degree Major:	39-41

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	Racism in America (3-4)
	or
M/LAT 6	Racism in America: Latin-American Perspective (3-4)
AFRAM 32	African-American History: 1945 to Present (3-4)
SPCH 20	Interpersonal Communication (3)
SPCH 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.

Philosophy	PHIL
Physical Education	P E
Physical Science	PHYSC
Physics	PHYS
Political Science	POSCI
Psychology	PSYCH
Radiologic Science	RADTE
Real Estate	RLEST
Recreation and Leisure Services	RECSE
Sociology	SOC
Solid Waste Management Technology	SWMT
Spanish	SPAN
Speech	SPCH
Swahili	SWAHI
Vocational Nursing	V/NUR

ADMINISTRATION OF JUSTICE

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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. A **Certificate** will be awarded upon satisfactory completion of the minimum 30-32 units specified for the degree major (excluding the 9 additional units also required for the 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.

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ADJUS 21	Introduction to Administration of Justice	3
ADJUS 22	Concepts of Criminal Law	3
ADJUS 23	Principles and Procedures of the Justice System	3
ADJUS 24	Legal Aspects of Evidence	3
ADJUS 25	Community Relations	3
ENGL 201A*	Preparation for Composition and Reading (3)	
	or	
ENGL 1A	Composition and Reading (4)	3-4
ENGL 201B*	Preparation for Composition and Reading (3)	
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HLTED 1	Exploring Health Issues	3
PSYCH 1A	Introduction to General Psychology (3)	
	or	
PSYCH 10	Psychology and Life: Basic Principles (3)	3
SOC 1	Introduction to Sociology (3)	
	or	
SOC 2	Social Problems (3)	3
	Total required units for Certificate:	30-32

*Note: Engl 201A and 201B are not transferable.

Additional Degree Major Requirements:

Plus a minimum of 9 units selected from the following list:

ADJUS 51	Juvenile Law and Procedure (3)	
ADJUS 52	Traffic Control and the Law (3)	
ADJUS 53	Criminal Identification (3)	
ADJUS 56	Criminal Investigation (3)	
ADJUS 57	Police Record and Report Writing (2)	
ADJUS 59	Patrol Procedures (3)	
ADJUS 60	Police Administration (3)	
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)	9
	Total required units for Degree Major:	39-41

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	Racism in America (3-4)
	or
M/LAT 6	Racism in America: Latin-American Perspective (3-4)
AFRAM 32	African-American History: 1945 to Present (3-4)
SPCH 20	Interpersonal Communication (3)
SPCH 45	Public Speaking (3)

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Degree Major/Certificate Requirements:

ADJUS 21	Introduction to Administration of Justice	3
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PSYCH 1A	Introduction to General Psychology (3)	
	or	
PSYCH 10	Psychology and Life: Basic Principles (3)	3
SOC 1	Introduction to Sociology (3)	
	or	
SOC 2	Social Problems (3)	3
	Total required units for Certificate:	30-32

Additional Degree Major Requirements:

Plus a minimum of 9 units selected from the following list:

ADJUS 51	Juvenile Law and Procedure (3)	
ADJUS 56	Criminal Investigation (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 22	Social Psychology of Substance Abuse (3)	
COSER 24	Human Development (3)	
COSER 40A-C	Community Social Services Field Experience (3-3-3)	
COSER 41	Substance Abuse and the Law (3)	
COSER 42	Counseling Skills and Substance Abuse (3)	9
	Total required units for Degree Major:	39-41

*Note: Engl 201A and 201B are not transferable.

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	Racism in America (3-4)
	or
M/LAT 6	Racism in America: Latin-American Perspective (3-4)
AFRAM 32	African-American History: 1945 to Present (3-4)
SPCH 20	Interpersonal Communication (3)
SPCH 45	Public Speaking (3)

21. Introduction to Administration of Justice 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[CAN AJ 2]
History and philosophy of administration of justice in America: Recapitulation of system; identification of various subsystems; role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics; and education and training for professionalism. 2105.00

22. Concepts of Criminal Law 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[CAN AJ 4]
Historical development and philosophy of law and constitutional provisions: Classification of crime, legal research, study of case law, and concepts of law as a social force. 2105.00

23. Principles and Procedures of the Justice System 3 units

3 hours lecture
Recommended preparation: Adjus 21
Acceptable for credit: CSU
Role and responsibilities within administration of justice system: Law enforcement, judicial, and corrections systems. Comprehensive examination of each subsystem's procedure from initial entry to final disposition, and the relationship of each segment with its system members. 2105.00

24. Legal Aspects of Evidence 3 units

3 hours lecture
Recommended preparation: Adjus 21
Acceptable for credit: CSU
[CAN AJ 6]
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

25. Community Relations 3 units

3 hours lecture
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

48NA-TZ. +Selected Topics in Administration of Justice .5-9 units

See section on Selected Topics. 2105.00

49. Independent Study in Administration of Justice .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 2105.00

51. Juvenile Law and Procedure 3 units
3 hours lecture
Recommended preparation: Adjus 21
Acceptable for credit: CSU
Juvenile court law and some agencies involved in juvenile crime control: Law enforcement approach to delinquency control utilizing accepted techniques of prevention, repression, investigation, and apprehension of youthful offenders.
2105.00

52. Traffic Control and the Law 3 units
3 hours lecture
Acceptable for credit: CSU
Study of problems arising from vehicular and pedestrian use of streets and highways: Traffic accident investigation, congestion, parking control, citations, emergency traffic control, and officer safety. 2105.00

53. Criminal Identification 2 units
2 hours lecture
Acceptable for credit: CSU
Theory in fingerprint classification: Practice in collection and preservation of fingerprint evidence. 2105.00

56. Criminal Investigation 3 units
3 hours lecture
Recommended preparation: Adjus 21
Acceptable for credit: CSU
[CAN AJ 8]
Fundamentals of investigation: Crime scene search to locate, identify, record, collect, preserve and transport physical evidence using scientific aids; modus operandi; interviews and interrogation; follow-ups; and case preparation. 2105.00

57. Police Record and Report Writing 2 units
2 hours lecture
Recommended preparation: Adjus 21
Acceptable for credit: CSU
Techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner in the various types of criminal justice system reports; letters, memoranda, directives and administrative reports; emphasis on criminal justice terminology, use of English, and organization of information; practice experience in note taking and report writing; and presentation of testimony in court. 2105.00

59. Patrol Procedures 3 units
3 hours lecture
Recommended preparation: Adjus 21
Acceptable for credit: CSU
Responsibilities, techniques and methods of police patrol: Identification of police hazards, beat patrol and observation, and operation of emergency vehicles. 2105.00

60. Police Administration 3 units
3 hours lecture
Acceptable for credit: CSU
Introduction to basic police personnel supervision: Responsibilities, performance evaluation, and training and discipline.
2105.00

63. Introduction to Corrections 3 units
3 hours lecture
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. 2105.00

110. Basic Course – Police Academy 40 units
547 term hours lecture, 504 term hours laboratory (26 weeks)
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

204A-D. Firearms 2-3 units each level
1-2 hours lecture, 3 hours laboratory
Course study under this section may be repeated three times.
204A: Moral aspects, legal provisions, safety precautions and restrictions covering the use of handguns, rifles and shotguns. Proficiency in the use of the .22 caliber handgun.
204B: Shooting of the .38 caliber handgun.
204C: Practical police shooting.
204D: Competition pistol shooting. 2105.00

248NA-TZ. +Selected Topics in Administration of Justice .5-9 units
See section on Selected Topics. 2105.00

AFRICAN-AMERICAN STUDIES

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:

Completion of a minimum of 18 units in African-American Studies courses listed or cross-referenced/listed below:	18
Total required units:	18

2. Minority Economic Survival 3 units

3 hours lecture
Acceptable for credit: CSU
Concentration on areas of the American economy that affect minorities most: Buying and selling market, taxation, investments, minority employment, banking, and income distribution and poverty. 2202.11
AA/AS area 2, 5; CSU area D

5. +The African-American Family in the United States 3 units

3 hours lecture
Acceptable for credit: CSU, UC
The African-American family from Africa to America: Emphasis on male-female relationships and major obstacles to African-American family growth and development in the United States.
AA/AS area 2, 5; CSU area D; IGETC area 4 2202.11

8. African-American Politics 3-4 units

3-4 hours lecture
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. 2202.11
AA/AS area 2, 5; CSU area D; IGETC area 4

10. Sociology of African-Americans 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Sociological analysis of African-American society in the United States: Political, economic, religious and judicial systems as they affect the African-American family. Emphasis on recent African-American socio-political movements. 2202.11
AA/AS area 2, 5; CSU area D; IGETC area 4

12. +Psychology of African-Americans 3 units

3 hours lecture
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 African-American community from an African-American perspective.
AA/AS area 2, 5; CSU area D; IGETC area 4 2202.11

14A-B. Social Psychology: African-American Male/Female Relationships 3-3 units

3 hours lecture
Acceptable for credit: CSU, UC
14A: Study and application of psychosociological concepts and research techniques exploring the dynamics of African-American male-female relationships.
14B: Psychology of male-female communications with analysis of interpersonal phenomena. 2202.11
AA/AS area 2, 5; CSU area D

16. Administration of Criminal Justice and Minority Communities 3 units

3 hours lecture
Acceptable for credit: CSU
Overview of the criminal justice system in the United States as it affects minorities: Arrest, trial, sentencing, and treatment processes. 2202.11
AA/AS area 2, 5

19. +Racism in America 3-4 units

3-4 hours lecture
Also offered as M/Lat 6. Not open for credit to students who have completed or are currently enrolled in Mexican/Latin-American Studies 6.
Acceptable for credit: CSU, UC
Explores the psychological, sociological, and economic implications and etiology of racism. 2202.11
AA/AS area 2, 5; CSU area D; IGETC area 4

21. +African-American Theater: Theory of Acting/Production 3 units

2 hours lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Study in characterization, interpretation, voice and movement as part of the acting process: Emphasis on the African-American experience. 2202.11
AA/AS area 3, 5; CSU area C1

22A-D. +African-American Theater: Theory of Acting/Production 3 units each level
2 hours lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Play production and stage activities contributing to all facets of theater production. 2202.11
AA/AS area 3, 5; CSU area C1

28. +Survey of Third World through Films 3 units
3 hours lecture
Also offered as M/Lat 28. Not open for credit to students who have completed or are currently enrolled in Mexican/Latin-American Studies 28.
Acceptable for credit: CSU, UC
Emphasizes themes that are related to the African experiences from African-Americans in the U.S. and African-Americans in the Caribbean to the Americas: Films viewed as to their content, artistic quality, and relevance for African-Americans in the modern world. 2202.11
AA/AS area 2, 3, 5; CSU area D

30. African-American History: Africa to 1865 3 units
3 hours lecture
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. 2202.11
AA/AS area 2, 5; CSU area C2, D; IGETC area 3, 4

31. African-American History: 1865-1945 3 units
3 hours lecture
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. 2202.11
AA/AS area 2, 5; CSU area C2, D; IGETC area 3, 4

32. African-American History: 1945 to Present 3-4 units
3-4 hours lecture
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. 2202.11
AA/AS area 2, 5; CSU area C2, D; IGETC area 3, 4

33. The Roots of African-American Culture 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Historical dimensions of the African-American experience: Emphasis on formation of a distinctive African-American culture. 2202.11
AA/AS area 2, 5; CSU area D; IGETC area 4

34. Apartheid in South Africa 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Survey of political, social and economic aspects of South African history: Emphasis on the Black worker and his family relative to South African laws. 2202.11
AA/AS area 2; CSU area D; IGETC area 4

41. African-American Writers (Fiction) 3 units
3 hours lecture
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. 2202.11
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

42. African-American Writers (Non-Fiction) 3 units
3 hours lecture
Acceptable for credit: CSU, UC
African-American nonfiction writers: Emphasis on essays, autobiographies and biographies. 2202.11
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

43. African-American Writers (Poetry) 3 units
3 hours lecture
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 is expected. 2202.11
AA/AS area 3, 4d, 5; CSU area C2; IGETC area 3

45. Religion and the African-American Church in America 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Survey and analysis of the role of the church on social, political, economic, and psychological development of African- Americans. 2202.11
AA/AS area 3, 5; CSU area D; IGETC area 4

48NA-TZ. +Selected Topics in African-American Studies .5-5 units
See section on Selected Topics. 2202.11

49. Independent Study in African-American Studies .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 2202.11

248NA-TZ. +Selected Topics in African-American Studies .5-5 units
See section on Selected Topics. 2202.11

ANTHROPOLOGY

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

Degree Major Requirements:

ANTHR 1	Introduction to Physical Anthropology	3
ANTHR 1L	Physical Anthropology Laboratory	1
ANTHR 2	Introduction to Archaeology and Prehistory	3
ANTHR 3	Introduction to Social and Cultural Anthropology	3
ANTHR 5	American Indian History and Culture	3
ANTHR 30A-D	Anthropology Museum (3-5)	3
MATH 13	Introduction to Statistics	4
Plus a minimum of 6 units selected from the following list:		
ANTHR 4	Ancient Civilizations: Aztec, Inca, Maya (3)	
ANTHR 7	Anthropological Perspectives: Magic, Religion and Witchcraft (3)	
ANTHR 8	Anthropology through Film: Ethnographic Studies (3)	
ANTHR 13	Urban Anthropology (3)	
ANTHR 15	Male and Female: Anthropological Perspective (3)	
ANTHR 16	Sex and Society (3)	6
	Total required units:	26

Strongly recommended:

BIOL 10	Introduction to Biology (4)
CIS 1	Introduction to Computer Information Systems (4)
	or
CIS 5	Introduction to Computer Science (5)

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

1. +Introduction to Physical Anthropology 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Anth 2]
Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00
AA/AS area 1; CSU area B2, B3 (with Anthr 1L satisfies lab requirement); IGETC area 5B, 5C (with Anthr 1L satisfies lab requirement)

1L. +Physical Anthropology Laboratory 1 unit
4 hours laboratory
Prerequisite or corequisite: Anthr 1
Acceptable for credit: CSU, UC
An adjunct laboratory to Anthropology 1: Work 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)

2. +Introduction to Archaeology and Prehistory 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Anth 6]
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.
AA/AS area 2; CSU area D; IGETC area 4 2202.20

3. +Introduction to Social and Cultural Anthropology 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Anth 4]
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

4. +Ancient Civilizations: Aztec, Inca, Maya 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Study of Meso-American and ancient South American peoples and cultures through the methods and theories of anthropological archeology. 2202.00
AA/AS area 2; CSU area D; IGETC area 4

5. +American Indian History and Culture 3 units

3 hours lecture
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. 2202.13
AA/AS area 2, 5; CSU area D; IGETC area 4

7. +Anthropological Perspectives: Magic, Religion and Witchcraft 3 units

3 hours lecture
Acceptable for credit: CSU, UC
A 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 3; CSU area D; IGETC area 4

8. +Anthropology through Film: Ethnographic Studies 3 units

3 hours lecture
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

13. +Urban Anthropology 3 units

3 hours lecture
Acceptable for credit: CSU, UC
A 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

15. +Male and Female: Anthropological Perspective 3 units

3 hours lecture
Acceptable for credit: CSU, UC
A comparative approach to the study of sex roles: Biological bases, cultural contexts, and social dynamics of human sex-role differences; anthropological perspective for analyzing gender roles cross-culturally and in American society.
AA/AS area 2; CSU area D; IGETC area 4 2202.00

16. +Sex and Society 3 units

3 hours lecture
Acceptable for credit: CSU, UC
A 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

18. +Introduction to Anthropological Linguistics 3 units

3 hours lecture
Acceptable for credit: CSU, UC
The study of language: How linguists describe human languages and explore how they developed, change and function in human societies. 2202.00
AA/AS area 2; CSU area D; IGETC area 4

30A-D. +Anthropology Museum 3-5 units each level

2 hours lecture, 3-9 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
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

48NA-TZ. +Selected Topics in Anthropology .5-5 units

See section on Selected Topics. 2202.00

49. +Independent Study in Anthropology .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 2202.00

248NA-TZ. +Selected Topics in Anthropology .5-5 units

See section on Selected Topics. 2202.00

Anthropology Museum

The Merritt College Anthropology Museum was established in the fall of 1973 through a grant from the San Francisco Foundation. The museum has received support from other sources as well, enabling it to establish anthropological exhibits in the East Bay for the benefit of the community served by Merritt College. The Museum offers exhibits of ethnographic material to the campus community and offers a course in Museology which covers practical applications in collecting, cataloging, conserving, exhibiting, and reproducing the art, domestic implements, and tools of folk societies.

ART

1. +Introduction to Art History 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Introduction to art purposes, principles and forms: Basic understanding of stylistic development and methods of analysis with emphasis on 20th-century art. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3

2. +History of Ancient Art (Prehistoric to 1100 A.D.) 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[CAN Art 2]
[Art 2+Art 3+Art 4: CAN Art Seq A]
Survey of major visual art forms of early civilizations: Includes Mesopotamian, Egyptian, Aegean, Greek, Roman, Early Christian, and Byzantine painting, sculpture, and architecture.
AA/AS area 3; CSU area C1; IGETC area 3 1001.00

3. +History of Medieval, Renaissance, Baroque Art (1100-1800 A.D.) 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[Art 3+Art 4: CAN Art 4]
[Art 2+Art 3+Art 4: CAN Art Seq A]
Major visual art forms of Western cultures during Medieval, Renaissance, Baroque and Rococo periods: Survey of the foremost artists and their works. 1001.00
AA/AS area 3; CSU area C1; IGETC area 3

4. +History of Modern Art (1800 to Present) 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[Art 3+Art 4: CAN Art 4]
[Art 2+Art 3+Art 4: CAN Art Seq A]
Major visual art forms and movements of the 19th and 20th centuries: Concentration on the foremost painters, sculptors, and architects of the modern period and their works.
AA/AS area 3; CSU area C1; IGETC area 3 1001.00

9. +History of World Ceramics: Past and Present 3 units

3 hours lecture
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 3

10. +Inside/Outside: The Cultures and Identities of Visual Artists in a Diverse America 3 units

3 hours lecture
Acceptable for credit: CSU, UC
An art survey course that examines and assesses three or more groups of culturally-diverse artists, art organizations and support structures: Exploration of issues relating to social and historical trends including the role of art as it influences American attitudes towards ethnic identity, race, gender, culture and discrimination. 1001.00
AA/AS area 3, 5; CSU area C1; IGETC area 3

11. +History of San Francisco Bay Area Art (1850-1990) 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Study of the art collection of the Oakland Museum of California to discover the distinctive and vigorous history of San Francisco Bay Area art from 1850 to 1990: Works span from Louis Choris' Indian of California dated 1816 to Raymond Saunder's untitled painting of 1992. 1001.00
AA/AS area 3

12. +World Art: Visual and Historical Analysis
3 units

3 hours lecture
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 3

15. +California Art History, 1850-2000 3 units
3 hours lecture
Acceptable for credit: CSU, UC (pending)
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.
AA/AS area 3, 5; CSU area C1; American Cultures (UCB)
1001.00

20. +Beginning Drawing and Composition
2 units

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
[Art 20: CAN Art 8]
Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

21. +Continuing Drawing and Composition
2 units

1 hour lecture, 3 hours laboratory
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

22. +Intermediate Drawing and Composition
3 units

2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Exploration in drawing through a series of related works. Individual interests developed. 1002.10

23. +Advanced Drawing and Composition
3 units

2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Advanced drawing techniques applied to selected subjects and goals. 1002.10

24A-D. +Special Projects: Drawing
2 units each level

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Independent exploration and experimentation in special areas of drawing. 1002.10

25. +Beginning Figure Drawing and Composition
2 units

1 hour lecture, 3 hours laboratory
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

26. +Continuing Figure Drawing and Composition
2 units

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Continuing drawing from the live model introducing more advanced problems. 1002.10

27. +Intermediate Figure Drawing and Composition 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Emphasis on composition and color in figure drawing from the live model. 1002.10

28. +Advanced Figure Drawing and Composition
3 units

2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Advanced drawing from the live model with emphasis on developing an individual style. 1002.10

29A-D. +Special Projects: Figure Drawing
2 units each level

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Continued study and development of special projects in figure drawing from the live model. 1002.10

30. +Beginning Figure Drawing: Anatomy
2 units

1 hour lecture, 3 hours laboratory
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

31. +Continuing Figure Drawing: Anatomy
2 units

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Continuation of ART 30 using live models: Emphasis on problems of proportion and perspective. Anatomy is stressed. 1002.10

32. +Intermediate Figure Drawing: Anatomy
3 units

2 hours lecture, 4 hours laboratory
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

33. +Advanced Figure Drawing: Anatomy
3 units

2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Continuation of ART 32 using live models: Emphasis on anatomically realistic likeness using longer poses. 1002.10

34A-D. +Freehand Perspective Drawing
2 units each level

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Techniques and principles of creating the illusion of three-dimensional objects and space on a two-dimensional surface, including one-, two- and three-point perspective. 1002.10

35. +Beginning Portraiture **2 units**

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

36. +Continuing Portraiture **2 units**

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Drawing portraits from the live model: Emphasis on composition, position, clothing, and color. 1002.10

39A-D. +Special Projects: Portraiture
2 units each level

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

48NA-TZ. +Selected Topics in Art **.5-5 units**
See section on Selected Topics. 1002.00

49. +Independent Study in Art **.5-5 units**
Course study under this section may be repeated three times.
See section on Independent Study. 1002.00

50. +Beginning Painting **2 units**

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
[CAN Art 10]
Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10

51. +Continuing Painting **2 units**

1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Emphasizes composition using oils, acrylics, and mixed media (may include live models). 1002.10

52. +Intermediate Painting **3 units**

2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC (pending)
Continuation of ART 51. Emphasis on more independent and complex activities and projects. 1002.10

53. +Advanced Painting 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC (pending)
Emphasis on developing greater clarity in personal imagery and painting style: Development of a professional portfolio. 1002.10

54A-D. +Special Projects: Painting
2 units each level
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
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

60. +Beginning Painting: Watercolor 2 units
1 hour lecture, 3 hours laboratory
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

61. +Continuing Painting: Watercolor 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Extended development of skills, techniques, and content: Creative experimentation and individual expression in watercolor painting processes. 1002.10

62. +Intermediate Painting: Watercolor 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Creativity, composition, and individual expression through watercolor techniques emphasized: Concentrated work in specific areas. 1002.10

63. +Advanced Painting: Watercolor 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Individual goals designed by student with instructor: Concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

64A-D. +Special Projects: Watercolor Painting
2 units each level
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Continued study and skill development in advanced watercolor projects. 1002.10

65A-D. +Botanical Drawing
1.5-2 units each level
1 hour lecture, 2-3 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, colored pencils, and watercolor. 1002.10

66. +Beginning Pastel Drawing 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Basic materials and techniques for using chalk pastel, working from a variety of subject matter, and using fundamental color relationships. 1002.10

67. +Continuing Pastel Drawing 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Continuation of ART 66: Explores more advanced chalk pastel techniques and includes considerations of composition and style. 1002.10

68A-D. +Special Projects: Pastel Drawing
2 units each level
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
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

80. +Beginning Ceramics 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
[CAN Art 6]
Introduction to forming techniques, design, glazing. and firing. 1002.30

81. +Continuing Ceramics 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes.
1002.30

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

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

84A-D. +Special Projects: Ceramics
2 units each level
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Exploration and experimentation in special areas of ceramics.
1002.30

85. +Hand-Built and Raku Ceramics 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Exploration of hand-building techniques in ceramics: Emphasis on contemporary concepts, imagery, and raku firing techniques. 1002.30

86A-D. +Special Projects: Hand-Built and Raku Ceramics 2 units each level
1 hour lecture, 3 hours laboratory
Recommended preparation: Art 85 or (48OC)
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Independent exploration and experimentation in the special areas of hand-built and raku ceramics. 1002.30

87. +Ceramic Sculpture 3 units
2 hours lecture, 4 hours laboratory
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

88A-D. +Special Projects: Ceramic Sculpture
2 units each level
1 hour lecture, 3 hours laboratory
Recommended preparation: Art 87 or (48OB)
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Independent exploration and experimentation in the special area of ceramic sculpture. 1002.30

89. +Kiln Design/Construction and Primitive Firing Methods 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU
Fundamental design principles and theory of combustion as related to ceramic kilns: Hands-on building workshops constructing both high-fire and low-fire (primitive) ceramic kilns, loading and firing different types of kilns, and kiln safety precautions and procedures. 1002.30

92. +Introduction to Ceramics 3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Exploration of hand-building techniques in ceramics: Emphasis on contemporary concepts, imagery, and firing techniques; includes historical development of man's use of ceramic materials and techniques which includes women in the field and ethnic contributions both Western and non-Western. 1002.30

93A-C. +Art Presentation: Portfolio Development and Gallery Installation
2 units each level
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated two times.
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

94. +Concepts of Three-Dimensional Design
3 units
2 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
A studio art course in the technical and conceptual basics of the elements of design and the principles of organization as they are applied to three-dimensional space. 1002.00

248NA-TZ. +Selected Topics in Art .5-5 units
See section on Selected Topics. 1002.00

348NA-TZ. + Selected Topics in Art .5-5 units
Non-degree applicable
See section on Selected Topics. 1002.00

ASIAN AND ASIAN-AMERICAN STUDIES

1. +Art and Culture of Asia 3 units
3 hours lecture
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. 2202.12
AA/AS area 3; CSU area C1; IGETC area 3

20. +Asian-American Peoples 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Study of Asian-Americans through psychological, sociological and philosophical perspectives: Focuses on identifying modes of living. 2202.12
AA/AS area 2, 5; CSU area D; IGETC area 4

21. +Asian-American Communities 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Study of political, economic, and social structures of Asian-American communities, past and present: Emphasis on current issues and problems. 2202.12
AA/AS area 2, 5; CSU area D; IGETC area 4

29. +China in the 20th Century 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Study of 20th-century China as a society in change: Critically examines the people and events that brought China from a decaying empire to a modern communist nation. 2202.12
AA/AS area 2; CSU area D; IGETC area 4

30. +Asians and Asian-Americans Through Films 3 units
3 hours lecture
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.
AA/AS area 2, 3, 5; CSU area C2, D; IGETC area 3, 4
2202.12

32. +Asian-American Psychology 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Principles of psychology as they relate to the growth and development of Asian-Americans. 2202.12
AA/AS area 2, 5; CSU area D, E; IGETC area 4

45A. +Asian-American History to 1945 3 units
3 hours lecture
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. 2202.12
AA/AS area 2, 5; CSU area C2, D; IGETC area 3, 4

45B. +Asian-American History from 1945 to the Present 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Asian-American history from 1945 to the present: The "new" Asian immigration, assimilation, Asian-American empowerment, and community development. 2202.12
AA/AS area 2, 5; CSU area C2, D; IGETC area 3, 4

48NA-TZ. +Selected Topics in Asian and Asian-American Studies .5-5 units
See section on Selected Topics. 2202.12

49. +Independent Study in Asian and Asian-American Studies .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 2202.12

248NA-TZ. +Selected Topics in Asian and Asian-American Studies .5-5 units
See section on Selected Topics. 2202.12

ASTRONOMY

1. Introduction to Astronomy 3 units
3 hours lecture plus required field trips and observation
Recommended preparation: Math 201 or 210A-D or (204B), and Math 202
Not open for credit to students who have completed or are concurrently enrolled in Astronomy 10.
Acceptable for credit: CSU, UC
History of astronomy, solar system, stars and their evolution, sidereal system and cosmology. 1911.00
AA/AS area 1; CSU area B1, B3 (with Astr 20 satisfies lab requirement); IGETC area 5A, 5C (with Astr 20 satisfies lab requirement)

10. Descriptive Astronomy 3 units
3 hours lecture, 3 term hours observation
Not open for credit to students who have completed or are currently enrolled in Astronomy 1.
Acceptable for credit: CSU, UC
Introduction to astronomy: Topics include the astronomy of the earth, the solar system, and the stars. 1911.00
AA/AS area 1; CSU area B1, B3 (with Astr 20 satisfies lab requirement); IGETC area 5A, 5C (with Astr 20 satisfies lab requirement)

11. +Observational Astronomy 2 units
1 hour lecture, 3 hours observational laboratory
Acceptable for credit: CSU, UC
Study through use of small telescopes: Telescope optics, astronomical concepts of time and position, introduction to astrophotography, and visits to an observatory and uses of a planetarium. 1911.00
CSU area B1 (does not satisfy lab requirement)

20. +Astronomy Laboratory 1 unit
3 hours laboratory
Prerequisite or corequisite: Astr 1 or 10
Course is a supplemental laboratory course for Astronomy 1 and Astronomy 10.
Acceptable for credit: CSU, UC
Hands-on experience observing the night sky using the unaided eye, binoculars, and telescopes: Performance of exper-iments 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)

48NA-TZ. +Selected Topics in Astronomy .5-5 units
See section on Selected Topics. 1911.00

49. +Independent Study in Astronomy .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1911.00

248NA-TZ. +Selected Topics in Astronomy .5-5 units
See section on Selected Topics. 1911.00

BIOLOGY

1A-B. +General Biology 5-5 units
3 hours lecture, 6 hours laboratory
Prerequisite for Biol 1A: Chem 1A
Prerequisite for Biol 1B: Biol 1A
Acceptable for credit: CSU, UC
[Biol 1A: CAN Biol 2]
[Biol 1A+Biol 1B: CAN Biol Seq A]
1A: Introduction to cell structure and function, metabolism, molecular and organismal genetics, animal physiology.
1B: Origin of life, evolution, classification, plant structure and function, ecology. 0401.10
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

2. +Human Anatomy 5 units
4 hours lecture, 3 hours laboratory
Prerequisite: Biol 10
Acceptable for credit: CSU, UC
[CAN Biol 10]
[Biol 2+Biol 4: CAN Biol Seq B]
Gross and regional anatomy of the human body; individual microscopic study of histological preparations of tissues and organs. Laboratory work with dissected human cadavers and other mammalian organisms. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

3. +Microbiology 5 units
4 hours lecture, 3 hours laboratory
Prerequisite: Chem 30A or 1A
Recommended preparation: Biol 10
Acceptable for credit: CSU, UC
[CAN Biol 14]
Survey of the various microscopic agents of particular importance to humans with emphasis on those involved in infectious disease; host defenses against disease; elements of infection chains, and means utilized for breaking the chains.
AA/AS area 1; CSU area B2,B3; IGETC area 5B,5C 0401.10

4. +Human Physiology 5 units

4 hours lecture, 3 hours laboratory
Prerequisite: Chem 30A or 1A
Recommended preparation: Biol 2
Acceptable for credit: CSU, UC
[CAN Biol 12]
[Biol 2+Biol 4: CAN Biol Seq B]
Study of the functions of the living organism and its parts: Physical and chemical factors and processes involved. Includes laboratory work with physiological apparatus and techniques.
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C 0410.00

5. +Plant Biology 4 units

3 hours lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Introductory study of the structure, physiology, genetics, ecology and uses of plants. Laboratories emphasize microscopy, physiology experiments, and field identification.
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C
0402.00

9. +Marine Biology 3 units

3 hours lecture
Acceptable for credit: CSU, UC
An 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. 0401.10
AA/AS area 1

10. +Introduction to Biology 4 units

3 hours lecture, 3 hours laboratory
Not open for credit to students who have completed or are currently enrolled in Biology 1A or 1B or 25.
Acceptable for credit: CSU, UC
Introduction to biology through the study of structure, function, interrelationships, genetics, ecology, and evolution of all life forms from bacteria to animals. Enhanced by selected laboratory experiments. 0401.10
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

13. +Principles of Ecology 3 units

3 hours lecture
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. 0420.00
AA/AS area 1; CSU area B2; IGETC area 5B

15. +Environmental Biology 3 units

3 hours lecture
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. 0420.00
AA/AS area 1; CSU area B2; IGETC area 5B

20A. +Human Anatomy and Physiology 5 units

4 hours lecture, 3 hours laboratory
Recommended preparation: Biol 24 or Chem 30A
Acceptable for credit: CSU, UC
Study of the structure and function of human organ systems: Includes biological chemistry, cytology, histology, and skeletal, muscular and nervous systems; dissection and laboratory study of human cadavers; gross and microscopic study of animal organs; and physiological experiments and demonstrations. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

20B. +Human Anatomy and Physiology 5 units

4 hours lecture, 3 hours laboratory
Prerequisite: Biol 20A
Acceptable for credit: CSU, UC
Study of the structure and function of human organ systems: Includes special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary, reproductive systems, and metabolism; dissection and laboratory study of human cadavers; gross and microscopic study of animal organs; and physiological experiments and demonstrations. 0410.00
AA/AS area 1; CSU area B2, B3; IGETC area 5B, 5C

22A-B. +Human Dissection Laboratory 1-1 unit

3 hours laboratory
Prerequisite or corequisite: Biol 2 or 20A or 24
Acceptable for credit: CSU
Exploration of human anatomy through dissection of a cadaver with detailed studies of a particular body region and the related cross-sectional anatomy. 0410.00
CSU area B3

24. +Basic Human Anatomy and Physiology 4 units

3 hours lecture, 3 hours laboratory
Acceptable for credit: CSU
Fundamentals of structure and function of human organ systems. Includes dissected mammalian tissues, laboratory experiments, and medical-disease relationships. 0410.00
AA/AS area 1; CSU area B2, B3

25. +Human Biology 3 units
3 hours lecture
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.
AA/AS area 1; CSU area B2; IGETC area 5B 0401.10

29. +Biology of the Living World 4 units
3 hours lecture, 3 hours laboratory
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. 0401.10
AA/AS area 1; CSU area B2

36. +Human Genetics 4 units
3 hours lecture, 3 hours laboratory
Recommended preparation: Biol 1A or 10
Acceptable for credit: CSU, UC (pending)
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.
AA/AS area 1; CSU area B2, B3 0401.10

40. +Infectious Diseases 2 units
2 hours lecture
Acceptable for credit: CSU
Introduction to etiology, epidemiology, pathogenesis, treatment, management and prevention of common infectious diseases. 0401.10

48NA-TZ. +Selected Topics in Biological Sciences .5-5 units
See section on Selected Topics. 0401.00

49. +Independent Study in Biology .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 0401.10

60A-H. +Natural History of the Bay Area .5-7 units
.5-7 hours lecture
Also offered as Envst 60A-H. Not open for credit to students who have completed or are currently enrolled in Envst 60A-H.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Bay Area; history, archeology, and current conservation issues in the region will also be considered. [To be offered with different specific subtopics under the general heading during different terms.] 0420.00

62A-H. +Natural History of California .5-7 units
.5-7 hours lecture
Also offered as Envst 62A-H. Not open for credit to students who have completed or are currently enrolled in Envst 62A-H.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in California; history, archeology, and current conservation issues in the State will also be considered. [To be offered with different specific subtopics under the general heading during different terms.] 0420.00

62A. +Natural History of Joshua Tree National Park .5-4 units
.5-4 hours lecture
Also offered as Envst 62A. Not open for credit to students who have completed or are currently enrolled in Envst 62A.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Mojave and Sonoran Deserts of Joshua Tree National Park, California; history, archeology and current conservation issues will also be considered. 0420.00

62B. +Natural History of the Redwood Forest .5-2 units
.5-2 hours lecture
Also offered as Envst 62B. Not open for credit to students who have completed or are currently enrolled in Envst 62B.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Redwood Region of California; history, archeology and current conservation issues in the Redwood Region will also be considered. 0420.00

62C. +Natural History of Point Lobos and the Big Sur Coast .5-1.5 units

.5-1.5 hours lecture

Also offered as Envst 62C. Not open for credit to students who have completed or are currently enrolled in Envst 62C.

Acceptable for credit: CSU

Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Point Lobos and Big Sur Region of California; history, archeology and current conservation issues in the region will also be considered: Adaptations to the Central California coastal environment by organisms such as California gray whales, sea otters, coast redwoods and the endemic Santa Lucia fir, among others, will be emphasized. 0420.00

62D. +Natural History of Devil's Postpile and the Eastern Sierra .5-2.5 units

.5-2.5 hours lecture

Also offered as Envst 62D. Not open for credit to students who have completed or are currently enrolled in Envst 62D.

Acceptable for credit: CSU

Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Devil's Postpile and the Eastern Sierra Region of California; history, archeology and current conservation issues in the region will also be considered: The Devil's Postpile/Mammoth Lakes Sierra, one of the most scenic and pristine regions of the High Sierra, and its multifaceted natural history, glaciated landscapes and montane plant and animal species will be emphasized. 0420.00

62E. +Natural History of the Sutter Buttes .5-1.5 units

.5-1.5 hours lecture

Also offered as Envst 62E. Not open for credit to students who have completed or are currently enrolled in Envst 62E.

Acceptable for credit: CSU

Introduction to the natural history of the Sutter Buttes: Its unique geography (the only mountains in the middle of California's Central Valley), geology, geologic history, geomorphology, and the ecology of its blue oak woodlands; includes specially-arranged guided field sessions to the Buttes themselves, which are not open to the general public. 0401.10

63A-H. +Wildlife of North America .5-7 units

.5-7 hours lecture

Also offered as Envst 63A-H. Not open for credit to students who have completed or are currently enrolled in Envst 63A-H.

Acceptable for credit: CSU

Introduction to the ecology, evolution and restoration efforts of wildlife species, including the timber wolf, peregrine falcon and California condor: Relationships to their physical environments and their interactions and roles as predator and/or prey; background, current developments, and various controversies related to their activities; observations in their natural habitats, visits to restoration sites, and examination of causative factors for endangered status.[To be offered with different specific subtopics under the general heading during different terms.] 0401.10

63A. +Ecology, Evolution and Future of the Wolves of Yellowstone .5-3.5 units

.5-3.5 hours lecture

Also offered as Envst 63A. Not open for credit to students who have completed or are currently enrolled in Envst 63A.

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. 0401.10

64A-H. +Natural History of Western North America .5-7 units

.5-7 hours lecture

Also offered as Envst 64A-H. Not open for credit to students who have completed or are currently enrolled in Envst 64A-H.

Acceptable for credit: CSU

Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their ecology in various natural areas of Western North America; history, archeology, and current environmental issues of national concern will also be considered. [To be offered with different specific subtopics under the general heading during different terms.] 0420.00

70A-H. +Natural History of Rivers .5-7 units

.5-7 hours lecture

Also offered as Envst 70A-H. Not open for credit to students who have completed or are currently enrolled in Envst 70A-H.

Acceptable for credit: CSU

Introduction to the dynamics of natural river systems throughout North America as well as to the natural history of the canyons and valleys through which they flow: Basic hydraulic phenomena as well as the finer craft and art of navigating these rivers in river rafts and kayaks; includes classroom sessions followed by float trips on the rivers being studied. [To be offered with different specific subtopics under the general heading during different terms.] 0420.00

70A. +Natural History of the Green River .5-6 units

.5-6 hours lecture

Also offered as Envst 70A. Not open for credit to students who have completed or are currently enrolled in Envst 70A.

Acceptable for credit: CSU

Introduction to the dynamics of the Green River in Wyoming and Utah 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; includes classroom sessions followed by a float trip on the Green River in Dinosaur National Monument. 0420.00

70B. +Natural History of the Rogue River .5-5 units

.5-5 hours lecture

Also offered as Envst 70B. Not open for credit to students who have completed or are currently enrolled in Envst 70B.

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. 0420.00

80A-H. +Birds of Central California and the Bay Area .5-7 units

.5-7 hours lecture

Also offered as Envst 80A-H. Not open for credit to students who have completed or are currently enrolled in Envst 80A-H.

Acceptable for credit: CSU

An introduction to the basic biology of birds with an emphasis on certain selected groups in each course under this heading that are found in Central California and the Bay Area; involves intensive drill and experience in field identification of birds in their natural habitats. [To be offered with different specific sub-topics under the general heading during different terms.] 0420.00

80A. +Raptors of Central California and the Bay Area .5-2.5 units

.5-2.5 hours lecture

Also offered as Envst 80A. Not open for credit to students who have completed or are currently enrolled in Envst 80A.

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 present these birds in their natural habitats. 0420.00

80B. +Bird Songing: The Ecology of Bird Songs and Identification by Ear .5-2.5 units

.5-2.5 hours lecture

Also offered as Envst 80B. Not open for credit to students who have completed or are currently enrolled in Envst 80B.

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. 0401.10

80C. +Fundamentals of Ornithology and Birding in Central California and the Bay Area .5-7 units

.5-7 hours lecture

Also offered as Envst 80C. Not open for credit to students who have completed or are currently enrolled in Envst 80C.

Acceptable for credit: CSU

Fundamentals of ornithology: Emphasis on habitats from the pelagic to the High Sierra and the birds found there. 0401.10

101. +Mono Lake and Yosemite Natural History .5-2.5 units
3 hours lecture weekly for 4 weeks (.5 unit), 32 term lecture hours in the field (2 units)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
Study of the multiform geology, flora, fauna, and environmental controversies of the Mono Lake, Yosemite Valley, and the Tioga Pass region of the Sierras. 0420.00

102. +Death Valley Natural History .5-2 units
3 hours lecture weekly for 4 weeks (.5 unit), 32 term lecture hours in the field (1.5 units)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
Climate, geology, plants, animals and human history of Death Valley with particular emphasis on ecological adaptations to a hot, arid environment. 0420.00

103. +Yosemite Winter Ecology .5-2 units
3 hours lecture weekly for 4 weeks (.5 unit), 32 term lecture hours in the field (1.5 units)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
The ecology, flora and fauna of Yosemite in winter: Winter weather, characteristics of snow, avalanches, and the adaptations of organisms to winter conditions. Field portion emphasizes travel on snow, using cross-country skis. 0420.00

104. +Grand Canyon Natural History .5-3 units
3 hours lecture weekly for 4 weeks (.5 unit), 40-48 term lecture hours in the field (2-2.5 units)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
The geology, plants and animal life of the Grand Canyon and Colorado Plateau: Two billion years of the earth's geologic and evolutionary history. Field session includes an overnight stay on the floor of the Grand Canyon, or rafting trip in the Grand Canyon. 0420.00

105. +Pinnacles Natural History .5-1.5 unit
3 hours lecture weekly for 3 weeks (.5 unit), 16 term lecture hours in the field (1 unit)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
Exploration and study of Pinnacles National Monument: Basic ecological and geological concepts, characteristics and identification of coastal mountain animals and plants. 0420.00

106. +Point Reyes Natural History .5-1.5 units
3 hours lecture weekly for 4 weeks (.5 unit), 16 term lecture hours in the field (1 unit)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
Geology, ecology and human history of Point Reyes: Emphasis on climate, natural communities, and the interactions between nature and human activities. 0420.00

107. +Natural History of Lassen Volcanic National Park .5-1.5 units
3 hours lecture weekly for 4 weeks (.5 unit), 16 term lecture hours in field (1 unit)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
Ecology and geology of Lassen Volcanic National Park (site of the most recently active volcano in California): Plants, animals, geology and geologic history. 0420.00

108. +Natural History of Sequoia and Kings Canyon National Parks .5-2.5 units
3 hours lecture weekly for 4 weeks (.5 unit), 32 term lecture hours in the field (2 units)
Campus lectures required in order to participate in the field.
Acceptable for credit: CSU
Introduction to the geology, flora, fauna and history of two great Sierran national parks. 0420.00

248NA-TZ. +Selected Topics in Biological Sciences .5-5 units
See section on Selected Topics. 0401.00

348NA-TZ. +Selected Topics in Biological Sciences .5-5 units
Non-degree applicable
See section on Selected Topics. 0401.00

BUILDING MAINTENANCE

248NA-TZ. +Selected Topics in Building Maintenance .5-9 units
See section on Selected Topics. 0945.00

BUSINESS

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 the specified programs upon satisfactory completion of the courses listed in the curriculum patterns.

ACCOUNTING

Degree Major Requirements:

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 10	Introduction to Business	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
CIS 1	Introduction to Computer Information Systems	4
	Total required units:	21

Recommended:

BUS 2	Introduction to Business Law	3
BUS 4	Cost Accounting	3
BUS 5	Human Relations in Business	3
BUS 23	Analyzing Financial Statements	3
BUS 24	Computerized Accounting Principles	3
BUS 70	Introduction to Marketing	3
BUS 209	Fundamentals of Income Tax	4
ECON 11	Business Economics	3
GEOG 5	Economic Geography	3

Certificate Requirements:

BUS 1B	Managerial Accounting	4
BUS 5	Human Relations	3
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
Plus:	Any additional Business courses	4
	Total required units:	18

ADMINISTRATIVE ASSISTANT

Degree Major/Certificate Requirements:

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 201*	Business Communications	3
BUS 205	Filing and Records Management	3
BUS 221A-C	Office Procedures and Practices [Self-Paced] (1-1-1)	3
BUS 230D-F	Beginning Keyboarding [Self-Paced] (1-1-1)	3
BUS 244A	Beginning Word Processing	3
CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 233	Introduction to the Internet	2
	Total required units:	27-28

Recommended:

BUS 20	General Accounting (3)
BUS 202**	Business Mathematics (3)
BUS 244B	Advanced Word Processing (3)

*English 1A or 201A or 201B may be substituted for Business 201.
**Math 201 or 210A-D or a more advanced mathematics course may be substituted for Business 202.

ADMINISTRATIVE OFFICE SYSTEMS AND APPLICATIONS

Degree Major/Certificate Requirements:

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 20	General Accounting (3)	
	or	
BUS 1A	Financial Accounting (4)	3-4
BUS 201*	Business Communications	3
BUS 205	Filing and Records Management	3
BUS 230D-F	Beginning Keyboarding [Self-Paced] (1-1-1)	3
BUS 244A	Beginning Word Processing	3
BUS 244B	Advanced Word Processing (3)	
	or	
BUS 221A-C	Office Procedures and Practices [Self-Paced] (1-1-1)	3
CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 40	Introduction to Data Base Management	4
CIS 42	Introduction to Spreadsheet Applications	4
CIS 233	Introduction to the Internet	2
	Total required units:	38-40

Recommended:

BUS 202**	Business Mathematics (3)

*English 1A or 201A or 201B may be substituted for Business 201.
**Math 201 or 210A-D or a more advanced mathematics course may be substituted for Business 202.

BUSINESS ADMINISTRATION

Degree Major Requirements:

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Business Law	3
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
CIS 1	Introduction to Computer Information Systems	4
	Total required units:	21

Recommended:

BUS 4	Cost Accounting	3
BUS 5	Human Relations	3
BUS 20	General Accounting	3
BUS 23	Analyzing Financial Statements	3
BUS 70	Introduction to Marketing	3
BUS 74	Introduction to Advertising	3
BUS 209	Fundamentals of Income Tax	4
ECON 11	Business Economics	3
GEOG 5	Economic Geography	3

BUSINESS INFORMATION PROCESSING

Degree Major/Certificate Requirements:

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 231D-F	Intermediate Keyboarding [Self-Paced] (1-1-1)	3
BUS 244A	Beginning Word Processing	3
BUS 244B	Advanced Word Processing	3
CIS 1	Introduction to Computer Information Systems	4
Plus a minimum of 6 units selected from the following:		
CIS 40	Introduction to Data Base Management (4)	
CIS 42	Introduction to Spreadsheet Applications (4)	
HLTOC 201	Medical Terminology I (2)	
PARLG 1	Law and the Legal Profession (3)	
PARLG 4	Law Office Management (2)	
PARLG 6	Legal Research and Writing (3)	6
	Total required units:	25

BUSINESS MANAGEMENT

Certificate Requirements:

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 5	Human Relations	3
BUS 10	Introduction to Business	3
BUS 50	Principles of Management	3
BUS 70	Introduction to Marketing	3
BUS 74	Introduction to Advertising	3
	Total required units:	23

GENERAL BUSINESS

Degree Major Requirements:

BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations	3
BUS 10	Introduction to Business	3
BUS 70	Introduction to Marketing	3
ECON 1	Principles of Economics (Macro-Economics)	3
	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
BUS 209	Fundamental of Income Tax	4

LEGAL OFFICE ASSISTANT

Certificate of Achievement Requirements:

BUS 230E-F	Beginning Keyboarding [Self-Paced] (1-1)	2
BUS 244A	Beginning Word Processing	3
CIS 1	Introduction to Computer Information Systems	4
PARLG 1	Law and the Legal Profession	3
PARLG 4	Law Office Management	2
PARLG 6	Legal Research and Writing	3
	Total required units:	17

OFFICE ADMINISTRATOR

Certificate of Achievement Requirements:

BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 50	Principles of Management	3
BUS 51	Elements of Supervision	3
BUS 221A-C	Office Procedures and Practices [Self-Paced] (1-1-1)	3
CIS 233	Introduction to the Internet	2
	Total required units:	17

1A. Financial Accounting 4 units

4 hours lecture
Acceptable for credit: CSU, UC
[CAN Bus 2]
[Bus 1A+Bus 1B: CAN Bus Seq A]
Study of purpose, theory, and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement including cost measurement, classification and expiration; revenue recognition and measurement. 0502.00

1B. Managerial Accounting 4 units

4 hours lecture
Prerequisite: Bus 1A
Acceptable for credit: CSU, UC
[CAN Bus 4]
[Bus 1A+Bus 1B: CAN Bus Seq A]
Uses of accounting data for planning, controlling and decision making; sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses, and limitations of financial statements and reports. 0502.00

2. Introduction to Business Law 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[CAN Bus 12]
General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00

4. +Cost Accounting 3 units

3 hours lecture
Prerequisite: Bus 1B
Acceptable for credit: CSU
Manufacturing accounting theory and problems: Records and financial statements, elements of cost, elements of process, specific job-order and standard cost accounting from the managerial point of view. Concentration on the determination, collection, and analysis of costs from the manager's decision-making point of view. 0502.00

5. +Human Relations in Business 3 units

3 hours lecture
Acceptable for credit: CSU
Application of behavioral science concepts to human problems in organizations; action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00
AA/AS area 2

10. Introduction to Business 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government/business relations. 0501.00
AA/AS area 2

20. General Accounting 3 units

3 hours lecture
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

23. Analysis of Financial Statements 3 units

3 hours lecture
Prerequisite: Bus 1A or 20
Acceptable for credit: CSU
Nature and structure of standard financial reports that are prepared from accounting records: Analysis by using various ratios and percentage formulas on which to base decisions of a company's financial strength, liquidity and credit. 0502.00

24. Computerized Accounting Principles 3 units

2 hours lecture, 3 hours laboratory
Prerequisite: Bus 1A or 20
Acceptable for credit: CSU
Intensive practical application of theory and procedures of accounting utilizing computerized accounting systems in single proprietorship, partnership and corporate forms of business.
AA/AS area 4c 0502.00

28. +Introduction to Stocks and Bonds .5-2 units

.5-2 hours lecture
Acceptable for credit: CSU
Analysis of fundamental and technical tools used for investment of funds: Preparation of a stock market report and a portfolio, and impact of current events on the economy. 0504.00

29A. +Computer Applications in Financial Accounting 1 unit

.5 hour lecture, 1.5 hours laboratory
Corequisite: Bus 1A
Acceptable for credit: CSU
Vocational application of theory and procedures of accounting utilizing computerized accounting applications. 0502.00
AA/AS area 4c

48NA-TZ. +Selected Topics in Business .5-9 units

See section on Selected Topics. 0501.00

49. +Independent Study in Business .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 0501.00

50. Principles of Management 3 units

3 hours lecture
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

51. Elements of Supervision 3 units

3 hours lecture
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

52. Psychology and Human Relations 3 units

3 hours lecture
Acceptable for credit: CSU
Individual's basic drives, motivation, derived needs, reactions and responses, personality and personality traits, emotions, frustrations, attitudes, and other psychological problems as they apply to situations in business and industry. 0506.00
AA/AS area 2; CSU area D, E

53. Personnel Management 3 units

3 hours lecture
Acceptable for credit: CSU
Examines a broad range of problems involved in effective management of an organization's human resources: Employment interviews, employee records, wage and salary administration, industrial relations, on-the-job training programs, promotions and transfers, motivation and incentives, and state/federal laws regulating employment relationships. 0506.00

54. +Small Business Management 3 units

3 hours lecture
Acceptable for credit: CSU
Functions and objectives of an executive: Definition of duties, basic knowledge of administration and organization, and practice through case studies in making business decisions. 0506.00

70. +Introduction to Marketing 3 units

3 hours lecture
Acceptable for credit: CSU
Basic principles and related management concerns in the field of marketing: Practical uses of marketing, consumer needs, and motivations in the development of marketing strategy. 0509.00

74. +Introduction to Advertising 3 units

3 hours lecture
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. 0509.00

79. +Internet Commerce 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: Bus 10, and CIS 1 or 5
Acceptable for credit: CSU
Introduction to theory and practice of e-commerce (i.e. marketing, purchasing, electronic payment systems, building an on-line store, security, conducting business in a global environment) as well as e-commerce support systems; human resources and computer applications. 0501.00

201. +Business Communications 3 units

3 hours lecture
Recommended preparation: Bus 250 or 251D or Engl 250D
Effective planning and composition of various types of business communications emphasizing style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications: Practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals. 0501.00

202. +Business Mathematics 3 units

3 hours lecture

Use of basic mathematical principles in solving business problems including simple interest, compound interest, installment sales, trade and cash discounts, markup percents, pricing discounting notes and drafts, inventory, financial statement analysis, depreciation, stastistics and binary system, taxes, distribution of ownership and profits, and stocks and bonds. 0501.00

205. +Filing and Records Management 3 units

3 hours lecture

Recommended preparation: Ability to type 25 words per minute

Study and application of basic alphabetic filing rules, numeric and subject filing; storage and retention of records; microfilm and microfiche operations; filing and records management. 0514.00

209. Fundamentals of Income Tax 4 units

4 hours lecture

Study of federal and California tax laws and procedures relating to individual, partnership and corporation income tax returns from the accounting point of view; brief survey of social security, gift and estate taxes. 0502.00

210. +Financial Management and Investments 3 units

3 hours lecture

Survey course which examines sound money management skills and financial plans: Tax-sheltered annuities, real estate, stocks, bonds, trust deeds, new tax laws, borrowing of money, financial adjustments to inflation, and other economic indicators. 0504.00

221A-C. +Office Procedures and Practices [Self-Paced] 1 unit each module

2 hours lecture, 3 hours laboratory

Open-entry/open-exit, modular course

Prerequisite for Bus 221A: Bus 205 and 251D

Prerequisite or corequisite for Bus 221A: Bus 232F or 235C or 215D or (235 or 232C)

Course study under this section may be repeated two times.

Individualized, self-paced course in office procedures and practices. Units earned based on competency achieved. 0514.00

230D-F. +Beginning Keyboarding [Self-Paced] 1 unit each module

2 hours lecture, 3 hours laboratory

Open-entry/open-exit, modular course

Course study under this section may be repeated two times.

Introduction to the computer keyboard: Basic skill development (230D). Basic formats for various business forms (230E). Emphasis on skills improvement and speed development to 35 words per minute (230F). 0501.00

231D-F. +Intermediate Keyboarding [Self-Paced] 1 unit each module

2 hours lecture, 3 hours laboratory

Open-entry/open-exit, modular course

Course study under this section may be repeated two times.

Continued computer keyboarding skills: Emphasis on accuracy control (231D). Developing tables with various features (231E). Variations of business forms and financial statements; speed development to 42 words per minute (231F). 0501.00

240. +Introduction to Word Processing Concepts 2 units

2 hours lecture

Introduction to word processing equipment, methods, basic terminology, and employment opportunities. 0514.00

244A. +Beginning Word Processing 3 units

2 hours lecture, 3 hours laboratory

Prerequisite: Bus 230F or 233B or 215B or (230C) or (233)

Introduction to word processing concepts: Basic machine operations; production of mailable documents to include correct format, spelling, punctuation, grammar; introduction to basic editing, revising and repetitive typing. 0514.00

244B. +Advanced Word Processing 3 units

2 hours lecture, 3 hours laboratory

Prerequisite: Bus 244A or 238A or 242C or 245B or 245E or (247B)

Advanced word processing applications for the production and distribution of administrative documents. 0514.00

248NA-TZ. +Selected Topics in Business .5-9 units

See section on Selected Topics. 0501.00

250. Business English 3 units

3 hours lecture
Non-degree applicable
Review of basic grammar, punctuation, vocabulary building, spelling, word division, capitalization; advanced syntax and its use in effective business communication. 0514.00

253A-D. +Beginning Microsoft Word .5 unit each module

.25 hours lecture, .75 hours laboratory each module
Open-entry/open-exit, modular course
Non-degree applicable
Course study under this section may be repeated three times.
Word processing skills at the beginning level using Microsoft Word: Creating, formatting, editing, printing, and saving documents and letters. 0514.00

348NA-TZ. +Selected Topics in Business .5-9 units

Non-degree applicable
See section on Selected Topics. 0501.00

501. ++Computer Laboratory for Business (Non-Credit) 0 units

1-15 hours laboratory
Course study under this section may be repeated as necessary.
Open-entry, open-exit computer laboratory to support objectives of Business computer-based courses. 0501.00

CHEMISTRY

1A-B. +General Chemistry 5-5 units

3 hours lecture, 3 hours laboratory, 3 hours lecture demonstration
Prerequisite for Chem 1A: Math 203 or 211D or (204C)
Recommended preparation for Chem 1A: Chem 30A or 50
Prerequisite for Chem 1B: Chem 1A
Acceptable for credit: CSU, UC
[Chem 1A: CAN Chem 2], [Chem 1B: CAN Chem 4]
[Chem 1A+Chem 1B: CAN Chem Seq A]
1A: Atomic theory, chemical bonding, states of matter, dispersed systems; may include thermodynamics and organic chemistry.
1B: Electrochemistry, kinetics, equilibrium, thermochemistry, acid-base theory, systematic survey of chemistry of metals and nonmetals; may include organic and nuclear chemistry. Laboratory may include the qualitative analysis of selected cations and anions. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

12A. Organic Chemistry 5 units

3 hours lecture, 6 hours laboratory
Enrollment required in both lecture and laboratory.
Prerequisite: Chem 1B
Students with previous credit in Chem 8A receive only 1 unit of credit for Chem 12A.
Acceptable for credit: CSU, UC
Introduction to structures, properties and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds; emphasis on structures and mechanisms; spectroscopy and other analytical techniques to structures. Laboratory work: 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

12B. Organic Chemistry 5 units

3 hours lecture, 6 hours laboratory
Enrollment required in both lecture and laboratory.
Prerequisite: Chem 12A
Acceptable for credit: CSU, UC
Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work: Reactions, purification methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

30A. +Introductory Inorganic Chemistry 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: Math 201 or 210D or (204B)
Acceptable for credit: CSU, UC
[CAN Chem 6]
[Chem 30A+Chem 30B: CAN Chem Seq B]
Principles of inorganic chemistry: Concepts of atomic structure as a basis for understanding valence, formulas, equations and chemical reactions; states of matter; important elements and their compounds; solutions; ionization; nuclear energy; organic introduction. 1905.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

30B. +Introductory Organic and Biochemistry
4 units

3 hours lecture, 3 hours laboratory
Prerequisite: Chem 30A
Acceptable for credit: CSU, UC
[CAN Chem 8]
[Chem 30A+Chem 30B: CAN Chem Seq B]
Introduction to elementary organic chemistry: Hydrocarbons, functional organic groups, polymers, carbohydrates, amino acids, proteins, and reference to biochemical processes.
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
1905.00

48NA-TZ. +Selected Topics in Chemistry
.5-5 units
See section on Selected Topics. 1905.00

49. +Independent Study in Chemistry .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1905.00

248NA-TZ. +Selected Topics in Chemistry
.5-5 units
See section on Selected Topics. 1905.00

348NA-TZ. +Selected Topics in Chemistry
Non-degree applicable **.5-5 units**
See section on Selected Topics. 1905.00

CHILD DEVELOPMENT

This program is designed for students desiring to transfer to a four-year college or to meet requirements to work in public or private childcare facilities. The **AA degree in Child Development** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. The program also offers several options, as follows:

Specialized Certificate of Achievement in Violence Intervention and Counseling: Awarded to students completing the Safe Start Program, which explores the issues and effects of violence on the development of young children and introduces techniques and skills to diminish the potential for violence in their lives.

The Child Development program conforms to regulatory agency guidelines and has expanded course offerings to include topics covering diversity, multicultural education, special education, infants/toddlers, home-based care, family child care, and computers in early childhood education settings.

CHILD DEVELOPMENT

Degree Major Requirements:

CHDEV 51	Child Growth and Development*	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54A	Preschool Education: Theory and Guidance	3
CHDEV 54B	The Preschool Program	3
CHDEV 55A	The Preschool Laboratory	5
CHDEV 55B	The Preschool Laboratory	5

Plus at least four (4) courses for a minimum of 12 units selected from the following list:

CHDEV 50	Introduction to Early Childhood Education (3)	
CHDEV 52	Observation of the Young Child (2)	
CHDEV 56A	Infant/Toddler Development and Care (3)	
CHDEV 56B	Curriculum and Environments for Infants and Toddlers (3)	
CHDEV 57A	Child Growth and Development: Age Six through Adolescence (3)	
CHDEV 57B	Curriculum and Programs for School-Age Children (3)	
CHDEV 60	Literature for the Young Child (3)	
CHDEV 65	Preschool Science Curriculum: Principles and Practices (3)	
CHDEV 66	Music for Young Children (2)	
CHDEV 67	Parenting/Grandparenting (3)	
CHDEV 68	Play and Play Materials (2)	
CHDEV 70	Preschool Art Curriculum: Principles and Practices (2)	
CHDEV 74	Health and Safety in the Preschool (3)	
CHDEV 76	Violence: Its Impact on Children & Families (3)	
CHDEV 77	Introduction to Violence Counseling (3)	
CHDEV 78	Field Experience in Violence Intervention (3)	
CHDEV 79	Anti-Bias Curriculum (3)	
CHDEV 83	Introduction to Early Intervention (3)	
CHDEV 84	Young Children with Special Needs: Strategies for Intervention (3)	
CHDEV 85	Managing Challenging Behaviors in ECE Settings (3)	
CHDEV 86	Career Education in Early Intervention (1)	
CHDEV 87	Occupational Work Experience in Early Intervention (1-4)	
CHDEV 88	Impact of Drugs: Pregnancy through Preschool (3)	
CHDEV 246	Emergent Topics: Best Practices for Working with Children (.5-2)++	
COSER 16A	Communication: Theory and Practice (2-3)	
NUTR 10	Nutrition (4)**	
NUTR 50A-C	Practical Nutrition for Children (1-1-1)*^	12
	Total required units:	34

*Formerly Facs 51.
**Formerly Facs 10.
*^Formerly Chdev 69A-C.
++A maximum of 2 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.

ASSISTANT TEACHER

Certificate of Achievement Requirements:†

A minimum of 6 units selected from the following list:

Any Child Development course numbered 1 through 248++	6
Total required units:	6

++A maximum of 2 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.

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

ASSOCIATE TEACHER

Certificate of Achievement Requirements:††

CHDEV 50	Introduction to Early Childhood Education (3) or	
CHDEV 54A	Preschool Education: Theory and Guidance (3)	3
CHDEV 51	Child Growth and Development*	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54B	The Preschool Program	3
	Total required units:	12

*Formerly Facs 51.

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

TEACHER

Certificate of Completion Requirements:†††

CHDEV 51	Child Growth and Development*	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 54A	Preschool Education: Theory and Guidance	3
CHDEV 54B	The Preschool Program	3

Plus 12 units selected from the following list:

CHDEV 50	Introduction to Early Childhood Education (3)
CHDEV 52	Observation of the Young Child (2)
CHDEV 55A	The Preschool Laboratory (5)
CHDEV 55B	The Preschool Laboratory (5)
CHDEV 56A	Infant/Toddler Development and Care (3)
CHDEV 56B	Curriculum and Environments for Infants and Toddlers (3)
CHDEV 57A	Child Growth and Development: Age Six through Adolescence (3)
CHDEV 57B	Curriculum and Programs for School-Age Children (3)
CHDEV 60	Literature for the Young Child (3)
CHDEV 64	Supervised Field Experience - Child Development (3)
CHDEV 65	Preschool Science Curriculum: Principles and Practices (3)
CHDEV 66	Music for Young Children (2)
CHDEV 67	Parenting/Grandparenting (3)
CHDEV 68	Play and Play Materials (2)
CHDEV 70	Preschool Art Curriculum: Principles and Practices (2)
CHDEV 74	Health and Safety in the Preschool (3)
CHDEV 76	Violence: Its Impact on Children & Families (3)
CHDEV 77	Introduction to Violence Counseling (3)
CHDEV 78	Field Experience in Violence Intervention (3)
CHDEV 79	Anti-Bias Curriculum (3)
CHDEV 83	Introduction to Early Intervention (3)
CHDEV 84	Young Children with Special Needs: Strategies for Intervention (3)
CHDEV 85	Managing Challenging Behaviors in ECE Settings (3)
CHDEV 86	Career Education in Early Intervention (1)
CHDEV 87	Occupational Work Experience in Early Intervention (1-4)
CHDEV 88	Impact of Drugs: Pregnancy through Preschool (3)
CHDEV 246	Emergent Topics: Best Practices for Working with Children (.5-2)++
COSER 16A	Communication: Theory and Practice (2-3)
NUTR 10	Nutrition (4)**
NUTR 50A-C	Practical Nutrition for Children (1-1-1)*^	12

Plus 16 General Education units to include:

ENGL 201A	Preparation for Composition and Reading (3) or higher: ENGL 201B (3) or ENGL 1A (4)	
SPCH 20	Interpersonal Communication Skills (3)	
Other elective General Education units: 9-10		16
	Total required units:	40

*Formerly Facs 51.

**Formerly Facs 10.

*^Formerly Chdev 69A-C.

++A maximum of 2 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.

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

EARLY INTERVENTION

This certificate is awarded to students completing the Early Intervention Program, which explores strategies and trends in working with young children with special needs and their families. The Early Intervention Assistant training program prepares childcare paraprofessionals to work with these children in early childhood educational settings. It meets the training requirements for childcare paraprofessionals under Part B and Part H of the Individuals with Disabilities Education Act (IDEA) and complies with those set forth by the State Commission on Teacher Credentialing (CTC) for a number of professional and paraprofessional positions in early childhood education (ECE) programs. This includes but is not limited to: Early Intervention Assistant I, Early Intervention Assistant II, and specialization requirements for the Master Teacher, Site Supervisor, and Program Director levels on the Child Development Permit Matrix. The Early Intervention program also meets requirements for Family Child Care Providers serving young children with special needs in their homes.

Certificate of Achievement Requirements:

CHDEV 83	Introduction to Early Intervention	3
CHDEV 84	Young Children with Special Needs: Strategies for Intervention	3
CHDEV 85	Managing Challenging Behaviors in ECE Settings	3
CHDEV 86	Career Education in Early Intervention	1
CHDEV 87	Occupational Work Experience in Early Intervention (1-4)	2

Plus one course for a minimum of 3 units selected from the following list:

CHDEV 56A	Infant/Toddler Development and Care (3)	
CHDEV 56B	Curriculum and Environments for Infants and Toddlers (3)	
CHDEV 67	Parenting/Grandparenting (3)	
CHDEV 88	Impact of Drugs: Pregnancy through Preschool (3)	3
	Total required units:	15

VIOLENCE INTERVENTION AND COUNSELING

Certificate of Achievement Requirements:

CHDEV 51	Child Growth and Development*	3
CHDEV 53	The Child, the Family and the Community	3
CHDEV 76	Violence: Its Impact on Children and Families	3
CHDEV 77	Introduction to Violence Counseling	3
CHDEV 78	Field Experience in Violence Intervention**	3
	Total required units:	15

*Formerly Facs 51.
**Chdev 64 may not be substituted for Chdev 78 for the Specialized Certificate in Violence Intervention and Counseling.

48NA-TZ. +Selected Topics in Child Development .5-9 units

See section on Selected Topics. 1305.10

49. +Independent Study in Child Development .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 1305.10

50. +Introduction to Early Childhood Education 3 units

3 hours lecture
Acceptable for credit: CSU
Survey of the issues and methodology of early childhood education from a diverse perspective which provides a framework for child development/early childhood studies and professional development: Career options, history, appropriate practices with children, identification of quality child development programs, and nomenclature of the field. 1305.10
AA/AS area 2

51. +Child Growth and Development 3 units

3 hours lecture
Formerly offered as Facs 51.
Acceptable for credit: CSU, UC
[CAN FCS 14]
Human growth and development: Prenatal through adolescence; interrelationship of physical, social, emotional, and intellectual growth; and adult role in fostering optimal development.
AA/AS area 2; CSU area D; IGETC area 4 1305.10

52. +Observation of the Young Child 2 units

1 hour lecture, 3 hours laboratory
Prerequisite: Chdev 51 or (Facs 51)
Acceptable for credit: CSU
Study of principles of normal growth, development and behavior of young children by direct observation in preschool and/or elementary school: Reinforcement of theoretical knowledge by experience. 1305.10

53. +The Child, the Family and the Community 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Changing patterns and values of the family in modern society: Role and interaction of family members; socio-economic and ethnic factors affecting family life; community resources available for health, education, welfare and recreation.
AA/AS area 2; CSU area D 1305.10

54A. +Preschool Education: Theory and Guidance 3 units

3 hours lecture
Prerequisite: Chdev 51 or (Facs 51)
Acceptable for credit: CSU
Study of philosophy, theory, guidance techniques and teaching methods appropriate to preschool programs and day care centers: Evaluation of curriculum and physical environments in a variety of community preschools and childcare settings. 1305.10

54B. +The Preschool Program 3 units

3 hours lecture
Prerequisite: Chdev 51 or (Facs 51)
Chdev 54A is not prerequisite to Chdev 54B
Acceptable for credit: CSU
Development of curriculum plans in preschool programs and day care centers which foster mental, social, emotional, and physical development of young children. 1305.10

55A-B. +The Preschool Laboratory 5-5 units

2.5 hours lecture, 7.5 hours laboratory
Prerequisite for Chdev 55A: Chdev 54A and 54B
Prerequisite for Chdev 55B: Chdev 55A
Acceptable for credit: CSU
55A: Integration of theory and practice in teaching and guidance of young children: Practicum under supervision in Merritt Child Development Center, and application of techniques in meeting individual and group needs of young children.
55B: Planning, providing, and evaluating program areas: Overall supervision in day-to-day running of school, observation-participation in parent education meetings, and dynamics of school-home relationships. 1305.10

56A. +Infant/Toddler Development and Care 3 units

3 hours lecture
Prerequisite: Chdev 51 or (Facs 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. 1305.10

56B. +Curriculum and Environments for Infants and Toddlers 3 units

3 hours lecture
Prerequisite: Chdev 51 or (Facs 51)
Acceptable for credit: CSU
An 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. 1305.10

57A. +Child Growth and Development: Age Six through Adolescence 3 units

3 hours lecture
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. 1305.10
AA/AS area 2; CSU area D

57B. +Curriculum and Programs for School-Age Children 3 units

3 hours lecture
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. 1305.10

58. +Preschool Administration 3 units

3 hours lecture
Prerequisite: Chdev 54A and 54B
Required for Children's Center Supervisor Permit.
Course does not fulfill Associate degree requirements at Merritt College.
Acceptable for credit: CSU
Principles and practices of administration of preschools and/or day care centers: Licensing requirements and regulations, staffing, parents and staff conferences, financial consideration and fiscal reports, operating procedures, and legal aspect of a small business operation. 1305.10

59. +Preschool Supervision and Staff Relations 3 units

3 hours lecture
Prerequisite: 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
Basic knowledge of methods and principles of working with adults: Group dynamics, supervision of staff and parents, development of motivation and morale, leadership skills, interviewing, managing interpersonal and group conflict, staff evaluation, working with boards, and effective parent involvement. 1305.10

60. +Literature for the Young Child 3 units

3 hours lecture
Acceptable for credit: CSU
Study of literature suitable for young children: Includes survey of appropriate materials, criteria for selection, and techniques of presentation. 1305.10

64. Supervised Field Experience - Child Development 3 units

1 hour lecture, 6 hours laboratory
Prerequisite: Chdev 54A or 54B
Course meets the state requirement for one year of experience as partial fulfillment for the California Children's Center Instructional Permit.
Course does not fulfill Associate degree requirements at Merritt College; however, it can be applied toward requirements for the Teacher Certificate.
Acceptable for credit: CSU
Teaching opportunity working directly with children in early childhood settings: Integrates knowledge and training with experience, and develops competencies for effective teaching. 1305.10

65. +Preschool Science Curriculum: Principles and Practices 3 units

3 hours lecture
Prerequisite: Chdev 51 or (Facs 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. 1305.10

66. +Music for Young Children 2 units

2 hours lecture, 1 hour laboratory
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. 1305.10

67. +Parenting/Grandparenting 3 units

3 hours lecture
Acceptable for credit: CSU
A comprehensive look at parenting/grandparenting styles of yesterday and today: Special attention to parenting children who are at risk because of family and system breakdown. 1305.10

68. +Play and Play Materials 2 units

2 hours lecture, 1 hour laboratory
Prerequisite: Chdev 51 or (Facs 51)
Acceptable for credit: CSU
Survey and evaluation of available play materials: Safety, flexibility of use, appropriateness for various age levels from infancy through eight years, and physical and cognitive development; making toys, learning materials, and equipment for home and school. 1305.10

70. +Preschool Art Curriculum: Principles and Practices 2 units

2 hours lecture, 1 hour lab
Prerequisite: Chdev 51 or (Facs 51)
Acceptable for credit: CSU
Discussions of the elements of 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. 1305.10

72. Overview of Operations of Family Day Care Home 2 units

2 hours lecture
Course does not fulfill Associate degree requirements at Merritt College.
Acceptable for credit: CSU
Major factors in operating a family day care home: Legal requirements, business considerations, infant and preschool development, parent communication, and health and safety. 1305.10

74. +Health and Safety in the Preschool 3 units

3 hours lecture
Acceptable for credit: CSU
Role of the teacher or childcare worker in providing a healthful, safe environment for young children. 1305.10

75. +Supervising Adults in Early Childhood Programs 3 units

3 hours lecture
Prerequisite: Chdev 54A and 54B
Course does not fulfill Associate degree requirements at Merritt College.
Acceptable for credit: CSU
Supervision of adults in early childhood education programs: Study of the methods and principles of supervising teachers, aides, student teachers, parents and volunteers in early childhood settings and preschool programs; focus on leadership styles, principles and practices of supervision, and developmental supervision. 1305.10

76. +Violence: Its Impact on Children and Families 3 units

3 hours lecture
Prerequisite: Chdev 51 or (Facs 51), and Chdev 53
Acceptable for credit: CSU
Exploration of violence in America and its impact on adults and children who experience it: Perspective on violence, what may cause it, possible intervention and counseling strategies, and community resources for prevention and intervention.
1305.10

77. +Introduction to Violence Counseling 3 units

3 hours lecture
Prerequisite: Chdev 76
Acceptable for credit: CSU
An overview of various approaches to violence intervention and counseling, especially for working with children and families who have experienced stress and chronic violence.
1305.10

78. +Field Experience in Violence Intervention 3 units

1 hour lecture, 6 hours laboratory
Prerequisite: Chdev 77
Acceptable for credit: CSU
Practicum to apply counseling and early childhood techniques in early childhood settings with children from diverse cultures who may be experiencing violence in their lives. 1305.10

79. Anti-Bias Curriculum 3 units

3 hours lecture
Acceptable for credit: CSU
Study of methods used to empower young children to think critically about issues of racism, sexism, handicap, and injustice: Focus is on creating a culturally-relevant teaching environment that fosters cognitive, emotional, and behavioral skills needed to learn about similarities and differences in people. 1305.10

83. Introduction to Early Intervention 3 units

3 hours lecture
Recommended preparation: Chdev 51 or (Facs 51)
Acceptable for credit: CSU
Introduction to the field of early intervention/special education: Focus on the historical, philosophical, and legislative background of the special education system; characteristics of children with special needs; impact on families; approaches to curriculum and assessment; types of programs; and community resources. 1305.10

84. Young Children with Special Needs: Strategies for Intervention 3 units

3 hours lecture
Acceptable for credit: CSU
Current strategies and trends in working with children with special needs and their families, including exploration of the following: Characteristics of young children with disabilities and other special learning needs, impact on family including the grief process, special needs program models, service delivery approaches and different intervention strategies, and program planning, teaching and interdisciplinary considerations; emphasis on providing and modifying services in inclusive early childhood educational settings. 1305.10

85. Managing Challenging Behaviors in ECE Settings 3 units

3 hours lecture
Acceptable for credit: CSU
Comprehensive study of the genetic, environmental and cultural factors that impact the behavior of young children: Includes family stressors, child temperament, violence, and special needs; and proactive intervention and prevention techniques such as behavior management, classroom management, relaxation exercises, and individual education plans.
1305.10

86. Career Education in Early Intervention 1 unit

1 hour lecture
Prerequisite: Chdev 83 and 84
Corequisite: Chdev 87
Acceptable for credit: CSU
Study of the specific competencies required for child development and early intervention paraprofessionals who work with infants, toddlers and young children with special needs in early education settings: Room arrangement, assessment, observation, and intervention planning skills that are culturally sensitive to the unique needs of children with disabilities.
1305.10

87. Occupational Work Experience in Early Intervention 1-4 units

0-15 hours lecture
Corequisite: Chdev 86
Acceptable for credit: CSU
Course study under this section may be repeated one time.
Occupational work experience relating skills learned to practical application in approved early education settings with weekly supervision: Observations and assessments of and services provided to infants, toddlers and young children with special needs and their families. 150 hours of verified work experience are required. 1305.10

88. +Impact of Drugs: Pregnancy through Preschool 3 units

3 hours lecture

Acceptable for credit: CSU

Comprehensive look at the effects of recreational and prescription drugs on the health of the mother and the impending pregnancy: Growth and development of the fetus and physical, cognitive, and psychosocial development of the preschool child. 1305.10

220. +Family Child Care for the Beginning Provider 1 unit

1 hour lecture

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. 1305.10

221. +Family Child Care for the Experienced Provider 1 unit

1 hour lecture

Issues for the experienced family child care provider: Improving business skills, group care, emotional development of children, special needs, and improving communication skills. 1305.10

222A. +Key Issues in Child Development: Infant/Toddler I 1 unit

1 hour lecture

Recommended preparation: ESL 290A-C (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. 1305.10

222B. +Key Issues in Child Development: Infant/Toddler II 1 unit

1 hour lecture

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. 1305.10

223A. +Key Issues in Child Development: Preschool Children I 1 unit

1 hour lecture

Recommended preparation: ESL 290A-C (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. 1305.10

223B. +Key Issues in Child Development: Preschool Children II 1 unit

1 hour lecture

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. 1305.10

224A. +Key Issues in Child Development: School-Age Children I 1 unit

1 hour lecture

Recommended preparation: ESL 290A-C (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 school-age children: Child rearing practices in native country; comparative school, parental and societal expectations in native country and U.S.; child rearing issues specific to school-age children in immigrant families. 1305.10

224B. +Key Issues in Child Development: School-Age Children II 1 unit

1 hour lecture

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. 1305.10

225A. +Introduction to Infant/Toddler Curriculum I 1 unit

1 hour lecture
Recommended preparation: ESL 290A-C (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.
1305.10

225B. +Introduction to Infant/Toddler Curriculum II 1 unit

1 hour lecture
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. 1305.10

226A. +Introduction to Preschool Curriculum I 1 unit

1 hour lecture
Recommended preparation: ESL 290A-C (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.
1305.10

226B. +Introduction to Preschool Curriculum II 1 unit

1 hour lecture
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.
1305.10

230A. +Introduction to School-Age Curriculum I 1 unit

1 hour lecture
Recommended preparation: ESL 290A-C (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.
1305.10

230B. +Introduction to School-Age Curriculum II 1 unit

1 hour lecture
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. 1305.10

246. +Emergent Topics: Best Practices for Working with Children .5-2 units

.5-2 hours lecture
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. 1305.10

248NA-TZ. +Selected Topics in Child Development .5-9 units

See section on Selected Topics. 1305.10

501. ++The Children's Center – Sharing and Caring (Noncredit) 0 units

0.5 hours lecture, 2 hours laboratory
Guidance techniques in child care settings: Developmental needs and expectations of children six months to five years, appropriate learning activities, and blending parent and student roles. 1305.10

548NA-TZ. +Selected Topics in Child Development (Noncredit) 0 units
See section on Selected Topics. 1305.10

CHINESE

1. +Elementary Chinese (Mandarin) 5 units
5 hours lecture
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Introduction to 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

2. +Elementary Chinese (Mandarin) (Continuation) 5 units
5 hours lecture
Prerequisite: 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 area 3

COMMUNITY SERVICES

48NA-TZ. +Selected Topics in Community Services .5-9 units
See Section on Selected Topics. 2199.00

248NA-TZ. +Selected Topics in Community Services .5-9 units
See Section on Selected Topics. 2199.00

COMMUNITY SOCIAL SERVICES

This 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, and for transfer to four-year institutions; to offer further training for persons already employed; and to provide students the opportunity to explore for vocational choice.

There are two majors in this program, **Community Social Services** and **Substance Abuse**, 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 and the General Education requirements. A **Certificate** will be awarded upon satisfactory completion of the major course requirements.

COMMUNITY SOCIAL SERVICES

Degree Major/Certificate Requirements:

COSER 9	Self-Development for Helping Persons	2
COSER 10	Community Resources and Social Policy	3
COSER 16A	Communication: Theory and Practice	2-3
COSER 16B	Communication: Families in Crisis	3
COSER 20	Group Dynamics: Working With Small Groups	2-3
COSER 40A	Community Social Services Field Experience	3
COSER 40B	Community Social Services Field Experience	3
	Total required units:	18-20

HUMAN SERVICES

Certificate of Achievement Requirements:

COSER 10	Community Resources and Social Policy	3
COSER 43A	Introduction to Counseling Skills for Paraprofessionals I	3
COSER 43B	Introduction to Counseling Skills for Paraprofessionals II	3
COSER 44	Introduction to Case Management for Paraprofessionals	3
COSER 45	Diversity In Human Services	3
COPED 476C	Occupational Work Experience in Community Social Services (1-4)	2
	Total required units:	17

SUBSTANCE ABUSE

Degree Major/Certificate Requirements:

First semester

COSER 21	Psychology/Pharmacology of Drugs	3-4
COSER 40A	Community Social Services Field Experience	3
COSER 41	Substance Abuse and the Law	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 24	Human Development	3
COSER 40B	Community Social Services Field Experience	3
	Subtotal	11-12

Third Semester

COSER 9	Self Development for Human Services Workers	2
COSER 10	Community Resources and Social Policy	3
COSER 16A	Communication: Theory and Practice	2-3
COSER 40C	Community Social Services Field Experience	3
	Subtotal	10-11

Fourth Semester

COSER 22	Social Psychology of Substance Abuse	3
ENGL 1A	Composition and Reading (4) or	
ENGL 201A	Preparation for Composition and Reading (3)	3-4
HLTED 1	Exploring Health Issues	3
	Subtotal	9-10
	Total required units:	42-46

9. +Self Development for Human Services Workers 3 units

3 hours lecture
Acceptable for credit: CSU
Examination of attitudes and values basic to human services work: Exploration of personal characteristics which facilitate helping relationships. 2104.00

10. +Community Resources and Social Policy 3 units

3 hours lecture, l hour laboratory
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.
AA/AS area 2; CSU area D; IGETC area 4 2104.00

16A. +Communication: Theory and Practice 2-3 units

2-3 hours lecture
Acceptable for credit: CSU
Communication in the helping professions: Observation and listening skills, conflict resolution, decision making, interviewing, and written communication. 2104.00
CSU area E

16B. +Communication: Families in Crisis 3 units

3 hours lecture
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

20. +Group Dynamics: Working with Small Groups 2-3 units

2-3 hours lecture
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.
CSU area E 2104.00

21. +Psychology/Pharmacology of Drugs of Abuse 3-4 units

3-4 hours lecture
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. 2104.40

22. Social Psychology of Substance Abuse 3 units

3 hours lecture
Acceptable for credit: CSU
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. 2104.40

24. +Human Development 3 units

3 hours lecture
Acceptable for credit: CSU
Survey of development from childhood through old age: Problems and challenges of individual development considered as a psychological, social, intellectual and physical process, especially as they are related to substance abuse. 2104.00

40A-C. Community Social Services Field Experience 3 units each level

2 hours lecture, 8 hours field experience weekly
Acceptable for credit: CSU
Course study under this section may be repeated two times.
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

41. +Substance Abuse and the Law 3 units

3 hours lecture
Acceptable for credit: CSU
Overview of the civil and criminal justice system with particular reference to knowledge needed by service workers and police officers who deal with legal problems experienced by substance abusers. 2104.40

42. +Counseling Skills and Substance Abuse 3 units

3 hours lecture
Acceptable for credit: CSU
Investigation of counseling skills needed by those working with substance abusers in a group/resident setting and in a social model program. 2104.40

43A. +Introduction to Counseling Skills for Paraprofessionals I 3 units

3 hours lecture
Acceptable for credit: CSU
Introduction to counseling skills for paraprofessionals: Emphasis on the experiential process of interpersonal communication as well as comprehension of the theoretical elements of the counseling process and behavior. 2104.00

43B. +Introduction to Counseling Skills for Paraprofessionals II 3 units

3 hours lecture
Recommended preparation: Coser 43A or (Psych 48NA)
Acceptable for credit: CSU
Continuing introduction to counseling skills for paraprofessionals: Emphasis on the experiential process of interpersonal communication as well as comprehension of the theoretical elements of the counseling process and behavior to include counselor-client relationships, collaborative problem-solving process, major theories of counseling, counseling and interview techniques, and how to help clients clarify goals and develop strategies to achieve their goals. 2104.00

44. +Introduction to Case Management for Paraprofessionals 3 units

3 hours lecture
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

45. +Diversity in Human Services 3 units

3 hours lecture
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.
AA/AS area 2; CSU area D, E 2104.00

48NA-TZ. +Selected Topics in Community Social Services .5-9 units

See Section on Selected Topics. 2104.00

49. +Independent Study in Community Social Services .5-5 units

Course study under this section may be repeated three times.
See Section on Independent Study. 2104.00

248NA-TZ. +Selected Topics in Community Social Services .5-9 units

See Section on Selected Topics. 2104.00

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems Department offers three degree/certificate programs designed to train students in computer and related technologies. These programs, **Computer Networks and Communications, Microcomputer Software Specialist,** and **Software Development**, are described below. The **AS degree** will be awarded in each program upon satisfactory completion of the Major course requirements and the General Education requirements. A **Certificate** will be awarded in each upon satisfactory completion of the major course requirements.

Under a full-time course load, it is possible to complete any one of the three CIS certificate programs within two semesters. Students wishing to earn an Associate degree (usually four semesters) in one of these programs must arrange to see a counselor who can assist in formulating a plan of study that would also include courses meeting the college's General Education requirements.

COMPUTER NETWORKS AND COMMUNICATIONS

Recommended for students who are interested in both hardware and software technologies in data communications, and in local area network design, management, and administration.

Degree Major/Certificate Requirements:

CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 3	Computer-Related Mathematics and Applications	4
CIS 25	Object-Oriented Programming Using C++ (4)	
	or	
CIS 26	C Programming (4)	4
CIS 30	Data Communications and Networks	4
CIS 31	Introduction to Network Administration	4
CIS 39A	UNIX Operating System	4
CIS 209	Introduction to Windows	1
CIS 233	Introduction to the Internet	2
Plus:	One Introductory Programming Course (CIS 6 or 10 or 12 or 24, or other courses subject to departmental approval)	3-5
	Total required units:	30-33

INTERNET PROGRAMMING

This program prepares students for entry-level positions in Internet programming. Recipients of this certificate will find themselves developing interactive web sites, whether as front-end site solutions or back-end data gathering and manipulation; or developing stand-alone, custom applications with Internet functionality.

Certificate of Achievement Requirements:

CIS 36	Java Programming Language	4
CIS 64	Internet Programming in JavaScript	2
CIS 65	CGI Programming	2
CIS 66	XML Documents and Applications	2
CIS 234A	World Wide Web Publishing I	2
CIS 234B	World Wide Web Publishing II	2
	Total required units:	14

MICROCOMPUTER SOFTWARE SPECIALIST

Recommended for students who are oriented towards the use of computer applications in business, but who do not necessarily wish to focus on computer programming as a career objective.

Degree Major/Certificate Requirements:

CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 35	Microcomputer Operating Systems	4
CIS 40	Introduction to Data Base Management	4
CIS 42	Introduction to Spreadsheet Applications	4
CIS 44	Introduction to Desktop Publishing on IBM PC	4
Plus 9 units in courses from the following topics:		
Advanced Applications (CIS 31 or 39 or 41, or other courses subject to departmental approval)		
Computer Networks and Communications (CIS 30 or 31 or 233, or other courses subject to departmental approval)		
Introductory Programming (CIS 6 or 10 or 12 or 24, or other courses subject to departmental approval)		9
	Total required units:	29-30

PC APPLICATIONS HELP DESK SPECIALIST

Certificate of Achievement Requirements:

BUS 5	Human Relations in Business	3
CIS 1	Introduction to Computer Information Systems	4
CIS 35	Microcomputer Operating Systems	4
CIS 201	Introduction to Computer Hardware	4
CIS 239	Help Desk Tools and Techniques	2
	Total required units:	17

SOFTWARE DEVELOPMENT

Recommended for students who are focussed on computer programming as a career, as well as those who intend to transfer into a four-year institution's bachelor's-degree program in Computer Science.

Degree Major/Certificate Requirements:

CIS 1	Introduction to Computer Information Systems (4)	
	or	
CIS 5	Introduction to Computer Science (5)	4-5
CIS 3	Computer-Related Mathematics and Applications	4
CIS 20	Microcomputer Assembly Language	4
CIS 22	Advanced Programming in BASIC (3)	
	or	
CIS 27	Data Structures and Algorithms in C (4)	
	or	
CIS 37	Advanced Microcomputer Programming (4)	
	or	
CIS 41	Database Programming (4)	3-4
CIS 26	C Programming (4)	
	or	
CIS 25	Object-Oriented Programming Using C++ (4)	4
Plus:	One Introductory Programming Course (CIS 6 or 10 or 12 or 24, or other courses subject to departmental approval)	3-5
And:	Any CIS course	3
	Total required units:	25-29

WEB PAGE AUTHORING

Certificate of Achievement Requirements:

CIS 233	Introduction to the Internet	2
CIS 234A	World Wide Web Publishing I	2
CIS 234B	World Wide Web Publishing II	2
CIS 234C	Web Creation with Dreamweaver	2
CIS 242A	Digital Animation with Flash	2
CIS 242B	Digital Video	2
CIS 242C	Digital Audio Production I	2
	Total required units:	14

1. +Introduction to Computer Information Systems — 4 units

3 hours lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
[CIS 1+CIS 5: CAN CSCI 2]
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 email.
AA/AS area 4c 0701.00

3. +Computer-Related Mathematics and Applications — 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: Math 203 or 211D or (204C)
Acceptable for credit: CSU, UC
Presents mathematical concepts in the context of computer applications: Algorithms and analysis of algorithms, logic and mathematical proofs (contradiction and induction), sets, relations and functions, combinatorics, graph theory, Boolean algebra, and discrete probability. 0701.00
AA/AS area 4c

5. +Introduction to Computer Science — 5 units

4 hours lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
[CIS 1+CIS 5: CAN CSCI 2]
Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0701.00
AA/AS area 4c

6. +Introduction to Computer Programming — 5 units

4 hours lecture, 3 hours laboratory
Recommended preparation: CIS 5
Acceptable for credit: CSU, UC
Introduction to computer programming: Algorithm design, flow charting, debugging, elements of good programming style. Course may be instructed in any programming language.
AA/AS area 4c 0704.00

10. +Introduction to Programming in BASIC — 4 units

3 hours lecture, 4 hours laboratory
Acceptable for credit: CSU, UC
Beginning course in structured programming using the BASIC language: Input/output operations, use of files, computational operations, conditional testing, looping and arrays, using PC BASIC. 0704.00
AA/AS area 4c

20. +Microcomputer Assembly Language — 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 3 or 6 or 12 or 26
Acceptable for credit: CSU, UC
[CAN CSCI 10]
Introduction to IBM PC assembly language: Input/output operations, use of files, program flow controls, interaction with DOS via interrupts, pointers and arrays, strings and structured programming, and related applications. 0704.00
AA/AS area 4c

25. +Object-Oriented Programming Using C++ 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 6 or 10 or 12 or 24 or 26
Acceptable for credit: CSU, UC
Object-oriented methods of software development: Includes the design and implementation of objects, class construction and destruction, encapsulation, inheritance, and polymorphism.
AA/AS area 4c 0704.00

26. +C Programming 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 3, and 6 or 12 or 20 or 24
Acceptable for credit: CSU, UC
[CAN CSCI 16]
Fundamental program and data structures which comprise C programs: Functions, control flow, data types, storage classes, arrays, pointers, structures, and input/output. 0704.00
AA/AS area 4c

27. +Data Structures and Algorithms in C 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: CIS 26
Acceptable for credit: CSU, UC
Use of abstract forms of data in the C programming language: Concepts, implementation, and applicability of different forms of data to various programming problems. 0704.00
AA/AS area 4c

30. +Data Communications and Networks 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 1 or 5
Acceptable for credit: CSU
Data communications and networks: Serial communications, modems, the phone network, file transfer, protocols, X-modem, Z-modem; Kermit physical networks, cabling, Arcnet, Ethernet, Token ring, network operating systems, Novell, other networks, servers, work stations, security, network administration, and alternatives to networks. 0703.00
AA/AS area 4c

31. +Introduction to Network Administration 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 35 or 210
Acceptable for credit: CSU
Introduction to network administration: Covers the introductory skills, knowledge and attributes necessary to work with and administer local area networks. 0703.00
AA/AS area 4c

35. +Microcomputer Operating Systems 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 1 or 5
Acceptable for credit: CSU
Microcomputer operating systems: Selection, use and programming with operating systems, concentrating on the personal computer. 0703.00
AA/AS area 4c

36. +Java Programming Language 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: CIS 25 or 26 or 215
Recommended preparation: CIS 233 or 237
Acceptable for credit: CSU, UC
Introduction to object-oriented program design using Java: Overview of the programming language including the development of applets for web pages and stand-alone applications.
AA/AS area 4c 0704.00

37. +Advanced Microcomputer Programming 4 units

3 hours lecture, 4 hours laboratory
Prerequisite: CIS 20 and 26
Acceptable for credit: CSU, UC
Introduction to advanced programming techniques and systems programming. 0704.00
AA/AS area 4c

39A. +UNIX Operating System 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: CIS 5
Acceptable for credit: CSU
The UNIX operating system: Emphasis on file system, e-mail, shell commands and programming, editing, programming tools, administrative structures, and utilities. 0703.00
AA/AS area 4c

40. +Introduction to Data Base Management 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: CIS 1 or 5
Acceptable for credit: CSU
Creation, access, and modification of databases: Working interactively with applications and concepts of programming, menu-driven systems, differences between original version and program upgrades. 0703.00
AA/AS area 4c

41. +Database Programming 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: CIS 40
Acceptable for credit: CSU
Programming in database management systems (e.g., dBASE, Paradox, Foxpro): Database design, programming structures, strategies and techniques. 0703.00
AA/AS area 4c

42. +Introduction to Spreadsheet Applications 4 units

3 hours lecture, 3 hours laboratory
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 currently popular spreadsheet software: Worksheet creation and formatting; entering of data, formulas, and functions; editing and printing; basic charting; basic database functions of sorting and querying; financial functions; logical functions; forecasting trends; lookup tables; "pivot tables"; graphic design for financial statements; statistical operations (regression analysis); macro programming. 0703.00
AA/AS area 4c

48NA-TZ. +Selected Topics in Computer Information Systems .5-9 units

See section on Selected Topics. 0703.00
AA/AS area 4c (if course is one unit or more)

49. +Independent Study in Computer Information Systems .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 0703.00

64. +Internet Programming in JavaScript 2 units

1.5 hours lecture, 1.5 hours laboratory
Prerequisite: CIS 16 or 26, and 234A
Recommended preparation: CIS 36
Acceptable for credit: CSU
Development of web-based interactive programs using JavaScript. 0703.00
AA/AS area 4c

65. +CGI Programming 2 units

1.5 hours lecture, 1.5 hours laboratory
Prerequisite: CIS 16 or 26, and 234A
Recommended preparation: CIS 39A and 234B
Acceptable for credit: CSU
Implementation of CGI applications in PERL and C, with an emphasis on form handlers, shopping carts, search pages and databases access. 0704.00
AA/AS area 4c

66. +XML Documents and Applications 2 units

1.5 hours lecture, 1.5 hours laboratory
Prerequisite: CIS 234A
Recommended preparation: CIS 234B
Acceptable for credit: CSU
Development of documents and applications using the eXtensible Markup Language (XML), a Web document-authoring meta-language that is used to separate data from its visual representation; use of XSL for data translation. 0703.00
AA/AS area 4c

201. +Introduction to Computer Hardware 4 units

3 hours lecture, 3 hours laboratory
Course is equivalent to CIS 201A and 201B. Not open for credit to students who have completed or are currently enrolled in CIS 201A and/or 201B.
Introduction to computer hardware: Maintaining and servicing computer equipment, fundamental concepts and architecture, major computer subsystems and peripheral devices, common computer problems, troubleshooting techniques, repair procedures and preventive maintenance; examines traditional, current and emerging computer technologies. 0703.00
AA/AS area 4c

205. +Computer Literacy 1 unit

1.5 hours lecture, 1.5 hours laboratory for 9 weeks
An introduction to computers and information technology for people with no background in nor knowledge of computers. Students may need to purchase supplies. 0703.00
AA/AS area 4c

209. +Introduction to Windows 1 unit

1.5 hours lecture, 1.5 hours laboratory for 9 weeks
Recommended preparation: CIS 205
An introduction to graphical user interfaces using Microsoft Windows. 0703.00
AA/AS area 4c

233. +Introduction to the Internet 2 units
1.5 hours lecture, 1.5 hours laboratory
Recommended preparation: CIS 205
Using the Internet for access to information resources: Access methods, resources, and how to use them. 0703.00
AA/AS area 4c

234A. +World Wide Web Publishing I 2 units
1.5 hours lecture, 1.5 hours laboratory
Recommended preparation: CIS 233 and Grart 12
Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML). 0703.00
AA/AS area 4c

234B. +World Wide Web Publishing II 2 units
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: CIS 233 and 234A
Recommended preparation: Grart 12
Continuation of CIS 234A with emphasis on: Advanced HTML and layout techniques, client-side image maps, CGI scripting, introduction to Cascading style sheets and dynamic scripting.
AA/AS area 4c 0703.00

234C. +Web Creation with Dreamweaver 2 units
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: 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. 0703.00
AA/AS area 4c

239. +Help Desk Tools and Techniques 2 units
1.5 hours lecture, 1.5 hours laboratory
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.
AA/AS area 4c 0701.00

240. Computer Literacy in Health Science 1 unit
13.5 term hours lecture, 18 term hours laboratory; or 1.5 hours lecture, 2 hours laboratory for 9 weeks
Introduction to the computer, its uses, and its influence on the health care setting: Hands-on use of software for patient record-keeping, word processing, spreadsheets, and other hospital inter-departmental communications networks. 0703.00
AA/AS area 4c

242A. +Digital Animation with Flash 2 units
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: CIS 234A
Recommended preparation: CIS 1
Creation of digital animation and interactive vector graphics for the production of animation and interactive content for the Internet and other applications using Macromedia Flash.
AA/AS area 4c 0703.00

242B. +Digital Video 2 units
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: CIS 234A
Recommended preparation: CIS 1
General overview of digital video editing techniques, digital video formats and compression schemes for distribution of digital video via CDs and over the web: Includes hands-on experience with creating short digital videos for the web, presentations, and multimedia applications distributed via CD-ROM. 0703.00
AA/AS area 4c

242C. +Digital Audio Production I 2 units
1.5 hours lecture, 1.5 hours laboratory
Corequisite: CIS 1 or 5 or 205
Creation of digital audio for radio, music, internet, film and video: Digital audio theory, recording, editing, mixing, and mastering of sound using Pro Tools Digital Audio Workstation.
AA/AS area 4c 0703.00

248NA-TZ. +Selected Topics in Computer Information Systems .5-9 units
See section on Selected Topics. 0703.00
AA/AS area 4c (if course is one unit or more)

250A-D. +Computer Literacy Essentials .5 unit each module
.25 hours lecture, .75 hours laboratory each module
Open-entry/open-exit, modular course
Non-degree applicable
Course study under this section may be repeated three times.
Essentials of computer literacy:
250A: Hardware, software (Windows operating system); computer input, output, storage and interface; keyboard, window elements, help command, and dialogue boxes.
250B: Menus, common user interface, drives and direc-tories, backing up files, Internet browser and searches.
250C: Internet and email, typing and word processing (using Microsoft Word), faxing, making programs work together, paint programs.
250D: Tables, mail merge, Windows Explorer, network neighborhood, computer maintenance, styles, graphics. 0701.00

348NA-TZ. +Selected Topics in Computer Information Systems .5-9 units
Non-degree applicable
See section on Selected Topics. 0703.00

COOPERATIVE EDUCATION

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.

450. +General Work Experience 1-3 units
Hours to be arranged
Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Supervised employment to assist in acquiring desirable work habits and attitudes, increase educational motivation, and develop improved human relations skills. Employment need not relate to educational or occupational goals. 4930.12

452A-476F. Occupational Work Experience 1-4 units each course
Hours to be arranged
Corequisite: During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Supervised employment providing opportunities to become a productive, responsible individual and to extend learning in a chosen occupational field.

452A. +Occupational Work Experience in Landscape Horticulture 1-4 units
0109.00

456A. +Occupational Work Experience in Accounting 1-4 units
0502.00

456D. +Occupational Work Experience in Business Administration/Management 1-4 units
0506.00

456E. +Occupational Work Experience in General Business 1-4 units
0501.00

456F. +Occupational Work Experience in General Clerical Training 1-4 units
0514.00

456K. +Occupational Work Experience in Real Estate 1-4 units
0511.00

456L. +Occupational Work Experience in Secretarial/Office Administration 1-4 units
0514.00

456P. +Occupational Work Experience in Word Processing 1-4 units
0514.00

462D. +Occupational Work Experience in Computer Networks and Communications 1-4 units
0704.00

462E. +Occupational Work Experience in Microcomputer Software Specialist 1-4 units
0703.00

462F. +Occupational Work Experience in Software Development 1-4 units
0704.00

470A. +Occupational Work Experience in Certified Nurse Assistant/Home Health Aide 1-4 units
1203.30

470B. +Occupational Work Experience in Nursing, A.D. **1-4 units**
1203.00

470C. +Occupational Work Experience in Radiologic Science **1-4 units**
1225.00

470D. +Occupational Work Experience in Vocational Nursing **1-4 units**
1203.20

472A. +Occupational Work Experience in Child Development **1-4 units**
1305.10

474A. +Occupational Work Experience in Paralegal Studies **1-4 units**
1402.00

476A. +Occupational Work Experience in Administration of Justice **1-4 units**
2105.00

476C. +Occupational Work Experience in Community Social Services **1-4 units**
2104.00

476D. +Occupational Work Experience in Environmental Hazardous Materials Technology **1-4 units**
2135.01

476E. +Occupational Work Experience in Recreation and Leisure Services **1-4 units**
2107.60

476F. +Occupational Work Experience in Environmental Management and Restoration Technology **1-4 units**
2135.02

DANCE

48NA-TZ. +Selected Topics in Dance **.5-5 units**
See section on Selected Topics. 1008.00

248NA-TZ. +Selected Topics in Dance **.5-5 units**
See section on Selected Topics. 1008.00

ECONOMICS

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:

BUS 1A	Financial Accounting	4
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1	Principles of Economics (Macro-Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
ECON 10	Economic History of the United States	3
GEOG 5	Economic Geography	3
MATH 13	Introduction to Statistics	4
	Total required units:	27

Recommended:

BUS 2 Introduction to Business Law (3)
BUS 5 Human Relations (3)

1. Principles of Economics (Macro-Economics) 3 units

3 hours lecture
Econ 1 is not a prerequisite to Econ 2
Not open for credit to students who have completed or are currently enrolled in Econ 11.
Acceptable for credit: CSU, UC
[CAN Econ 2]
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) policy; stabilization techniques; economic growth; history of economic thought and philosophy.
AA/AS area 2; CSU area D; IGETC area 4 2204.00

2. Principles of Economics (Micro-Economics) 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[CAN Econ 4]
Forms of business organization, theory of the firm within competitive and noncompetitive markets, distribution of income, poverty, labor issues, and agriculture. 2204.00
AA/AS area 2; CSU area D; IGETC area 4

10. Economic History of the United States
3 units

3 hours lecture
Acceptable for credit: CSU, UC
Economic development of the United States: Major economic issues, and institutions and their impact on modern American society. 2204.00
AA/AS area 2; CSU area D; IGETC area 4

11. Business Economics 3 units
3 hours lecture
Not open for credit to students who have completed or are currently enrolled in Econ 1.
Acceptable for credit: CSU
Basic operations of the American economic system from the point of view of the consumer and the business person: Nature of the mixed economy, fiscal and monetary policy, employment, inflation, economic stability, market structure, price system, government economic policies, international issues, and comparative economic systems. 2204.00
AA/AS area 2; CSU area D

48NA-TZ. Selected Topics in Economics
.5-5 units

See section on Selected Topics. 2204.00

49. Independent Study in Economics .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 2204.00

248NA-TZ. Selected Topics in Economics
.5-5 units

See section on Selected Topics. 2204.00

EDUCATION

1. +Introduction to the Field of Education
3 units

3 hours lecture
Acceptable for credit: CSU, UC (pending)
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

48NA-TZ. +Selected Topics in Education
.5-9 units

See section on Selected Topics. 0801.00

248NA-TZ. +Selected Topics in Education
.5-9 units

See section on Selected Topics. 2107.50

348NA-TZ. +Selected Topics in Education
.5-9 units

Non-degree applicable
See section on Selected Topics. 2107.50

EMERGENCY MEDICAL TECHNICIAN

A **Certificate of Skills in Emergency Medical Technician I** will be awarded upon satisfactory completion of EMT 210.

210. +Emergency Medical Technician-Basic
5 units

4 hours lecture, 3 hours laboratory
Prerequisite: Hlted 9 or Standard First Aid, and Hlted 11 or CPR/BLS, and health clearances: Recent TB skin test (within 9 months of beginning of class), and hepatitis B vaccine (completion of two of three-shot series by beginning of class). Meets California State Department of Health criteria.
Basic training course covering all techniques of emergency medical care considered within the responsibilities of the Emergency Medical Technician as well as all operational aspects of the job: Emphasis on the development of student skills in the recognition of illness and injuries, and proper procedures of emergency care. 1250.00

261. +Emergency Medical Technician Recertification 2 units

1.5 hours lecture, 1.5 hours laboratory
Prerequisite: EMT 210 or EMT certification that is current or that has been expired no more than four years; and Hlted 11 or current CPR certification
Non-degree applicable
Course study under this section may be repeated as needed.
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

ENGINEERING

17. Introduction to Electrical Engineering 3 units

3 hours lecture
Prerequisite: Phys 4B or (quarter-system Phys 4C at COA)
Prerequisite or corequisite: Math 3F or 3D or (4F)
Acceptable for credit: CSU, UC
Basic circuit elements, modeling, critical laws and network theorems. Techniques for analysis of lumped, linear circuits including operational amplifiers. Analysis of AC circuits and power; semiconductor diodes and rectifier design. 0901.00

35. Engineering Mechanics-Statics 3 units

3 hours lecture
Prerequisite: Math 3C, and Phys 4A or (quarter-system Phys 4B at COA)
Acceptable for credit: CSU, UC
Vectorial treatment of principles of the statics of particles and rigid bodies: Applications to problem of two-dimensional and three-dimensional systems; centroids and moments of inertia, structures, friction, and principles of virtual work. 0901.00

48NA-TZ. +Selected Topics in Engineering .5-5 units

See section on Selected Topics. 0901.00

ENGLISH

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

Degree Major Requirements:

Completion of at least 18 units in English and Speech courses selected from the following list:

ENGL 10A-B	Creative Writing (3-3)	
ENGL 17A-B	Shakespeare (3-3)	
ENGL 26	Survey of the Bible as Literature (3)	
ENGL 30A-B	Introduction to American Literature (3-3)	
ENGL 32A-B	Contemporary Women Writers (3-3)	
ENGL 38	Lift Every Voice: Ethnicity/Gender/Class in the United States (3)	
ENGL 40	Jewish-American Writers (3)	
ENGL 43	Introduction to the Study of Poetry (3)	
ENGL 44A-B	Masterpieces of World Literature (3-3)	
ENGL 46A-B	Survey of English Literature (3-3)	
SPCH 4	The Dynamics of Group Discussion (3)	
SPCH 15B	Voice and Diction (3)	
SPCH 20	Interpersonal Communication Skills (3)	
SPCH 45	Public Speaking (3)	18
	Total required units:	18

1A-B. Composition and Reading 4-4 units

4 hours lecture
Prerequisite for Engl 1A: Engl 201B or ESL 21B or appropriate placement through multiple-measures assessment
Prerequisite for Engl 1B: Engl 1A
Acceptable for credit: CSU, UC
[Engl 1A: CAN Engl 2], [Engl 1B: CAN Engl 4]
[Engl 1A+Engl 1B: CAN Engl Seq A]
1A: Reading and writing of expository prose: Critical thinking, identifying logical fallacies, and reasoning inductively and deductively.
AA/AS area 4a, 4d; CSU area A2; IGETC area 1A
1B: Continued expository writing based on careful reading of selected plays, poems, and novels. 1501.00
AA/AS area 3, 4a, 4d; CSU area C2; IGETC area 3

5. Critical Thinking in Reading and Writing 3 units

3 hours lecture
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Development of 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.
AA/AS area 4a, 4d; CSU area A3; IGETC area 1B 1501.00

10A-B. Creative Writing 3-3 units

3 hours lecture
Prerequisite for Engl 10A and 10B: Engl 1A
Engl 10A is not prerequisite to Engl 10B
Acceptable for credit: CSU, UC
[Engl 10A: CAN Engl 6]
Writing fiction, poetry, and drama, and careful analysis of the techniques used by established writers. 1507.00
AA/AS area 3, 4d; CSU area C2

17A-B. +Shakespeare 3-3 units

3 hours lecture
Prerequisite for Engl 17A and 17B: Engl 1A
Engl 17A is not prerequisite to Engl 17B
Acceptable for credit: CSU, UC
Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3

26. +Survey of the Bible as Literature 3 units

3 hours lecture
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Close reading and discussion of the Old Testament, New Testament, and Apocrypha with emphasis on literary forms, philosophical ideas, literary themes, and symbolism; non-sectarian. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3

30A-B. +Introduction to American Literature 3-3 units

3 hours lecture
Prerequisite for Engl 30A and 30B: Engl 1A
Engl 30A is not prerequisite to Engl 30B
Acceptable for credit: CSU, UC
[Engl 30A: CAN Engl 14], [Engl 30B: CAN Engl 16]
[Engl 30A+Engl 30B: CAN Engl Seq C]
30A: Survey of American literature from pre-colonial beginnings to Walt Whitman.
30B: American romanticism to literature of the 20th century.
AA/AS area 3, 4d; CSU area C2; IGETC area 3 1503.00

32A-B. +Contemporary Women Writers 3-3 units

3 hours lecture
Prerequisite for Engl 32A and 32B: Engl 1A
Engl 32A is not prerequisite to Engl 32B
Acceptable for credit: CSU, UC
Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers.
AA/AS area 3, 4d; CSU area C2; IGETC area 3 1503.00

38. +Lift Every Voice: Ethnicity, Gender, and Class in the United States 3 units

3 hours lecture
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Through essays, poetry, stories and novels, a multitude of perspectives from across America's cultures will be examined to better understand the differences we have in common.
AA/AS area 3, 4d; CSU area C2; IGETC area 3 1501.00

40. +Jewish-American Writers 3 units

3 hours lecture
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Study of stories, novels, plays, poetry, and essays by Jewish-American writers with emphasis on 20th-century writers: Their uniqueness, their links to tradition, and their contribution to American culture. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3

43. +Introduction to the Study of Poetry 3 units

3 hours lecture
Prerequisite: Engl 1A
Acceptable for credit: CSU, UC
Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3

44A-B. +Masterpieces of World Literature 3-3 units

3 hours lecture
Prerequisite for Engl 44A and 44B: Engl 1A
Engl 44A is not prerequisite to Engl 44B
Acceptable for credit: CSU, UC
Lecture and discussion on selected masterpieces of world literature from classics to the present. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3

46A-B. +Survey of English Literature 3-3 units

3 hours lecture
Prerequisite for Engl 46A and 46B: Engl 1A
Engl 46A is not prerequisite to Engl 46B
Acceptable for credit: CSU, UC
[Engl 46A: CAN Engl 8], [Engl 46B: CAN Engl 10]
[Engl 46A+Engl 46B: CAN Engl Seq B]
Close study of selected works by major British writers from Chaucer to Yeats: Literary qualities of the works read rather than their historical or social significance. 1503.00
AA/AS area 3, 4d; CSU area C2; IGETC area 3

48NA-TZ. +Selected Topics in English .5-5 units

See section on Selected Topics. 1501.00

49. Independent Study in English .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 1501.00

53. Technical Writing 3 units

3 hours lecture
Prerequisite: Engl 1A
Acceptable for credit: CSU
Analysis of the organization, style, and format of both technical and nontechnical writing: Training in preparation of informal and formal reports related to the student's field of interest; research reports, progress reports, proposals, status reports, and user manuals. 1501.00
AA/AS area 4d

201A. Preparation for Composition and Reading 3 units

3 hours lecture
Prerequisite: Engl 250D or 292B or 292EB or satisfactory multiple-measures assessment of writing skills, and Engl 251D or 293B or satisfactory multiple-measures assessment of reading skills.
Intermediate approach to preparation for paragraph and theme development: Expository writing techniques on simple and complete thesis statements as a means of better organization of ideas. 1501.00
AA/AS area 4a, 4d

201B. Preparation for Composition and Reading 3 units

3 hours lecture
Prerequisite: Engl 201A
Intermediate approach to preparation for paragraph and theme development: Expository writing techniques on simple and complete thesis statements as a means of better organization of ideas. 1501.00
AA/AS area 4a, 4d

202. +Reading for Information 3 units

3 hours lecture
Recommended preparation: Appropriate placement through multiple-measures assessment
Reading skills to prepare for college-level reading: Comprehension, vocabulary, and rate-improvement techniques. 1501.00

203A. Accelerated English: Integrated Reading and Writing 5 units

4 hours lecture, 3 hours laboratory
Prerequisite: Engl 250D or satisfactory multiple-measures assessment of writing skills, and Engl 251D or satisfactory multiple-measures assessment of reading skills
Recommended preparation: Engl 295A-D and 208
Effective college reading and writing skills in an accelerated format: Intensive language learning and processing; writing workshop discourse; reading and comprehension laboratory; reading and writing strategies, skills, and techniques; first-year introduction to composition and reading; practice in expository and argumentative writing; and exposure to the type of close reading and text analysis expected of college students.
AA/AS area 4a, 4d 1501.00

203B. Accelerated English: Integrated Reading and Writing 5 units

4 hours lecture, 3 hours laboratory
Prerequisite: Engl 203A
Continuation of college reading and writing skills in an accelerated format: Intensive language learning and processing; writing workshop discourse; reading and comprehension laboratory; reading and writing strategies, skills, and techniques; first-year introduction to composition and reading; practice in expository and argumentative writing; and exposure to the type of close reading and text analysis expected of college students.
AA/AS area 4a, 4d 1501.00

208. +Writing Workshop .5-1 unit

.25-.5 hours lecture, .75-1.5 hours laboratory
Course study under this section may be repeated three times.
Individualized instruction in writing, utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills. 1501.00

210A-B. Creative Writing 3-3 units

3 hours lecture
Engl 210A is not prerequisite to Engl 210B
Writing fiction, poetry, and drama, and careful analysis of techniques used by established writers. 1507.00
AA/AS area 3, 4d

217A-B. +Shakespeare 3-3 units

3 hours lecture
Engl 217A is not prerequisite to Engl 217B
Study of selected works of Shakespeare. 1503.00
AA/AS area 3, 4d

230A-B. +Introduction to American Literature 3-3 units

3 hours lecture
Engl 230A is not prerequisite to Engl 230B
230A: Survey of American literature from pre-colonial beginnings to Walt Whitman.
230B: American romanticism to literature of the 20th century.
AA/AS area 3, 4d 1503.00

232A-B. +Contemporary Women Writers 3-3 units

3 hours lecture
Engl 232A is not prerequisite to Engl 232B
Survey of contemporary fiction, poetry, and autobiography by women writers: Emphasis on cross-cultural perspectives and the works of African, African-American, Asian, Native American, Hispanic, Jewish, and Northern European women writers.
AA/AS area 3, 4d 1503.00

243. +Introduction to the Study of Poetry 3 units

3 hours lecture
Introduction to the elements of poetry: Imagery, sound, form, tone, and diction. 1503.00
AA/AS area 3, 4d

244A-B. +Masterpieces of World Literature 3-3 units

3 hours lecture
Engl 244A is not prerequisite to Engl 244B
Lecture and discussion on selected masterpieces of world literature from classics to the present. 1503.00
AA/AS area 3, 4d

248NA-TZ. +Selected Topics in English .5-5 units

See section on Selected Topics. 1501.00

250A-C. +Basic Writing 1-5 units each level

1-5 hours lecture
Non-degree applicable
Course study under this section may be repeated two times.
Review of organizing of materials and writing correctly, including spelling, grammar and punctuation. 4930.21

250D. +Basic Writing 1-5 units

1-5 hours lecture
Recommended preparation: Engl 250A-C
Non-degree applicable
Review of organizing of materials and writing correctly, including spelling, grammar and punctuation. 4930.21

251A-C. Basic Reading 1-3 units each level

1-3 hours lecture
Non-degree applicable
Course study under this section may be repeated two times.
Practice in techniques to improve basic reading skills: Analysis and correction of individual reading problems. 4930.70

251D. Basic Reading 1-3 units

1-3 hours lecture
Recommended preparation: Engl 251A-C
Non-degree applicable
Continuation of ENGL 251A-C. 4930.70

252A-B. Integrated Reading and Writing 5 units each level

4 hours lecture, 3 hours laboratory each level
Non-degree applicable
Course study under this section may be repeated one time.
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

253A-B. ++Computer-Assisted Composition .5-1 unit each level

1.5-3 hours laboratory
Open-entry/open-exit: Students may enroll up to the 12th week of the semester.
Non-degree applicable
Course study under this section may be repeated one time.
Introduction to writing using the computer: Practice in writing and revising essays and other related writing exercises. 1501.00

254. Spelling and Word Structures I 3 units

3 hours lecture
Non-degree applicable
Improvement of spelling ability through the systematic study and application of rules which are basic to English spelling. 4930.20

256. Basic Grammar 1-3 units

1-3 hours lecture
Non-degree applicable
Developmental grammar: Sentence patterns, functions of parts of speech, and punctuation and the development of paragraph structure. 4930.20

258. +Writing Workshop (Basic Skills) .5-1 unit

.25-.5 hours lecture, .75-1.5 hours laboratory
Non-degree applicable
Course study under this section may be repeated three times.
Individualized instruction in writing, utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills. 4930.21

270A-D. ++The Writing Center .5-3 units each level

1.5-9 hours laboratory
Open-entry/open-exit: Students may enroll up to the 12th week of the semester.
Non-degree applicable
Course study under this section may be repeated three times.
One-to-one assistance with any writing-related problem, project, or assignment in any discipline. 4930.21

280A-D. ++Communication Skills Laboratory .5-3 units each level

1.5-9 hours laboratory
Open-entry/open-exit: Students may enroll up to the 12th week of the semester.
Non-degree applicable
Course study under this section may be repeated three times.
Assistance with language skills: Reading, grammar, spelling, vocabulary, and sentence structure/paragraph development. Students work at their own pace under the direction of an instructor or tutor. 4930.20

294A-D. Intensive Reading Improvement Workshop 1-5 units each level

1-5 hours lecture, 0-10 hours laboratory
Non-degree applicable
Course study under this section may be repeated three times.
Modular course designed to improve students' reading ability through intensive work in problem areas: Reading efficiency, oral fluency, vocabulary development, textbook reading, and study skills. 4930.70

295A-D. +Fundamentals of Writing 3-5 units each level

3-5 hours lecture
Non-degree applicable
Course study under this section may be repeated three times.
Writing course designed to teach basics of English grammar, correct sentence structure, paragraph development, and composition revision. 4930.21

348NA-TZ. +Selected Topics in English .5-5 units

Non-degree applicable
See section on Selected Topics. 4930.20

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language Department offers courses designed to develop reading, writing, listening, and speaking skills to students whose native language is not English.

SUGGESTED GUIDELINES FOR STUDENT LEVEL OF DIFFICULTY

	LEVELS					
SUBJECT AREA	**PRE-I**	**I**	**II**	**III**	**IV**	**V**
Speaking		ESL 250A	ESL 250B	ESL 200A	ESL 200B	ESL 200C
Speaking/Study Skills						ESL 24
Writing		ESL 251A	ESL 251B	ESL 201A	ESL 201B	ESL 21A-B
Grammar		ESL 252A	ESL 252B	ESL 202A	ESL 202B	ESL 202C
Reading		ESL 253A	ESL 253B	ESL 203A	ESL 203B	ESL 23 (Laney)
Vocabulary/Context				ESL 205A	ESL 205B	
Spelling/Phonics			ESL 256			
Pronunciation				ESL 257A	ESL 257B	
Conversation			ESL 258			
Lifeskills/Job Preparation	ESL 290A-C	ESL 291A-C	ESL 292A-C			
Vocational	ESL 271A-C	ESL 272A-C		ESL 226A-B ESL 227A-B		

21A. +Writing 5 (Composition/Reading) 5 units

5 hours lecture
Prerequisite: ESL 201B or appropriate placement through multiple-measures assessment
Recommended preparation: ESL 202C (can be taken concurrently)
Acceptable for credit: CSU, UC
Advanced level of writing: Focus on reading, developing ideas, and writing expository essays. 4930.81
AA/AS area 4a, 4d

21B. +Writing 6 (Composition/Reading) 5 units

5 hours lecture
Prerequisite: ESL 21A or appropriate placement through multiple-measures assessment
Recommended preparation: ESL 202C (can be taken concurrently)
Recommended for those taking, or planning to take Engl 1A.
Acceptable for credit: CSU, UC
High advanced level of reading and writing: Focus on developing critical thinking skills, writing expository essays, and introduction to writing a research paper. 4839.81
AA/AS area 4a, 4d

24. +Speaking/Study Skills 5 4 units

4 hours lecture
Prerequisite: ESL 204 or appropriate placement through multiple-measures assessment
Acceptable for credit: CSU
Advanced level of spoken American English: Focus on oral and listening skills through film, radio, college lectures, presentations, debate and discussion; problem solving, decision making, and opinion forming emphasized using advanced patterns, structures, vocabulary, and idiomatic expressions of American English. 4839.81

48NA-TZ. +Selected Topics in English as a Second Language .5-5 units

See section on Selected Topics. 4930.81

200A. +Speaking 3 5 units

5 hours lecture
Prerequisite: ESL 250B or appropriate placement through multiple-measures assessment
Low intermediate level of speaking: Emphasis on grammar skills to improve both fluency and accuracy in American English. 4930.81

200B. +Speaking 4 **5 units**

5 hours lecture

Prerequisite: ESL 200A or appropriate placement through multiple-measures assessment

High intermediate level of speaking: Emphasis on grammar skills to improve fluency and accuracy in American English. 4930.81

200C. +Speaking 5 (Academic Speaking Skills) **5 units**

5 hours lecture

Prerequisite: ESL 200B or appropriate placement through multiple-measures assessment

Continuation of high intermediate level of spoken American English: Through various forms of media, mini-lectures, problem solving, teacher-student presentations, role playing, and small-group discussions, students will apply learned English language patterns, structures, and vocabulary in everyday speech. 4930.81

201A. +Writing 3 **5 units**

5 hours lecture

Prerequisite: ESL 251B or appropriate placement through multiple-measures assessment

Recommended preparation: ESL 202A (can be taken concurrently)

Low intermediate level of writing: Introduction to basic academic writing skills; expanding paragraphs into simple essays. 4930.81

201B. +Writing 4 **5 units**

5 hours lecture

Prerequisite: ESL 201A or appropriate placement through multiple-measures assessment

Recommended preparation: ESL 202B (can be taken concurrently)

High intermediate level of writing: Further development of academic writing skills with a focus on well-developed paragraphs and short essays. 4830.81

202A. +Grammar 3 **3 units**

3 hours lecture

Prerequisite: ESL 252B or appropriate placement through multiple-measures assessment

Low intermediate level of English grammar: Introduction to complex grammar structures and sentence patterns. 4930.81

202B. +Grammar 4 **3 units**

3 hours lecture

Prerequisite: ESL 202A or appropriate placement through multiple-measures assessment

High intermediate level of English grammar: Continuation and expansion of ESL 202A. 4830.81

202C. +Grammar 5 **3 units**

3 hours lecture

Prerequisite: ESL 202B or appropriate placement through multiple-measures assessment

Formerly offered as ESL 22.

Advanced level of English grammar: Focus on expanding, refining, and applying complex grammar skills to formal writing. 4930.81

203A. +Reading 3 **4 units**

4 hours lecture

Prerequisite: ESL 253B or appropriate placement through multiple-measures assessment

Low intermediate level of reading: Emphasis on development of academic vocabulary, and expanding critical skills essential for college-level reading. 4830.81

203B. +Reading 4 **4 units**

4 hours lecture

Prerequisite: ESL 203A or appropriate placement through multiple-measures assessment

High intermediate level of reading: Further development of academic vocabulary and critical reading skills essential for reading literature and college textbooks. 4930.81

205A. +Vocabulary and Idioms in Context 3 **3 units**

3 hours lecture

Prerequisite: Appropriate placement through multiple-measures assessment

Intermediate level of vocabulary through the study of words and idioms as used in context. 4930.81

205B. +Vocabulary and Word Analysis in Context 4 **3 units**

3 hours lecture

Prerequisite: ESL 205A or appropriate placement through multiple-measures assessment

High intermediate/low advanced level of vocabulary and content: Focus on vocabulary useful in academic courses; analysis of word derivations. 4930.81

226A-B. +English for the Childcare Provider 3
3 units each level

3 hours lecture
Recommended preparation for ESL 226A: ESL 201A or 203A.
Recommended preparation for ESL 226B: ESL 226A.
Course study under this section may be repeated one time.
Intermediate level ESL course: Designed to develop greater facility in reading, speaking, listening and writing skills in the childcare provider whose first language is not English and who is enrolled, or planning to be enrolled, in the Child Development program (A); continued development of reading, speaking, listening and writing skills for the childcare provider (B).
4930.81

227A-B. +English for the Healthcare Worker 3
3 units each level

3 hours lecture
Recommended preparation for ESL 227A: ESL 201A or 203A
Recommended preparation for ESL 227B: ESL 227A
Course study under this section may be repeated one time.
Intermediate level ESL course: Designed to develop greater facility in reading, speaking, listening and writing skills in the healthcare worker whose first language is not English and who is enrolled, or planning to be enrolled, in a healthcare program such as Associate Degree Nursing (A); continued development of reading, speaking, listening and writing skills for the healthcare worker (B). 4930.81

248NA-TZ. +Selected Topics in English as a Second Language .5-5 units
See section on Selected Topics. 4830.81

250A. +Speaking 1 5 units
5 hours lecture
Recommended preparation: Appropriate placement through multiple-measures assessment
Non-degree applicable
High beginning level of speaking: Emphasis on basic grammar skills; practice in speaking and understanding American English. 4930.82

250B. +Speaking 2 5 units
5 hours lecture
Prerequisite: ESL 250A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of the listening and speaking skills introduced in ESL 250A. 4930.82

251A. +Writing I 5 units
5 hours lecture
Recommended preparation: ESL 252A (can be taken concurrently) or appropriate placement through multiple-measures assessment
Non-degree applicable
Course study under this section may be repeated one time.
High beginning level of writing: Emphasis on basic sentences; punctuation rules; short narrative and descriptive paragraphs.
4930.82

251B. +Writing 2 5 units
5 hours lecture
Prerequisite: 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.
4930.82

252A. +Grammar 1 5 units
5 hours lecture
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

252B. +Grammar 2 5 units
5 hours lecture
Prerequisite: ESL 252A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation and expansion of basic grammar skills and sentence patterns introduced in ESL 252A. 4930.82

253A. +Reading I 3 units
3 hours lecture
Recommended preparation: Appropriate placement through multiple-measures assessment
Non-degree applicable
Course study under this section may be repeated one time.
High beginning level of reading: Focus on basic vocabulary development; techniques for reading comprehension.
4930.82

253B. +Reading 2 — 3 units

3 hours lecture
Prerequisite: ESL 253A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of the reading skills introduced in ESL 253A.
4930.82

256. +Spelling and Phonics of American English 2 — 5 units

5 hours lecture
Recommended preparation: Appropriate placement through multiple-measures assessment
Non-degree applicable
Study of the sounds and spelling of American English.
4930.82

257A. +Pronunciation 3 — 3 units

3 hours lecture
Recommended preparation: ESL 256 or appropriate placement through multiple-measures assessment
Non-degree applicable
Improvement in pronunciation, intonation, and fluency in English for speakers of English as a second language, with practice in the use of standard conversation expressions and styles.
4930.82

257B. +Pronunciation 4 — 3 units

3 hours lecture
Recommended preparation: ESL 257A or appropriate placement through multiple-measures assessment
Non-degree applicable
Continuation of ESL 257A: Improvement in pronunciation, intonation, and fluency in English for speakers of English as a second language, with practice in the use of standard conversational expressions and styles. 4930.82

258. +Conversation 2 — 3 units

3 hours lecture
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

271A-C. ++ESL through Computers I — 1 unit each level

1 hour lecture
Open-entry/open-exit
Non-degree applicable
Course study under this section may be repeated two times.
Basic ESL utilizing computers: Designed for beginning ESL students who have minimal English ability and who want to acquire basic English skills while learning beginning computer functions. 4930.82

272A-C. ++ESL through Computers II — 1 unit each level

1 hour lecture
Open-entry/open-exit
Non-degree applicable
Course study under this section may be repeated two times.
Continuing ESL utilizing computers: Designed for ESL students who have acquired some English ability and who want to continue developing English skills while learning intermediate computer functions. 4930.82

290A-C. +Beginning ESL 1 — 3-5 units

3 units Level A, 4 units Level B, 5 units Level C
3-5 hours lecture
Basic level English as a Second Language course designed for those with minimal or no English skills: Focus on very basic grammar, and writing and reading lifeskills such as personal information, everyday activities, and feelings/emotions.
4930.82

291A-C. +Beginning ESL 2 — 3-5 units

3 units Level A, 4 units Level B, 5 units Level C
3-5 hours lecture
Recommended preparation: ESL 290A-C or appropriate placement through multiple-measures assessment.
High beginning level English as a Second Language course designed for those with minimal English skills: Focus on high beginning level grammar, and writing and reading lifeskills such as personal information, everyday activities, and feelings/emotions. 4930.82

292A-C. +Intermediate ESL 1 3-5 units

3 units Level A, 4 units Level B, 5 units Level C
3-5 hours lecture
Recommended preparation: ESL 291A-C or appropriate placement through multiple-measures assessment
Open entry/open exit
Non-degree applicable
Course study under this section may be repeated two times.
Low intermediate level English as a Second Language course designed for those who need to improve their English skills to move to academic classes or enter a vocational program: Focus on low intermediate level grammatical structures and increasing fluency in speaking, reading, writing, and listening in English; lifeskills and workplace skills to prepare students for further education and the workplace. 4930.82

348NA-TZ. +Selected Topics in English as a Second Language .5-5 units

Non-degree applicable
See section on Selected Topics. 4930.82

ENVIRONMENTAL DESIGN & ENERGY TECHNOLOGY

This two-year program emphasizes energy efficiency and ecological sustainability in the built environment. It is designed to prepare students for employment in the field of energy management, in building design and construction, or for transfer to a four-year institution. Opportunity is provided to link this major cooperatively with Laney College's Architectural Technology major.

The **AS degree in Environmental Design and Energy Technology** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A **Certificate** will be awarded upon satisfactory completion of the major course requirements.

Degree Major/Certificate Requirements:

CIS 205	Computer Literacy	1
ENVST 11	Introduction to Sustainable Environmental Systems (3)	
	or	
BIOL 13	Principles of Ecology (3)	3
ENVST 12	Urban Ecology	2
ENVST 15	Environmental Law	3
ENVST 16	Environmental Careers	1
ETECH 11	Energy Options	3
ETECH 16	Energy Auditing	2
ETECH 17	Introduction to Green Building and Ecological Design	3
GEOG 1	Physical Geography (3)	
	or	
GEOL	Any Geology course of 3 or more units (3)	3
MATH 203	Intermediate Algebra	4
PHYSC 35A-D	Energy-Efficient Design and Construction	2
And:	Any Environmental Field Studies Course	2
	Total required units:	29

Recommended:

CHEM 30A	Introductory Inorganic Chemistry (4)
POSCI 1	Government and Politics in the United States (3)

11. +Energy Options 3 units

3 hours lecture
Acceptable for credit: CSU
Survey of the many alternatives to current energy uses, the nature of the energy crisis, and the need for a national energy policy: Explores ways to match needs for energy with abundant supplies of renewable energy, as well as methods of conserving energy. 0945.50

16. +Energy Auditing 2 units

2 hours lecture
Acceptable for credit: CSU
Intensive examination of household energy usage, conservation, and rehabilitation: Energy concepts, heat loss calculations, basic solar concepts, site selection, design improvements, appliances, and utility systems. 0945.50

17. +Introduction to Green Building and Ecological Design 3 units

3 hours lecture
Acceptable for credit: CSU
Introduction to green and natural building and renovation utilizing resource conservation and solar energy: Home and site selection, energy-conscious design and construction, solar energy systems and greenhouses, solid waste management and recycling, and landscape design and water conservation. 0945.50

48NA-TZ. +Selected Topics in Environmental Design and Energy Technology .5-9 units

See section on Selected Topics. 0945.50

49. +Independent Study in Environmental Design and Energy Technology .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 0945.50

248NA-TZ. +Selected Topics in Environmental Design and Energy Technology .5-9 units
See section on Selected Topics. 0945.50

ENVIRONMENTAL HAZARDOUS MATERIALS TECHNOLOGY

This program responds to the needs of employers, employees, regulators, and commercial handlers of hazardous substances. The program can lead to either a Certificate, to a two-year vocational competency-based Associate in Science degree, or transfer to a four-year institution. The program will prepare students for entry-level jobs that provide technical support in handling hazardous materials. Comprehensive objectives include providing fundamental knowledge of regulatory requirements of federal, state, and local agencies; proper handling procedures for hazardous substances; and appropriate health and safety practices. The Merritt College EHMT program is part of a statewide consortium of community colleges offering essentially the same program, thus allowing a student to complete the certificate program at more than one consortium college with a guarantee of full transferability of the required courses.

The **AS degree in Environmental Hazardous Materials Technology** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A **Certificate** will be awarded upon satisfactory completion of the major course requirements.

Degree Major/Certificate Requirements:

BIOL 24	Basic Human Anatomy and Physiology	4
CHEM 30A	Introductory Inorganic Chemistry	4
CHEM 30B	Introductory Organic and Biochemistry	4
EHMT 11	Introduction to Environmental Hazardous Materials Technology	3
EHMT 12	Waste Stream Generation/Reduction/Treatment	3
EHMT 13A-D	Health Effects of Hazardous Materials	4
EHMT 14	Hazardous Waste Management Applications	4
EHMT 15	Safety and Emergency Response	4
EHMT 16	Hazardous Materials Management Applications	4
ENVST 11	Introduction to Sustainable Environmental Systems (3) or	
BIOL 13	Principles of Ecology (3)	3
Plus 3 units in courses from the following topics:		
Communications Skills courses in Speech, Technical Writing, or Computer Applications		3
	Total required units:	40

Recommended:

GEOL 1	Introduction to Physical Geology (4)
POSCI 1	Government and Politics in the United States (3)

11. +Introduction to Environmental Hazardous Materials Technology 3 units

3 hours lecture
Acceptable for credit: CSU
Overview of the environmental hazardous materials technology field: History of pollution leading to current legislation, environmental effects of pollution, an overview of the regulatory framework, and career opportunities in the handling and management of hazardous substances. 2135.01

12. Waste Stream Generation/Reduction/Treatment 3 units

3 hours lecture
Acceptable for credit: CSU
Industrial processes and their generation of waste streams in seven selected industries: Electroplating, metal finishing and printed circuit board production, oil refining and chemical production, steel production, general manufacturing, printing and graphic reproduction, agriculture and consumer services; applicable regulations; the importance of waste minimization/treatment concepts; and home hazardous waste generation and reduction. 2135.01

13A-D. +Health Effects of Hazardous Materials 1 unit each module

1 hour lecture each module
Prerequisite: Biol 24
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Principles of toxicology and industrial hygiene:
13A: Introduction and Exposure to Hazards: Introduction to industrial toxicology; history, hazards, and exposure to toxic materials.
13B: Action and Effects of Chemical, Physical and Biological Hazards: Teratogens, mutagens, and carcinogens.
13C: Health Hazards: Identification, monitoring, exposure and control.
13D: Treatment and Prevention: Medical monitoring, risk evaluation and ergonomics. 2135.01

14. Hazardous Waste Management Applications 4 units

3 hours lecture, 3 hours laboratory
Prerequisite: EHMT 11 and Chem 30A
Acceptable for credit: CSU
Overview of hazardous waste regulation: Generator compliance, site investigation and remediation, permitting, enforcement and liability; laboratory exercises on application of regulations at the technician level. 2135.01

15. Safety and Emergency Response 4 units
3 hours lecture, 3 hours laboratory
Prerequisite: EHMT 13
Satisfies the requirements for generalized employee training under OSHA.
Acceptable for credit: CSU
Principles and practices of safety and emergency response to chemical and physical exposures in industrial and field settings: Hazard analysis, contingency planning, housekeeping and safety practices. 2135.01

16. Hazardous Materials Management Applications 4 units
3 hours lecture, 3 hours laboratory
Prerequisite: EHMT 11 and EHMT 13 and Chem 30B
Acceptable for credit: CSU
Requirements and applications of federal, state, and local laws and regulations relating to hazardous materials: Compliance with Department of Transportation, OSHA Hazard Communication, SARA Title III, Community Right-To-Know, Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations. 2135.01

48NA-TZ. +Selected Topics in Environmental Hazardous Materials Technology .5-9 units
See section on Selected Topics. 2135.01

ENVIRONMENTAL MANAGEMENT & RESTORATION TECHNOLOGY

This program is designed to prepare students for employment in the fields of environmental assessment, monitoring, management and restoration. Graduates will be employed by private enterprises (a wide variety of industries and consulting firms), environmental organizations , and public agencies (parks, forests, wildlands, urban and regional planning agencies, etc.). They will be hired to assess and monitor environmental quality, help prepare environmental impact reports, assist planners and managers and perform environmental restoration work in urban/suburban, rural, and wildland settings.

The **AS degree in Environmental Management and Restoration Technology** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A **Certificate** will be awarded upon satisfactory completion of the major course requirements. Two specialized **Certificates of Achievement** are also offered in **Ecological Restoration** and **Geographic Information Systems/Global Positioning Systems (GIS/GPS)**. Consult with the Natural Sciences Department Chairperson to discuss program options (Associate degree, certificate, transfer to a four-year institution) or see a counselor.

DEGREE MAJOR & CERTIFICATE

Degree Major/Certificate Requirements:

BIOL 15	Environmental Biology	3
BIOL 29	Biology of the Living World	4
CIS 205	Computer Literacy	1
EMART 44	Environmental Impact Reports	3
ENVST 11	Introduction to Sustainable Environmental Systems (3) or	
BIOL 13	Principles of Ecology (3)	3
ENVST 12	Urban Ecology	2
ENVST 15	Environmental Law	3
ENVST 16	Environmental Careers	1
ENVST 28	Environmental Field Methods	3-5
FORST 10	Forest and Wildland Resource Conservation	3
GEOG 1	Physical Geography (3) or	
GEOL	Any Geology course of 3 or more units (3)	3
And:	Any Environmental Field Studies Course	2
Plus 4 units selected from the following list:		
ENVST 22	Restoration Landscaping (2)	
ENVST 23A-C	Restoration and Monitoring of Watercourses (2-2-2)	4
	Total required units:	35-37

Recommended:

CHEM 30A	Introductory Inorganic Chemistry (4)
POSCI 1	Government and Politics in the United States (3)

ECOLOGICAL RESTORATION

This program emphasizes "how to do" ecological restoration work. For greatest employability, this certificate can be completed along with any certificate from the Landscape Horticulture program.

Certificate of Achievement Requirements:

ENVST 11	Introduction to Sustainable Environmental Systems (3) or	
BIOL 13	Principles of Ecology (3)	3
ENVST 22	Restoration Landscaping	2
ENVST 25	Wetlands Restoration	3
COPED 476F	Occ. Work Experience in Environmental Management/Restoration Technology (1-4)	1
Select one course from the following list:		
GEOG 1	Physical Geography (3)	
GEOL 1	Introduction to Physical Geology (4)	
GEOL 12	Environmental Geology (3)	3-4

Select one course from the following list:

ENVST 23A	Restoration and Monitoring of Watercourses: General Aspects (2)	
ENVST 23B	Restoration and Monitoring of Watercourses: Hydrology/Erosion (2)	
ENVST 23C	Restoration and Monitoring of Watercourses: Water Chemistry (2)	2

Plus one field studies course from the following list:

BIOL 101	Mono Lake and Yosemite Natural History (.5-2.5)	
BIOL 102	Death Valley Natural History (.5-2)	
BIOL 103	Yosemite Winter Ecology (.5-2)	
BIOL 104	Grand Canyon Natural History (.5-3)	
BIOL 105	Pinnacles Natural History (.5-1.5)	
BIOL 106	Point Reyes Natural History (.5-1.5)	
BIOL 107	Natural History of Lassen Volcanic National Park (.5-1.5)	
BIOL 108	Natural History of Sequoia and Kings Canyon National Parks (.5-2.5)	
ENVST 20A-C	California Desert Studies (2-2-2)	
ENVST 28	Environmental Field Methods (3-5)	
GEOL 21	Bay Area Field Studies (1-2)	2
	Total required units:	16-17

Recommended:

ENVST 13A	Introduction to Geographic Information Systems/Global Positioning Systems (.5-3)
ENVST 13B	Advanced Topics in Geographic Information Systems/Global Positioning Systems (3)

GEOGRAPHIC INFORMATION SYSTEMS/GLOBAL POSITIONING SYSTEMS (GIS/GPS)

This program is designed to provide preparation for employment in any field in which there are data to be mapped and interpreted. Graduates will be employed by private enterprises (a wide variety of industries and consulting firms), environmental organizations, and public agencies (parks, forests, wildlands, urban and regional planning agencies, etc.). GIS is the new "basic skill" much in demand – accessing GIS databases, and mapping and manipulating data.

Certificate of Achievement Requirements:

CIS	One Introductory Computer Programming Course: (CIS 6 or 10 or 12 or 24, etc.) (4-5)*	4
MATH 13	Introduction to Statistics*	4
GEOG 1	Physical Geography	3
ENVST 13A	Introduction to Geographic Information Systems/Global Positioning Systems (.5-3)	3
ENVST 13B	Advanced Topics in Geographic Information Systems/Global Positioning Systems	3
	Total required units:	17

Recommended:

COPED 476E	Occ. Work Experience in Environmental Management and Restoration Technology (1-4)

*It is recommended that these courses be taken first in the sequence.

41. +Urban and Regional Planning 3 units

3 hours lecture
Acceptable for credit: CSU
A survey of planning in the urban and regional context and an overview of the problems of cities, suburbs, and rural areas. 2199.00

44. +Environmental Impact Reports 3 units

3 hours lecture
Acceptable for credit: CSU
Methods of analysis useful in environmental impact reporting, emphasizing effective writing, and review and report management. 2199.00

46. +Introduction to Environmental Planning 3 units

3 hours lecture
Acceptable for credit: CSU
A survey of the history, theory, philosophy, techniques and applications of landscape architecture in the design of outdoor spaces in land areas. 2199.00

48NA-TZ. +Selected Topics in Environmental Management and Restoration Technology .5-9 units

See section on Selected Topics. 2199.00

49. +Independent Study in Environmental Management and Restoration Technology .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 2199.00

ENVIRONMENTAL STUDIES

The **Human Ecology** program is a two-year, largely social-science based environmental major. It is designed to give students a very broad background in environmental subjects, with heavy emphasis on the human perspective. Students who have a strong interest in the environment and are planning to transfer to a four-year institution to pursue a bachelor's degree in the social sciences, liberal arts, or humanities will find this program to be good preparation.

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

Degree Major Requirements:

ANTHR 3	Introduction to Social and Cultural Anthropology	3
BIOL 29	Biology of the Living World (4)	
	or	
BIOL 10	Introduction to Biology (4)	4
CIS 205	Computer Literacy	1
ENVST 11	Introduction to Sustainable Environmental Systems (3)	
	or	
BIOL 13	Principles of Ecology (3)	3
ENVST 12	Urban Ecology	2
ENVST 14	Environmental Economics	3
ENVST 15	Environmental Law	3
ENVST 16	Environmental Careers	1
GEOG 1	Physical Geography (3)	
	or	
GEOL	Any Geology course of 3 or more units (3)	3
HIST 7A	History of the United States to 1877 (3)	
	or	
HIST 7B	History of the United States Since 1865 (3)	
	or	
HIST 14	San Francisco Bay Area from Discovery to Present (3)	
	or	
HIST 19	History of California (3)	3
MATH 13	Introduction to Statistics	4
POSCI 1	Government and Politics in the United States	3
PSYCH 1A	Introduction to General Psychology (3)	
	or	
PSYCH 6	Social Psychology (3)	
	or	
PSYCH 33	Personal and Social Adjustment (3)	3
	Total required units:	36

11. +Introduction to Sustainable Environmental Systems 3 units

3 hours lecture
Acceptable for credit: CSU, UC
An interdisciplinary study of the impact of human civilization on the earth's major ecological systems: Issues examined in historic, contemporary, and future settings, including both Western and non-Western contexts. Material presented from a theoretical point of view, with a focus on core concepts and methods related to ecology, sustainability, human population, natural resources, wastes and pollution; reflects how human economic, political, and ethical behaviors are inextricably interwoven with the environment. Presentation of environmental career options; designed for students of all disciplines.
AA/AS area 2; CSU area D; IGETC area 4 4901.00

12. +Urban Ecology 2 units

2 hours lecture
Acceptable for credit: CSU, UC
Investigation of selected urban environmental issues: Their relationship to social problems, urban and natural resource policy issues, and critical natural processes supporting urban systems; research of urban environmental impacts; survey of ongoing urban ecological restoration projects and grassroots movements. 4901.00

13A. +Introduction to Geographic Information Systems/Global Positioning Systems (GIS/GPS) .5-3 units

Module 1: .5-1 unit, 1.5-3 hours lecture for 6 weeks
Module 2: 2 units, 3 hours lecture for 12 weeks
Acceptable for credit: CSU
Module 1: Introduction to the principles and use of Global Positioning Systems (GPS).
Module 2: Overview of computerized map-making, database information management, and associated computer technology: Basics of Geographic Information Systems and survey of common GIS software. 4901.00

13B. +Advanced Topics in Geographic Information Systems/Global Positioning Systems (GIS/GPS) 3 units

3 hours lecture
Recommended preparation: Envst 13A
Acceptable for credit: CSU
Basics of cartography, database information management, and computer-associated technology: Creation and customization of data, theme creation, address geocoding, software customization, interfacing with GPS equipment, and theory and use of differential GPS. 4901.00

14. +Environmental Economics 3 units

3 hours lecture
Recommended for environmental sciences majors.
Acceptable for credit: CSU, UC
Introduction to the economic analysis of environmental issues for students who are not majors in economics: Includes basic economic theory. 4901.00

15. +Environmental Law 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Introduction to the major environmental laws of California and the United States: The process and politics of creation of environmental laws and regulations, current legislative trends, and need for additional laws; some case histories examined. 4901.00

16. +Environmental Careers 1 unit

1 hour lecture
Acceptable for credit: CSU
Career development strategies and exploration of what is available in emerging environmental fields. 4901.00

20A-C. +California Desert Studies 2-2-2 units

40 term hours lecture (offered during Spring vacation only, 8 hours daily for one week)
Prerequisite for Envst 20B: Envst 20A
Prerequisite for Envst 20C: Envst 20B
Sections must be taken in sequence.
Acceptable for credit: CSU, UC
20A: California deserts, especially the Mojave Desert, from the perspective of anthropology, biology, botany, geography, geology, history, land use and political science.
20B: Interdisciplinary field study of a California desert area for one week.
20C: Advanced interdisciplinary field study of a California desert area for one week. 4901.00

22. +Restoration Landscaping 2 units

2 hours lecture
Acceptable for credit: CSU
Survey of principles, techniques, and their applications to the practice of restoration landscaping: Emphasis on the use of drought-tolerant native grasses, shrubs, and wildflowers in the urban/suburban environment, as well as in parks and other wildlands. 4901.00

23A. +Restoration and Monitoring of Watercourses: General Aspects 2 units

2 hours lecture
Acceptable for credit: CSU
Principles and practices in the restoration and monitoring of watercourses: Physical and biological characteristics of streams, and techniques in erosion control and bioengineering. 4901.00

23B. +Restoration and Monitoring of Watercourses: Hydrolysis/Erosion 2 units

2 hours lecture
Acceptable for credit: CSU
Principles and practices in the restoration and monitoring of watercourses: Introduction to aquatic biology, water chemistry, and groundwater; emphasis on techniques of erosion control in streams and ponds. 4901.00

23C. +Restoration and Monitoring of Watercourses: Water Chemistry 2 units

2 hours lecture
Acceptable for credit: CSU
Principles and practices in the restoration and monitoring of watercourses: Emphasis on chemistry, pollution sources, and possible mitigation techniques; water chemistry monitoring techniques. 4901.00

Envst 25. +Wetlands Restoration 3 units

3 hours lecture
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. 4901.00

28. Environmental Field Methods 3-5 units

2-3 hours lecture, 3-9 hours laboratory
Recommended preparation: College-level biology course and Math 203 are strongly recommended
Acceptable for credit: CSU, UC
Exploration of a diversity of environments in the East Bay, emphasizing the field study methods and techniques appropriate to each environment: Special emphasis on the Merritt College campus and its environs, contributing to a long-term study and production of a general plan for the ecological restoration of the Merritt campus. 4901.00

48NA-TZ. +Selected Topics in Environmental Studies .5-5 units

See section on Selected Topics. 4901.00

49. +Independent Study in Environmental Studies .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 4901.00

60A-H. +Natural History of the Bay Area .5-7 units

.5-7 hours lecture
Also offered as Biol 60A-H. Not open for credit to students who have completed or are currently enrolled in Biol 60A-H.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Bay Area; history, archeology, and current conservation issues in the region will also be considered. [To be offered with different specific subtopics under the general heading during different terms.] 4901.00

62A-H. +Natural History of California .5-7 units

.5-7 hours lecture
Also offered as Biol 62A-H. Not open for credit to students who have completed or are currently enrolled in Biol 62A-H.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in California; history, archeology, and current conservation issues in the State will also be considered. [To be offered with different specific subtopics under the general heading during different terms.]
4901.00

62A. +Natural History of Joshua Tree National Park .5-4 units

.5-4 hours lecture
Also offered as Biol 62A. Not open for credit to students who have completed or are currently enrolled in Biol 62A.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Mojave and Sonoran Deserts of Joshua Tree National Park, California; history, archeology and current conservation issues will also be considered. 4901.00

62B. +Natural History of the Redwood Forest .5-2 units

.5-2 hours lecture
Also offered as Biol 62B. Not open for credit to students who have completed or are currently enrolled in Biol 62B.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Redwood Region of California; history, archeology and current conservation issues in the Redwood Region will also be considered. 4901.00

62C. +Natural History of Point Lobos and the Big Sur Coast .5-1.5 units

.5-1.5 hours lecture
Also offered as Biol 62C. Not open for credit to students who have completed or are currently enrolled in Biol 62C.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Point Lobos and Big Sur Region of California; history, archeology and current conservation issues in the region will also be considered: Adaptations to the Central California coastal environment by organisms such as California gray whales, sea otters, coast redwoods and the endemic Santa Lucia fir, among others, will be emphasized. 4901.00

62D. +Natural History of Devil's Postpile and the Eastern Sierra .5-2.5 units

.5-2.5 hours lecture
Also offered as Biol 62D. Not open for credit to students who have completed or are currently enrolled in Biol 62D.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their interactions in the Devil's Postpile and the Eastern Sierra Region of California; history, archeology and current conservation issues in the region will also be considered: The Devil's Postpile/Mammoth Lakes Sierra, one of the most scenic and pristine regions of the High Sierra, and its multifaceted natural history, glaciated landscapes and montane plant and animal species will be emphasized.
4901.00

62E. +Natural History of the Sutter Buttes .5-1.5 units

.5-1.5 hours lecture
Also offered as Biol 62E. Not open for credit to students who have completed or are currently enrolled in Biol 62E.
Acceptable for credit: CSU
Introduction to the natural history of the Sutter Buttes: Its unique geography (the only mountains in the middle of California's Central Valley), geology, geologic history, geomorphology, and the ecology of its blue oak woodlands; includes specially-arranged guided field sessions to the Buttes themselves, which are not open to the general public.
4901.00

63A-H. +Wildlife of North America .5-7 units

.5-7 hours lecture
Also offered as Biol 63A-H. Not open for credit to students who have completed or are currently enrolled in Biol 63A-H.
Acceptable for credit: CSU
Introduction to the ecology, evolution and restoration efforts of wildlife species, including the timber wolf, peregrine falcon and California condor: Relationships to their physical environments and their interactions and roles as predator and/or prey; background, current developments, and various controversies related to their activities; observations in their natural habitats, visits to restoration sites, and examination of causative factors for endangered status. [To be offered with different specific subtopics under the general heading during different terms.] 4901.00

63A. +Ecology, Evolution and Future of the Wolves of Yellowstone .5-3.5 units

.5-3.5 hours lecture
Also offered as Biol 63A. Not open for credit to students who have completed or are currently enrolled in Biol 63A.
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. 4901.00

64A-H. +Natural History of Western North America .5-7 units

.5-7 hours lecture
Also offered as Biol 64A-H. Not open for credit to students who have completed or are currently enrolled in Biol 64A-H.
Acceptable for credit: CSU
Introduction to the climate, geology, geologic history, geomorphology, plants, animals and their ecology in various natural areas of Western North America; history, archeology, and current environmental issues of national concern will also be considered. [To be offered with different specific subtopics under the general heading during different terms.] 4901.00

70A-H. +Natural History of Rivers .5-7 units

.5-7 hours lecture
Also offered as Biol 70A-H. Not open for credit to students who have completed or are currently enrolled in Biol 70A-H.
Acceptable for credit: CSU
Introduction to the dynamics of natural river systems throughout North America as well as to the natural history of the canyons and valleys through which they flow: Basic hydraulic phenomena as well as the finer craft and art of navigating these rivers in river rafts and kayaks; includes classroom sessions followed by float trips on the rivers being studied. [To be offered with different specific subtopics under the general heading during different terms.] 4901.00

70A. +Natural History of the Green River .5-6 units

.5-6 hours lecture
Also offered as Biol 70A. Not open for credit to students who have completed or are currently enrolled in Biol 70A.
Acceptable for credit: CSU
Introduction to the dynamics of the Green River in Wyoming and Utah 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; includes classroom sessions followed by a float trip on the Green River in Dinosaur National Monument. 4901.00

70B. +Natural History of the Rogue River .5-5 units

.5-5 hours lecture
Also offered as Biol 70B. Not open for credit to students who have completed or are currently enrolled in Biol 70B.
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. 4901.00

76A-D. +Native Americans and the Bay Area Environment .5-5 units each level

.5-5 hours lecture
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Prehistoric, historic and contemporary Native American relationships to the Bay Area region and Native philosophical perspectives on human/land relationships: Introduction to tribal groups, link between origin stories and the natural environment and the moral/spiritual foundation for land use, resource utilization, impact of Spanish and Anglo settlers on the land and Native peoples. Emphasis on: (A) Pre-European Contact, (B) Mission Period, (C) Rancho and Anglo Period, (D) Contemporary Period. 4901.00
AA/AS area 2, 5 (if taken for 3 or more units)

78A-H. +American Indians and the Ecology of North America .5-6.5 units

.5-6.5 hours lecture

Acceptable for credit: CSU

Study of selected North American ecosystems and native peoples from pre-European contact to the present time: Basic ecological principles; geology, landforms, and plant and animal life of the region; emphasis on different American Indian tribal groups in different ecosystems, their adaptations to the land, natural resources, disruptions to lifestyles; and current land-use conflicts in the specific region covered. [To be offered with different specific subtopics under the general heading during different terms.] 4901.00

AA/AS area 2, 5 (if taken for 3 or more units)

78A. +American Indians and the Ecology of Hopi/Navajo Land .5-6.5 units

.5-6.5 hours lecture

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. 4901.00

AA/AS area 2, 5 (if taken for 3 or more units)

78B. +Lewis and Clark Expedition: Ecology and Indians, Part I .5-7 units

.5-7 hours lecture

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. 4901.00

AA/AS area 2, 5 (if taken for 3 or more units)

80A-H. +Birds of Central California and the Bay Area .5-7 units

.5-7 hours lecture

Also offered as Biol 80A-H. Not open for credit to students who have completed or are currently enrolled in Biol 80A-H.

Acceptable for credit: CSU

An introduction to the basic biology of birds with an emphasis on certain selected groups in each course under this heading that are found in Central California and the Bay Area; involves intensive drill and experience in field identification of birds in their natural habitats. [To be offered with different specific subtopics under the general heading during different terms.] 4901.00

80A. +Raptors of Central California and the Bay Area .5-2.5 units

.5-2.5 hours lecture

Also offered as Biol 80A. Not open for credit to students who have completed or are currently enrolled in Biol 80A.

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 present these birds in their natural habitats. 4901.00

80B. +Bird Songing: The Ecology of Bird Songs and Identification by Ear .5-2.5 units

.5-2.5 hours lecture

Also offered as Biol 80B. Not open for credit to students who have completed or are currently enrolled in Biol 80B.

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. 4901.00

80C. +Fundamentals of Ornithology and Birding in Central California and the Bay Area .5-7 units

.5-7 hours lecture

Also offered as Biol 80C. Not open for credit to students who have completed or are currently enrolled in Biol 80C.

Acceptable for credit: CSU

Fundamentals of ornithology: Emphasis on habitats from the pelagic to the High Sierra and the birds found there. 4901.00

248NA-TZ. +Selected Topics in Environmental Studies .5-5 units

See section on Selected Topics. 4901.00

FIRE SCIENCE

48NA-TZ. +Selected Topics in Fire Science .5-9 units

See section on Selected Topics. 2133.50

210. Firefighter Academy 20 units
17.14 hours lecture, 10.28 hours laboratory (300 term lecture and 180 term laboratory hours)
Prerequisite: EMT 210 or EMT certification
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

248NA-TZ. +Selected Topics in Fire Science .5-9 units
See section on Selected Topics. 2133.50

FOREIGN LANGUAGES

See listings under **Chinese, French, Spanish, and Swahili.**

FORESTRY

10. +Forest and Wildland Resource Conservation 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Introduction to the science and management of forests and other wildland resources: Forest types, ecology, genetics, silvicultural systems, and sustainable management practices; and current and proposed policy and legislation. 0114.00

48NA-TZ. +Selected Topics in Forestry .5-5 unit
See section on Selected Topics. 0114.00

FRENCH

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

Degree Major Requirements:

FREN 1A	Elementary French	5
FREN 1B	Elementary French	5
FREN 2A	Intermediate French	5
FREN 2B	Intermediate French	5
	Total required units:	20

1A-B. +Elementary French 5-5 units
5 hours lecture
Prerequisite for Fren1B: Fren 1A
Span 1A: Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
[Fren 1A: CAN Fren 2], [Fren 1B: CAN Fren 4]
[Fren 1A+Fren 1B: CAN Fren Seq A]
Study and practice in speaking, understanding, reading, and writing French, and aural-oral practice in language laboratory.
AA/AS area 3; CSU area C2; IGETC Language 1102.00

2A-B. +Intermediate French 5-5 units
5 hours lecture
Prerequisite for Fren 2A: Fren 1B
Prerequisite for Fren 2B: Fren 2A
Acceptable for credit: CSU, UC
[Fren 2A: CAN Fren 8], [Fren 2B: CAN Fren 10]
[Fren 2A+Fren 2B: CAN Fren Seq B]
Grammar review, conversation, and composition based on readings in French. 1102.00
AA/AS area 3; CSU area C2; IGETC area 3

30A. +Beginning Conversational French 3 units
3 hours lecture
Acceptable for credit: CSU
Introduction to speaking simple, modern French and on modern French culture: Develops vocabulary and mastery of structure through focus on application rather than on traditional terminology. 1102.00
AA/AS area 3

30B. +Beginning Conversational French (Continuation) 3 units
3 hours lecture
Recommended preparation: Fren 30A
Acceptable for credit: CSU
Continuation of FREN 30A. 1102.00
AA/AS area 3

48NA-TZ. +Selected Topics in French
.5-5 units

See section on Selected Topics. 1102.00

49. +Independent Study in French .5-5 units
Course study under this section may be repeated three times.

See section on Independent Study. 1102.00

248NA-TZ. +Selected Topics in French
.5-5 units

See section on Selected Topics. 1102.00

GENERAL CURRICULUM

The **AA Degree in General Curriculum** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. Since the following Major courses appear on the General Education Course List, they 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.

Degree Major Requirements:

Completion of at least 6 units in each of Areas One (Natural Sciences), Two (Social and Behavioral Sciences), and Three (Humanities) of the General Education Course List, for a minimum of 18 units:

1. **Natural Sciences (Area One)**: At least one course (3 units) from both Group A and Group B for a minimum of 6 units:

Group A (Biological Sciences):

ANTHR:	1	
BIOL:	1A,1B, 2, 3, 4, 5, 9, 10, 13, 15, 20A, 20B, 24, 25, 29, 36	
LANHT:	1	
NUTR:	10*, 12^*	
PSYCH:	12**	3

*Nutr 10 (formerly Facs 10) is the same as Biol 31 at Alameda and Biol 28 at Laney; maximum credit: one course.
^*Formerly Facs 12.
**Psych 12 is the same as Biol 27 and Psych 12 at Laney and Vista and Hlted 27 at Vista; maximum credit: one course.

Group B (Physical Sciences):

ASTR:	1, 10	
CHEM:	1A, 1B, 12A, 12B, 30A, 30B	
GEOG:	1	
GEOL:	1, 12	
PHYS:	2A, 2B, 4A, 4B, 4C, 10	3

2. **Social and Behavioral Sciences (Area Two)**: A minimum of 6 units in courses from at least two disciplines:

AFRAM:	2, 5, 8, 10, 12, 14A, 14B, 16, 19*, 28**, 30, 31, 32, 33, 34	
ANTHR:	2, 3, 4, 5, 8, 13, 15, 16, 18, 30A-D	
ASAME:	20, 21, 29, 30, 32, 45A, 45B	
BUS:	5, 10, 52	
CHDEV:	50, 51^*, 53, 57A	
COSER:	10, 45	
ECON:	1***, 2, 10, 11***	
EDUC:	1	
ENVST:	11, 76A-D*+, 78A-H*+	
GEOG:	2, 5, 10	
HLTED:	1	
HIST:	2A, 2B, 7A, 7B, 8A, 8B, 15, 19, 27, 30A, 30B, 32	
M/LAT:	6*, 12, 19*^, 23, 28**, 30A, 30B	
POSCI:	1, 2, 3, 4, 15, 16, 20	
PSYCH:	1A, 1B, 3, 6, 10, 12, 24, 33	
SOC:	1, 2, 3, 5	
SPCH:	6	6

*Afram 19 is the same as M/Lat 6; maximum credit: one course.
**Afram 28 is the same as M/Lat 28; maximum credit: one course.
***Econ 11 and Econ 1; maximum credit: one course.
^*Formerly Facs 51.
*+Must be taken for a minimum of 3 units to satisfy Area 2 requirements.
*^M/Lat 19 is the same as Hist 17 at Alameda, Laney and Vista; maximum credit: one course.

3. **Humanities (Area Three):** A minimum of 6 units in courses from at least two disciplines:

AFRAM:	21, 22A, 22B, 22C, 22D, 28*, 41, 42, 43, 45	
ANTHR:	7, 8	
ART:	1, 2, 3, 4, 9, 10, 11, 12, 15	
ASAME:	1, 30	
CHIN:	1, 2	
ENGL:	1B, 10A, 10B, 17A, 17B, 26, 30A, 30B, 32A, 32B, 38, 40, 43, 44A, 44B, 46A, 46B, 210A, 210B, 217A, 217B, 230A, 230B, 232A, 232B, 243, 244A, 244B	
FREN:	1A, 1B, 2A, 2B, 30A, 30B	
HUMAN:	2	
M/LAT:	28*, 30A, 30B	
MUSIC:	1A, 9, 10, 11, 12A, 12B, 13A, 13B	
PHIL:	1, 2, 10, 20A, 20B, 30	
SPAN:	1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 40	
SWAHI:	1A, 1B	6
	Total required units:	18

*Afram 28 is the same as M/Lat 28, maximum credit: one course.

GEOGRAPHY

1. Physical Geography 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Geog 2]
Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00
AA/AS area 1; CSU area B1, B3 (with Geog 1L satisfies lab requirement), D; IGETC area 5A, 5C (with Geog 1L satisfies lab requirement)

1L. Physical Geography Laboratory 1 unit
3 hours laboratory
Prerequisite or corequisite: Geog 1
Acceptable for credit: CSU, UC
Practical application of the basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observations.
CSU area B3; (with Geog 1); IGETC area 5C (with Geog 1) 2206.00

2. +Cultural Geography 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Geog 4]
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

5. Economic Geography 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Study of economic activities: Agriculture, natural resources, commercial fisheries, mining, manufacturing and transportation; and changes in land use and settlement.
AA/AS area 2; CSU area D; IGETC area 4 2206.00

10. +Introduction to Geography 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Survey of the basic components of contemporary geography: Earth environments, economics, and resources issues; and physical, cultural, and political geography. 2206.00
AA/AS area 2; CSU area B1, D; IGETC area 4

48NA-TZ. +Selected Topics in Geography .5-5 units
See section on Selected Topics. 2206.00

49. +Independent Study in Geography .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 2206.00

248NA-TZ. +Selected Topics in Geography .5-5 units
See section on Selected Topics. 2206.00

GEOLOGY

1. Introduction to Physical Geology 4 units
3 hours lecture, 3 hours laboratory
Two one-day field trips required.
Acceptable for credit: CSU, UC
[CAN Geol 2]
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, 5C

12. +Environmental Geology 3 units
3 hours lecture
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.
AA/AS area 1; CSU area B1; IGETC area 5A 1914.00

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.
Campus lecture required in order to participate in the field.
Acceptable for credit: CSU
An 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

22. +Geology of Monterey Bay – Big Sur Area 1 unit

3 hours lecture for 2 weeks, 16 term hours lecture in the field for one weekend

Acceptable for credit: CSU

Geology of the Monterey Bay-Big Sur area: Monterey Submarine Canyon, Point Lobos State Reserve, and coastal geology from Monterey to south of Big Sur. 1914.00

48NA-TZ. +Selected Topics in Geology .5-5 units

See section on Selected Topics. 1914.00

49. +Independent Study in Geology .5-5 units

Course study under this section may be repeated three times.

See section on Independent Study. 1914.00

248NA-TZ. +Selected Topics in Geology .5-5 units

See section on Selected Topics. 1914.00

HEALTH EDUCATION

1. +Exploring Health Issues 3 units

3 hours lecture

Acceptable for credit: CSU, UC

Examines 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

11. +Cardiopulmonary Resuscitation .5 unit

0.5 hours lecture

Meets American Red Cross CPR/Professional Rescuer certification requirements.

Acceptable for credit: CSU

Development of skills and knowledge for administering emergency first aid for respiratory failure and cardiac arrest. 0837.00

48NA-TZ. +Selected Topics in Health Education .5-5 units

See section on Selected Topics. 0837.00

49. +Independent Study in Health Education .5-5 units

Course study under this section may be repeated three times.

See section on Independent Study. 0837.00

248NA-TZ. +Selected Topics in Health Education .5.-5 units

See section on Selected Topics. 0837.00

HEALTH PROFESSIONS & OCCUPATIONS

HEALTHCARE INTERPRETER

Certificate of Achievement Requirements:

First semester (Summer Session):

HLTOC 210	Survey of Healthcare Interpreting	.5

Second semester:

HLTOC 211	Interpreting in Health Care I	6

Third semester:

HLTOC 212	Interpreting in Health Care II	6
HLTOC 213	Interpreting in Health Care III	.5
HLTOC 214	Occupational Work Experience in Healthcare Interpreting (1-4)	2
	Total required units:	15

12. Calculation of Drug Dosages for Health Professionals 1 unit

1 hour lecture

Prerequisite: Math 201 or 210D or (204B)

Also offered as Nurs 12. Not open for credit to students who have completed or are currently enrolled in Nurs 12.

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 medication, and the ability to use mathematical skills in calculating medication dosages. 1299.00

48NA-TZ. +Selected Topics in Health Professions and Occupations .5-9 units

See section on Selected Topics. 1299.00

201. +Medical Terminology I 2 units
2 hours lecture
Study of basic structure of medical words, including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms. 1299.00

210. +Survey of Healthcare Interpreting .5 unit
.5 hour lecture
Course provides an opportunity for students to become familiar with the requirements for the healthcare interpreter certificate: Focus on details regarding application, admission requirements, and language fluency. 1299.00

211. +Interpreting in Health Care I 6 units
6 hours lecture
Prerequisite: Hltoc 210
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in healthcare settings: Emphasis on the roles and responsibilities of a healthcare interpreter, basic knowledge of common medical conditions, treatment and procedures, and insight into language and cultural nuances for specific communities necessary in the art of interpretation. 1299.00

212. +Interpreting in Health Care II 6 units
6 hours lecture
Prerequisite: Hltoc 211
Training for bilingual individuals to be an integral member of the healthcare team in bridging the language and cultural gap between clients and providers: Further enhancement of interpreting skills learned in Interpreting in Health Care I, covering specialized healthcare service areas such as genetics, mental health, and death and dying. Emphasis also on the development of cultural competency in the community and workplace, and careers in interpretation. 1299.00

213. +Interpreting in Health Care III .5 unit
.5 hours lecture
Prerequisite: Hltoc 211
Corequisite: Hltoc 214
Professional behavior and situational management for the healthcare interpreter; accompanies the fieldwork class, Hltoc 214. 1299.00

214. +Occupational Work Experience in Healthcare Interpreting 1-4 units
0-15 hours lecture
Corequisite: Hltoc 213
Course study under this section may be repeated one time.
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. 1299.00

248NA-TZ. +Selected Topics in Health Professions and Occupations .5-9 units
See section on Selected Topics. 1299.00

250. ++Fluid and Electrolyte Workshop .5 units
.5 hours lecture
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

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:

Completion of at least one course from each of the following four groups, for a minimum of 18 units:

1. **Group A**:
   - Biol 1A General Biology (5)
   - or
   - Biol 3 Microbiology (5)
   - or
   - Biol 10 Introduction to Biology (4)

2. **Group B**:
   - Biol 2 Human Anatomy (5)
   - or
   - Biol 4 Human Physiology (5)
   - or
   - Biol 20A Human Anatomy and Physiology (5)
   - or

Biol 20B	Human Anatomy and Physiology (5)	
	or	
Biol 24	Basic Human Anatomy and Physiology (4)	

3. **Group C**:

Chem 1A	General Chemistry (5)	
	or	
Chem 12A	Organic Chemistry (5)	
	or	
Chem 30A	Introductory Inorganic Chemistry (4)	

4. **Group D**:

Hlted 1	Exploring Health Issues (3)	
	or	
Nutr 10*	Nutrition (4)	
	or	
Nutr 12**	Medical Nutrition (3)	18
	Total required units:	18

*Nutr 10 (formerly Facs 10) is the same as Biol 31 at Alameda and Biol 28 at Laney; maximum credit: one course.
**Formerly Facs 12.

HISTORY

2A-B. +History of European Civilization 3-3 units

3 hours lecture
Hist 2A is not prerequisite to Hist 2B
Acceptable for credit: CSU, UC
[Hist 2A: CAN Hist 2], [Hist 2B: CAN Hist 4]
[Hist 2A+Hist 2B: CAN Hist Seq A]
2A: Western civilization: Prehistoric, Ancient, Medieval and Renaissance period to 1660.
2B: 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.
AA/AS area 2; CSU area C2, D; IGETC area 3, 4 2205.00

7A. +History of the United States to 1877 3 units

3 hours lecture
Acceptable for credit: CSU, UC
[CAN Hist 8]
[Hist 7A+Hist 7B: CAN Hist Seq B]
Survey and interpretation of political, social, and economic factors contributing to the growth of the nation from colonial days to Reconstruction (1877). 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3, 4

7B. +History of the United States Since 1865 3 units

3 hours lecture
Hist 7A is not prerequisite to Hist 7B
Acceptable for credit: CSU, UC
[CAN Hist 10]
[Hist 7A+Hist 7B: CAN Hist Seq B]
Survey and interpretation of political, social, and economic factors contributing to the growth of the nation from the end of the Civil War to the present. 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3, 4

8A-B. +History of Latin-American Civilization 3-3 units

3 hours lecture
Hist 8A is not prerequisite to Hist 8B
Acceptable for credit: CSU, UC
8A: Latin America from pre-Columbian times to the outbreak of the wars for independence: The formative period and impact of Spanish civilization upon native societies.
8B: 19th and 20th centuries: Changing patterns of political, social, and cultural life in Latin America. 2205.00
AA/AS area 2; CSU area C2, D

14. +San Francisco Bay Area from Discovery to Present 3 units

3 hours lecture
Acceptable for credit: CSU
History of San Francisco Bay Area: Social, economic, environmental, political, and cultural factors which have influenced the development of this region. 2205.00
CSU area C2, D

15. Twentieth Century America 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Not open for credit to students who have completed or are enrolled in History 7B.
This century's history of the people of the United States and their society: The principle historical, literary, artistic, political, economic, and social developments since 1898. 2205.00
AA/AS area 2; CSU area C2, D, IGETC area 3, 4

19. +History of California 3 units

3 hours lecture
Acceptable for credit: CSU, UC
California's multi-ethnic history from the pre-Spanish California period to the present: Emphasis on the social and ethnic diversity of past and present California. 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3, 4

27. +The Age of World War II 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Causes, events, and consequences of the Second World War: Pre-war breakdown in international relations and the role of the United States in the conflict. 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3, 4

30A-B. +History of England 3-3 units

3 hours lecture
Hist 30A is not prerequisite to Hist 30B
Acceptable for credit: CSU, UC
30A: England and the British Isles from earliest recorded times to the 17th century: Political, social, and cultural institutions and their development relating to England and to the early United States.
30B: England and the Commonwealth Empire since 1603: Emergence of British democratic institutions and the dissemination of these institutions, cultural and political, to the New World and the Commonwealth. 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3, 4

32. +The United States Since 1945 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Recent history of the United States: Social and political developments and the changing role of the United States in modern world relations. 2205.00
AA/AS area 2; CSU area C2, D; IGETC area 3, 4

48NA-TZ. +Selected Topics in History .5-5 units

See section on Selected Topics. 2205.00

49. +Independent Study in History .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 2205.00

248NA-TZ. +Selected Topics in History .5-5 units

See section on Selected Topics. 2205.00

HUMANITIES

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

Degree Major Requirements:

Completion of at least 18 units in courses from the Humanities (Area 3 of the General Education Course List):

AFRAM:	21, 22A, 22B, 22C, 22D, 28*, 41, 42, 43, 45	
ANTHR:	7, 8	
ART:	1, 2, 3, 4, 9, 10, 11, 12, 15	
ASAME:	1, 30	
CHIN:	1, 2	
ENGL:	1B, 10A, 10B, 17A, 17B, 26, 30A, 30B, 32A, 32B, 38, 40, 43, 44A, 44B, 46A, 46B, 210A, 210B, 217A, 217B, 230A, 230B, 232A, 232B, 243, 244A, 244B	
FREN:	1A, 1B, 2A, 2B, 30A, 30B	
HUMAN:	2	
M/LAT:	28*, 30A, 30B	
MUSIC:	1A, 9, 10, 11, 12A, 12B, 13A, 13B	
PHIL:	1, 2, 10, 20A, 20B, 30	
SPAN:	1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 40	
SWAHI:	1A, 1B	18
	Total required units:	18

*Afram 28 is the same as M/Lat 28; maximum credit: one course.

2. +Human Values 3 units

3 hours lecture
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. 4903.00
AA/AS area 3; CSU area C2; IGETC area 3

48NA-TZ. +Selected Topics in Humanities .5-5 units

See section on Selected Topics. 4903.00

49. +Independent Study in Humanities .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 4903.00

248NA-TZ. +Selected Topics in Humanities .5-5 units

See section on Selected Topics. 4903.00

LANDSCAPE HORTICULTURE

The horticulture facility at Merritt College is one of the largest in northern California. Housed on seven and one-half acres, the facility includes 5,000 square feet of greenhouses, a 5,000 square-foot lath house, drafting and floral design labs and the Emile L. Labadie Arboretum. This two-year program is designed to prepare students for employment in the field of Landscape Horticulture. One or more certificates in Landscape Horticulture will be awarded upon satisfactory completion of the require-ments listed below. Certificates at the Basic, Intermediate, and Specialist/Professional levels are available. This program is designed to lead to a vocational competency-based Associate in Science degree or transfer to a four-year institution. Graduates can find employment in landscape design and construction, landscape maintenance, nurseries, and golf and sports turf-related fields. Courses are offered during both the day and evening.

The **AS degree in Landscape Horticulture** will be awarded upon satisfactory completion of the General Education require-ments and the Major course requirements of one of the Level C programs. **Certificates of Completion** will be awarded for satisfactory completion of **Level C requirements**. **Certificates only** (and not the AS degree) are awarded for completion of the **Level A and Level B requirements**.

The following curriculum patterns include **revised** certificate and degree requirements for the **Landscape Design and Construction** program, effective for the Fall 2003 semester. Students who started the program prior to Fall 2003 have the option of completing the requirements under the previous plan effective Fall 2001 provided they have been continuously enrolled (see Catalog Rights).

The Certificate of Completion and AS degree programs in Professional Turf and Landscape Management and Horticultural Therapy are new and state approval is pending. A separate **Certificate of Achievement in Horticultural Therapy** will be awarded upon satisfactory completion of the certificate requirements, effective as of the Spring 2002 semester.

Course offerings are indicated by the following codes:
S = Spring
F = Fall
SO = Spring of odd years
SE = Spring of even years
FO = Fall of odd years
FE = Fall of even years

The **Certificates** available include the following:
Level A: Basic Landscape Horticulture Certificate
Level B: Intermediate Landscape Horticulture Certificates:
1. Intermediate Landscape Design and Construction
2. Intermediate Landscape and Parks Maintenance
3. Intermediate Nursery Management
4. Turf and Landscape Management Specialist

Level C: Landscape Horticulture Specialist or Professional Certificates:
1. Landscape Design and Construction Specialist
2. Landscape and Parks Maintenance Specialist
3. Nursery Management Specialist
4. Turf and Landscape Management Professional

The certificate in **Basic Landscape Horticulture** is intended for those students who are limited to a one-year program. Graduates with this certificate can find employment at the basic or entry level in grounds maintenance, or as a park worker or gardener. An advanced certificate in **Landscape Design and Construction** enables students to find employment with landscape design and construction firms, as independent land-scape designers, or, with state certification, as landscape con-tractors. Students with a certificate in **Nursery Management** can find employment in local retail and wholesale nurseries. Students have also successfully started their own specialty nurseries. Students who successfully complete the advanced certificate in **Landscape and Parks Maintenance** can find employment with city parks or other municipal departments, or with commercial landscape firms. Many students work either independently or with landscape maintenance companies. Lastly, students who successfully complete the advanced certif-icate in **Turf and Landscape Management Professional** can find employment in golf and sports turf-related fields. Potential careers are available with agencies such as parks and recreation departments, golf courses, landscape contractors, sports facil-ities, as well as in the retail and wholesale turf-related products field.

A. BASIC LANDSCAPE HORTICULTURE

Certificate 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
LANHT 26	Pruning (F)	0.5
Select one plant ID course from the following:		
LANHT 2	Plant Materials: Trees with Lab (Day) (F)	
LANHT 2E	Plant Materials: Trees (Evening) (SO)	
LANHT 3	Plant Materials: Ground Covers and Vines with Lab (Day) (S)	
LANHT 3E	Plant Materials: Ground Covers and Vines (Evening) (FO)	
LANHT 4	Plant Materials: Shrubs with Lab (Day) (F)	
LANHT 4E	Plant Materials: Shrubs (Evening) (SE)	
LANHT 5	Plant Materials: Native Plants with Lab (Day) (S)	
LANHT 5E	Plant Materials: Native Plants (Evening) (FE)	

LANHT 6	Plant Materials: Herbaceous Plants with Lab (Day) (S02, S05)	
LANHT 6E	Plant Materials: Herbaceous Plants (Evening) (F03, F06)	3
Select one course from the following:		
LANHT 8	Turf Management with Lab (Day) (S)	
LANHT 8E	Turf Management (Evening) (SE)	
LANHT 13	Arboriculture with Lab (Day) (F)	
LANHT 13E	Arboriculture (Evening) (FO)	4
Select one course from the following:		
LANHT 10	Insect Pests (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:		**19**

B1. INTERMEDIATE LANDSCAPE DESIGN AND CONSTRUCTION

Certificate Requirements:

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 5 or 5E or 6 or 6E		3
Level A required units:		**8.5**
Plus Level B1 Requirements:		
LANHT 14	Landscape Construction with Lab (Day) (F)	
	or	
LANHT 14E	Landscape Construction (Evening) (FO)	4
LANHT 18A	Landscape Design (F)	3
LANHT 18B	Landscape Design (S)	3
LANHT 22A	Landscape Design Laboratory (F) (.5-1)	1
LANHT 22B	Landscape Design Laboratory (S) (.5-1)	1
LANHT 29	Planting Design (F)	4
One additional plant ID course from the following:		
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E		3*
Select courses from the following for a minimum of three units:		
LANHT 8	Turf Management with Lab (Day) (S) (4)	
	or	
LANHT 8E	Turf Management (Evening) (SE) (4)	
LANHT 13	Arboriculture with Lab (Day) (F) (4)	
	or	
LANHT 13E	Arboriculture (Evening) (FO) (4)	
LANHT 30	Practical Applications of Landscape Design (F) (3)	
LANHT 31	Site Operations for Landscape Designers and Builders (S) (4)	
LANHT 32	Designing with Native Plants (F) (3)	
LANHT 33A-B	Design Evaluation of Bay Area Landscapes (S) (3-3)	
LANHT 34	Computer-Assisted Landscape Design (F) (2)	
LANHT 35	Advanced Landscape Design (S) (5)	3
Level B1 additional required units:		**22**
Level B1 total required units:		**30.5**

*Select a course not previously taken.

C1. LANDSCAPE DESIGN AND CONSTRUCTION SPECIALIST

Degree Major/Certificate Requirements:

Level A Requirements:	**8.5**
Plus Level B1 Additional Requirements:	**22**
Level B1 total required units:	**30.5**

Plus Level C1 Requirements:		
LANHT 17	Irrigation with Lab (Day) (S)	
	or	
LANHT 17E	Irrigation (Evening) (SE)	4
One additional plant ID course from the following:		
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E		3*
Select courses from the following for a minimum of six units:		
LANHT 8	Turf Management with Lab (Day) (S) (4)	
	or	
LANHT 8E	Turf Management (Evening) (SE) (4)	
LANHT 13	Arboriculture with Lab (Day) (F) (4)	
	or	
LANHT 13E	Arboriculture (Evening) (FO) (4)	
LANHT 30	Practical Applications of Landscape Design (F) (3)	
LANHT 31	Site Operations for Landscape Designers and Builders (S) (4)	
LANHT 32	Designing with Native Plants (F) (3)	
LANHT 33A-B	Design Evaluation of Bay Area Landscapes (S) (3-3)	
LANHT 34	Computer-Assisted Landscape Design (F) (2)	
LANHT 35	Advanced Landscape Design (S) (5)	6
Level C1 additional required units:		**13**
Level C1 total required units		**43.5**

** Select a course not previously taken.

B2. INTERMEDIATE LANDSCAPE AND PARKS MAINTENANCE

Certificate Requirements:

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
LANHT 26	Pruning (F)	0.5
Select one plant ID course from the following:		
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E		3

Select one course from the following:
LANHT 8 Turf Management with Lab (Day) (S)
LANHT 8E Turf Management (Evening) (SE)
LANHT 13 Arboriculture with Lab (Day) (F)
LANHT 13E Arboriculture (Evening) (FO) 4
Select one course from the following:
LANHT 10 Insect Pests (S)
LANHT 11 Plant Diseases and Their Control (F)
LANHT 12 Weeds in the Urban Landscape (S) 3
Level A required units: 16

Plus Level B2 Requirements:
LANHT 201 Landscape Maintenance Practices 3
One additional plant ID course from the following:
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E 3**
One additional course from the following:
LANHT 8 Turf Management with Lab (Day) (S)
LANHT 8E Turf Management (Evening) (SE)
LANHT 13 Arboriculture with Lab (Day) (F)
LANHT 13E Arboriculture (Evening) (FO) 4**
One additional course from the following:
LANHT 10 Insect Pests (S)
LANHT 11 Plant Diseases and Their Control (F)
LANHT 12 Weeds in the Urban Landscape (S) 3**
One additional course from the following:
LANHT 16 Soil Management (F)
LANHT 19 Plant Nutrition (S) 3**
Level B2 additional required units: 16
Level B2 total required units: 32

**Select a course not previously taken.

C2. LANDSCAPE AND PARKS MAINTENANCE SPECIALIST

Degree Major/Certificate Requirements:

Level A Requirements: 16
Plus Level B2 Additional Requirements: 16
Level B2 total required units: 32

Plus Level C2 Requirements:
LANHT 21 Horticultural Equipment Operation/ Maintenance/Repair 2
One additional plant ID course from the following:
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E 3**
One additional course from the following:
LANHT 10 Insect Pests (S)
and
LANHT 11 Plant Diseases and Their Control (F)
and
LANHT 12 Weeds in the Urban Landscape (S) 3**
One additional course from the following:
LANHT 16 Soil Management (F)
and
LANHT 19 Plant Nutrition (S) 3**
Level C2 additional required units: 11
Level C2 total required units: 43

**Select the course not previously taken.

B3. INTERMEDIATE NURSERY MANAGEMENT

Certificate Requirements:

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
LANHT 26 Pruning (F) 0.5
Select one plant ID course from the following:
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E 3
Select one course from the following:
LANHT 10 Insect Pests (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 required units: 15

Plus Level B3 Requirements:
LANHT 24 Plant Propagation (S) 3
LANHT 25 Nursery Management (F) 3
One additional plant ID course from the following:
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E 3**
One additional course from the following:
LANHT 10 Insect Pests (S)
LANHT 11 Plant Diseases and Their Control (F)
LANHT 12 Weeds in the Urban Landscape (S) 3**
One additional course from the following:
LANHT 16 Soil Management (F)
and
LANHT 19 Plant Nutrition (S) 3**
Level B3 additional required units: 15
Level B3 total required units: 30

**Select the course not previously taken.

C3. NURSERY MANAGEMENT SPECIALIST

Degree Major/Certificate Requirements:

Level A Requirements: 15
Plus Level B3 Additional Requirements: 15
Level B3 total required units: 30

Plus Level C3 Requirements:
One additional plant ID course from the following:
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E 3**
One additional course from the following:
LANHT 10 Insect Pests (S)
and
LANHT 11 Plant Diseases and Their Control (F)
and
LANHT 12 Weeds in the Urban Landscape (S) 3**
Electives: 6**

Level C3 additional required units:	**12**
Level C3 total required units:	**42**

**Select the course(s) not previously taken.

Recommended:

LANHT 52A-C	Advanced Plant Propagation (SE) (2-2-2)
LANHT 202A-D	Soil Management Lab (FE) (.5 each level)
LANHT 203	Greenhouse Operations and Management (F02, F04) (3)
LANHT 204	Floriculture and Crop Production (S04, S06) (2)

B4. TURF AND LANDSCAPE MANAGEMENT SPECIALIST

Add Certificate of Completion (Pending State Approval)

Certificate Requirements:

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
LANHT 8	Turf Management with Lab (Day) (S)	
	or	
LANHT 8E	Turf Management (Evening) (SE)	4
LANHT 11	Plant Diseases and Their Control (F)	
	or	
LANHT 12	Weeds in the Urban Landscape (S)	3
LANHT 16	Soil Management (F)	
	or	
LANHT 19	Plant Nutrition (S)	3
Select one plant ID course from the following:		
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E		3
Level A required units:		**18.5**

Level B4 Requirements:

LANHT 11	Plant Diseases and Their Control (F)	
	or	
LANHT 12	Weeds in the Urban Landscape (S)	3*
LANHT 16	Soil Management (F)	
	or	
LANHT 19	Plant Nutrition (S)	3*
LANHT 17	Irrigation with Lab (Day) (S)	
	or	
LANHT 17E	Irrigation (Evening) (SE)	4
One additional plant ID course from the following:		
LANHT 2 or 2E or 3 or 3E or 4 or 4E or 5 or 5E or 6 or 6E		3*
LANHT 43	Introduction to Recreational and Sports Turf Management (S)	1
Level B4 additional required units:		**14**
Level B4 total required units:		**32.5**

*Select a course not previously taken.

C4. TURF AND LANDSCAPE MANAGEMENT PROFESSIONAL

Add AS Degree and Certificate of Completion (Pending State Approval)

Degree Major/Certificate Requirements:

Level A Requirements:	**18.5**
Plus Level B4 Additional Requirements:	**14**
Level B4 total required units:	**32.5**

Plus Level C4 Requirements:

LANHT 10	Insect Pests (S)	3
LANHT 21	Horticultural Equipment Operation, Maintenance, and Repair	2
LANHT 44	Recreational and Sports Turf Management (F)	3
BUS 10	Introduction to Business	3
CIS 205	Computer Literacy	1
Level C4 additional required units:		**12**
Level C4 total required units:		**44.5**

Recommended:

BIOL 5	Plant Biology (4)
BUS 5	Human Relations in Business (3)
	or
BUS 52	Psychology and Human Relations (3)
SPAN 30A-B	Beginning Conversational Spanish (3-3)

HORTICULTURAL THERAPY

Certificate of Achievement Requirements:

LANHT 1	Introduction to Landscape Horticulture with Lab (Day) (F, S)	
	or	
LANHT 1E	Introduction to Landscape Horticulture (Evening) (F, S)	3
LANHT 24	Plant Propagation (S)	3
LANHT 70	Introduction to Horticultural Therapy (F)	3
LANHT 71	Horticultural Crafts (F or S)	1
LANHT 72	Adaptive Horticulture (S)	2
LANHT 73	Horticulture for Special Populations (S)	3
LANHT 74	Therapeutic Landscape Design (F or S) (2)	
	or	
LANHT 75	Occupational Work Experience in Horticultural Therapy (S, I, M)(1-4)	1-2
	Total required units:	16-17

Recommended:

LANHT 18A	Landscape Design (F) (3)
LANHT 23	Plant Terminology (F, S) (2.5)
LANHT 220	The Edible Landscape (F or S) (2)

Any related course in Herbs, Psychology, Sociology, Nursing, Occupational Therapy, Recreational Therapy, etc.

Add AS Degree and Certificate of Completion (Pending State Approval)

This program provides a comprehensive study of the field of **Horticultural Therapy** and includes a balance of horticultural knowledge, understanding of the different special populations served by the field of horticultural therapy, and the learning of therapeutic and adaptive techniques that meet the needs of special populations. Graduates can find employment as horticultural, recreational, or occupational therapists at day and residential programs for clients with physical, developmental and mental disabilities; activities director at seniors, independent living, or skilled nursing facilities; community or vocational garden teacher at schools, correctional facilities, and programs for homeless and substance abusers; and in therapeutic landscape design. Occupational competencies include adaptive gardening techniques and program development, implementation, assessment, and evaluation. The program also prepares students to transfer to a four-year institution specializing in Horticultural Therapy.

The **AS degree in Landscape Horticulture with a specialization in Horticultural Therapy** will be awarded upon satisfactory completion of the General Education requirements and the Major course requirements. A **Certificate of Completion** will be awarded for satisfactory completion of all Major course requirements. **State approval for this program is pending**.

Degree Major/Certificate Requirements:

LANHT 1	Introduction to Landscape Horticulture with Lab (Day) (F, S) (3)	
	or	
LANHT 1E	Introduction to Landscape Horticulture (Evening) (F, S) (3)	3
LANHT 23	Plant Terminology (F, S)	2.5
LANHT 24	Plant Propagation (S)	3
LANHT 70	Introduction to Horticultural Therapy (F)	3
LANHT 71	Horticultural Crafts (F or S)	1
LANHT 72	Adaptive Horticulture (S)	2
LANHT 73	Horticulture for Special Populations (S)	3
LANHT 74	Therapeutic Landscape Design (F or S)	2
LANHT 75	Occupational Work Experience in Horticultural Therapy (S, I, M)	1-4
	Total required units:	20.5–23.5

Recommended:

COSER 43A	Introduction to Counseling Skills for Paraprofessionals I (3)
LANHT 220	The Edible Landscape (F or S) (2)
PSYCH 1A	Introduction to General Psychology (3)
RECSE 50	Introduction to Recreation and Leisure Services (3)

1. +Introduction to Landscape Horticulture with Lab (Day) 3 units

2 hours lecture, 3 hours laboratory
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

1E. +Introduction to Landscape Horticulture (Evening) 3 units

3 hours lecture
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

2. +Plant Materials: Trees with Lab (Day) 3 units

2 hours lecture, 3 hours laboratory
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 the landscape (emphasis on Bay Area): 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

2E. +Plant Materials: Trees (Evening) 3 units

3 hours lecture
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 2.
Acceptable for credit: CSU, UC
Identification and culture of trees used in the landscape (emphasis on Bay Area): Climate, soil, and water preferences, garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab.
0109.00

3. +Plant Materials: Ground Covers and Vines with Lab (Day) 3 units

2 hours lecture, 3 hours laboratory
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 ground covers and vines used in the landscape: Vegetative, flower, and fruit characteristics; climates tolerated; 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

3E. +Plant Materials: Ground Covers and Vines (Evening) 3 units

3 hours lecture
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 ground covers and vines used in the landscape: Vegetative, flower, and fruit characteristics; climates tolerated; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

4. +Plant Materials: Shrubs with Lab (Day) 3 units

2 hours lecture, 3 hours laboratory
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

4E. +Plant Materials: Shrubs (Evening) 3 units

3 hours lecture
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

5. +Plant Materials: Native Plants with Lab (Day) 3 units

2 hours lecture, 3 hours laboratory
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 5E.
Acceptable for credit: CSU, UC
Identification and culture of native 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

5E. +Plant Materials: Native Plants (Evening) 3 units

3 hours lecture
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 5.
Acceptable for credit: CSU, UC
Identification and culture of 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

6. +Plant Materials: Herbaceous Plants with Lab (Day) 3 units

2 hours lecture, 3 hours laboratory
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 6E.
Acceptable for credit: CSU, UC
Identification and culture of annuals, biennials and herbaceous plants: Design and maintenance of flower borders and beds for seasonal color in the landscape. The lab includes planting, garden renovation, classroom demonstrations, and field trips to prominent Bay Area landscapes. 0109.00

6E. +Plant Materials: Herbaceous Plants (Evening) 3 units

3 hours lecture
Recommended preparation: Lanht 1 or 1E, and 23
Not open for credit to students who have completed or are currently enrolled in Lanht 6.
Acceptable for credit: CSU, UC
Identification and culture of annuals, biennials and herbaceous plants: Design and maintenance of flower borders and beds for seasonal color in the landscape. Slide presentations substituted for lab. 0109.00

8. +Turf Management with Lab (Day) 4 units

3 hours lecture, 3 hours laboratory
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. 0109.00

8E. +Turf Management (Evening) 4 units

4 hours lecture
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. 0109.00

10. +Insect Pests 3 units

2.5 hours lecture, 1.5 hours laboratory
Recommended preparation: Lanht 1 or 1E
Acceptable for credit: CSU
Identification and management of local arthropod pests and beneficial populations peculiar to ornamental plants: Emphasis on non-chemical methods of control; integration of methods used, and development of approaches best suited to controlling pests. 0109.00

11. +Plant Diseases and Their Control 3 units

3 hours lecture
Recommended preparation: Lanht 1 or 1E
Acceptable for credit: CSU
Identification and control of diseases of landscape plants. 0109.00

12. +Weeds in the Urban Landscape 3 units

3 hours lecture
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

13. +Arboriculture with Lab (Day) 4 units

3 hours lecture, 3 hours laboratory
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

13E. +Arboriculture (Evening) 4 units

4 hours lecture
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

14. +Landscape Construction with Lab (Day) 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: Lanht 1 or 1E
Not open for credit to students who have completed or are currently enrolled in Lanht 14E.
Acceptable for credit: CSU
Principles and practices of landscape construction: Construction of fences, gates, decks, patios, walkways, retaining walls; construction tools, equipment, and hardware; concrete and masonry work; laws and regulations. The lab includes construction of the above-mentioned structures. 0109.00

14E. +Landscape Construction (Evening) 4 units

4 hours lecture
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. 0109.00

16. +Soil Management 3 units

2.5 hours lecture, 1.5 hours laboratory
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 soils and for acid, alkali, and serpentine soils; and the cycling of nutrients in nature and composting. 0109.00

17. +Irrigation with Lab (Day) 4 units

3 hours lecture, 3 hours laboratory
Recommended preparation: Lanht 1 or 1E
Not open for credit to students who have completed or are currently enrolled in Lanht 17E.
Acceptable for credit: CSU
Principles and practices of irrigation design and installation: Irrigation system components, layout, hydraulics, automatic controllers, solid-state controllers, drip irrigation and pumps. The lab includes the installation of irrigation systems. 0109.00

17E. +Irrigation (Evening) 4 units

4 hours lecture
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 controllers, solid-state controllers, drip irrigation and pumps. Slide presentations, tool demonstrations and site analysis substituted for lab. 0109.00

18A-B. +Landscape Design 3-3 units

3 hours lecture
Recommended preparation for Lanht 18A: Lanht 1 or 1E, and 23; and 2/2E or 3/3E or 4/4E or 5/5E or 6/6E or 8/8E
Prerequisite for Lanht 18B: Lanht 18A
Acceptable for credit: CSU, UC
18A: Introduction to the principles of landscape design: Design process, site analysis, aesthetics, ethical and legal considerations.
18B: Graphic communication: Aesthetics and design execution of residential gardens, pocket parks, and urban courtyards, including visual ordering principles, and communication and representations. 0109.00

19. +Plant Nutrition 3 units

2.5 hours lecture, 1.5 hours laboratory
Prerequisite: 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

20. +Interior Horticulture 3 units

3 hours lecture
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

21. +Horticultural Equipment Operation, Maintenance, and Repair 2 units

2 hours lecture, 1 hour laboratory
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

22A-B. +Landscape Design Laboratory .5-1 unit each level

2-3 hours laboratory
Prerequisite for Lanht 22B: Lanht 18B and 22A
Acceptable for credit: CSU
22A: Practical experience designing and drawing landscape plans: Site analysis, preliminary landscape plans, and basic graphic and drafting technique.
22B: Design and production of planting plans: Detail plans, and theory and practice of graphic presentation. 0109.00

23. +Plant Terminology 2.5 units
2.5 hours lecture
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

24. +Plant Propagation 3 units
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: Lanht 1 or 1E, and 23
Acceptable for credit: CSU
Survey of plant propagation: Seeds, transplants, cuttings, layering, division, and micro-propagation; and theory and practical experience producing plants from their beginnings to marketing. 0109.00

25. +Nursery Management 3 units
3 hours lecture
Prerequisite: 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. 0109.00

26. +Pruning .5 unit
.5 hour lecture, .5 hour laboratory
Acceptable for credit: CSU
Basic pruning techniques: Emphasis on pruning landscape plants; and increasing awareness and appreciation of good pruning of landscape trees, shrubs, conifers, roses, fruit and nut trees, and berries and grapes. 0109.00

27A-D. +Botanical Drawing
Offered as Art 65A-D.

28. +Permaculture Fundamentals 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Strategies and techniques for basic permaculture design including observation of natural patterns and applications to design for human communities: Water in the landscape, water conservation, flood and erosion control, soil evolution, soil fertility with on-site materials, siting buildings, designing for long-term use and recognizing patterns of use, gardening in urban situations and protecting sites from wind and fire damage; making small structures from low-cost materials, reducing waste and developing super efficient systems; brief review of permaculture's short history and its commonalities with the practices of traditional cultures. 0109.00

29. +Planting Design 4 units
3 hours lecture, 3 hours laboratory
Prerequisite or corequisite: Lanht 18A and 22A, and 3 or 3E, and 2 or 2E or 4 or 4E
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. 0109.00

30. +Practical Applications of Landscape Design 3 units
2.5 hours lecture, 1.5 hours laboratory
Recommended preparation: Lanht 22B
Acceptable for credit: CSU
Intermediate-level course in site planning and planting design for landscape design students: Expansion of technical skills and aesthetic abilities and the design of lab drawings through the analysis and solution of actual residential, public and commercial projects. 0109.00

31. +Site Operations for Landscape Designers and Builders 4 units
3 hours lecture, 3 hours laboratory
Acceptable for credit: CSU
Site operations and procedures common to both landscape designers and builders: Site analysis techniques, layout and staking procedures, measuring techniques, operating a transit level, cost estimating, and other tasks required to adapt a design to a site. 0109.00

32. +Designing with Native Plants 3 units
3 hours lecture
Prerequisite: Lanht 5 or 5E
Prerequisite or corequisite: Lanht 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. 0109.00

33A-B. +Design Evaluation of Bay Area Landscapes 3 units each level
2 hours lecture, 3 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated one time.
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. 0109.00

34. +Computer-Assisted Landscape Design 2 units

1 hour lecture, 3 hours laboratory
Prerequisite or corequisite: Lanht 18A and 22A
Acceptable for credit: CSU
Principles and techniques of 2D computer-assisted landscape design: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs. 0109.00

35. +Advanced Landscape Design 5 units

4 hours lecture, 3 hours laboratory
Prerequisite: Lanht 22B
Acceptable for credit: CSU
Principles and practices of advanced landscape design: Site analysis, designing small public and private spaces, aesthetics, topography, and detailing of structures; builds on the principles and techniques covered in Landscape Design (Lanht 18A-18B) and Landscape Design Laboratory (Lanht 22A-22B). 0109.00

43. +Introduction to Recreational and Sports Turf Management 1 unit

1 hour lecture
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. 0109.00

44. +Recreational and Sports Turf Management 3 units

2.5 hours lecture, 1.5 hours laboratory
Prerequisite: Lanht 8 or 8E, and 43 or (48OF)
Acceptable for credit: CSU
Advanced study of turf management techniques and specialized equipment for golf courses, sports fields, and parks: Annual budget development and preparation of agronomic schedules and personnel management strategies and administrative issues. 0109.00

48NA-TZ. +Selected Topics in Landscape Horticulture .5-9 units

See section on Selected Topics. 0109.00

49. +Independent Study in Landscape Horticulture .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 0109.00

50. +Plant Taxonomy 3 units

3 hours lecture
Acceptable for credit: CSU
Techniques taught to recognize and properly explain the variation of plants and to systematically organize this information: Involves the processes of cataloging, identifying, and classifying species used in horticulture, exotic and native. 0109.00

50L. +Plant Taxonomy Lab 1 unit

3 hours laboratory
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

51A-D. +Natural Landscape Interpretation .5 unit each module/level

32 term hours laboratory each module/level
Open-entry/open-exit course: Four-day field studies trip to each different locale.
Acceptable for credit: CSU
Course study under this section may be repeated three times.
Dominant and typical plant constituents of each vegetation unit in California focusing on those species currently used in the nursery industry: Merging of habitat, soil and climatic factors with plant species to establish appropriate natural and horticultural context.
51A: Maritime Provinces: Outer coastal ranges, low elevation.
51B: Steppe Provinces: Inner coastal ranges, low-intermediate elevations, foothills.
51C: Continental Provinces: Warm interior, lower latitude and altitude.
51D: Continental Provinces: Cold interior, high latitude and altitude. 0109.00

52A-C. +Advanced Plant Propagation 2 units each level

2 hours lecture, 1 hour laboratory
Prerequisite: Lanht 24
Acceptable for credit: CSU
Course study under this section may be repeated two times.
In-depth study of concepts in plant propagation: Seeds, cuttings, layering, and grafting; highlighted by field trips and guest speakers. 0109.00

53A-D. +Alpines Lab 2 units each level

6 hours laboratory

Acceptable for credit: CSU

Course study under this section may be repeated three times.

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. 0109.00

70. +Introduction to Horticultural Therapy 3 units

3 hours lecture

Exploration of the field of horticultural therapy and its use in the treatment, rehabilitation and/or training of individuals with special needs: Physical and mental benefits of gardening; programs and settings designed for specific populations, such as seniors, hospitalized patients, and special needs students; and application in nursing homes, hospitals, schools, community gardens, healing gardens and wellness communities; includes field trips. 0109.00

71. +Horticultural Crafts 1 unit

1 hour lecture

Use of flowers, foliage and herbs by horticultural therapists to create specialized craft projects for special populations: Creation of crafts and adaptive craft activities to meet the special needs and capabilities of seniors, hospitalized patients, children, disabled, developmentally disabled and others. 0109.00

72. +Adaptive Horticulture 2 units

1 hour lecture, 3 hours laboratory

Clinical experience working with special populations in horticultural therapy settings: Planning, implementing, and evaluating horticultural therapy sessions; use of modified tools, enabling gardens and healing gardens. 0109.00

73. +Horticulture for Special Populations 3 units

3 hours lecture

Design of horticultural therapy programs for a wide range of settings and populations: Focus is on adaptive services provided to special populations, accessible gardening and grant writing. 0109.00

74. +Therapeutic Landscape Design 2 units

2 hours lecture

Introduction to therapeutic landscape design: Enabling and healing gardening in a wide range of medical and senior-care facilities (hospitals, hospices, nursing homes and senior centers); garden placement and adaptive tools for the physically disabled. 0109.00

75. +Occupational Work Experience in Horticultural Therapy 1-4 units

0-15 hours lecture

Prerequisite or corequisite: Lanht 70 or (48NL)

Course study under this section may be repeated three times.

Occupational work experience in horticultural therapy under supervision in community settings: Therapeutic work with clients in various settings, determination of specific needs of the special client population and planning appropriate horticultural activities, use of adaptive tools, and professional behavior and ethics in the field. 0109.00

201. +Landscape Maintenance Practices 3 units

3 hours lecture

Day-to-day aspects of maintenance gardening such as: Organizational skills, advertising, tool selection, generating business, estimating strategies, setting rates, client relations, efficiency strategies, and good maintenance habits. 0109.00

202A-D. +Soil Management Lab .5 unit each level

1.5 hours laboratory

Course study under this section may be repeated three times.

Laboratory experiments based on the principles and techniques of soil management: Soil analysis, soil reports, and field tests; plant and soil relationships explored through experiments which range from simple texture texts to complex water/soil tests. 0109.00

203. +Greenhouse Operations and Management 3 units

3 hours lecture

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. 0109.00

204. +Floriculture and Crop Production 2 units
2 hours lecture, 1 hour laboratory
Principles and practical applications of commercial plant and flower production in the greenhouse industry: Emphasis on crop scheduling, greenhouse soils, watering, fertilizers, pest control and identification, post-harvest handling and marketing, as well as the greenhouse environment and how it pertains to the growing of plants for profit. 0109.00

205. +All About Roses 1 unit
1 hour lecture
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. 0109.00

206. +Landscape Maintenance Business Practices 3 units
3 hours lecture
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. 0109.00

220. +The Edible Landscape 2 units
2 hours lecture
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

248NA-TZ. +Selected Topics in Landscape Horticulture .5-9 units
See section on Selected Topics. 0109.00

348NA-TZ. +Selected Topics in Landscape Horticulture .5-9 units
Non-degree applicable.
See section on Selected Topics. 0109.00

501. ++Urban Community Garden: Construction/Maintenance (Non-Credit) 0 units
2-4 hours lecture, 1-2 hours laboratory
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

24. +Learning to Learn 3 units
3 hours lecture
Acceptable for credit: CSU
High-performance learning utilizing a stress-free method for accelerating the learning and thinking process: Information organization and management, creative and critical thinking skills, effective time management, high-achiever learning strategies, and memory training. 4930.00
CSU area E

48NA-TZ. +Selected Topics in Learning Resources .5-5 units
See section on Selected Topics. 4930.00

52. +Introduction to American Culture and Colleges 3 units
3 hours lecture
Acceptable for credit: CSU
Introduces foreign-born students to expectations of American collegiate life and the surrounding environment: Interferences resulting from contact with American culture and reduction of such, improvement of scholastic performance skills, opportunities for cross-cultural communication, and career exploration. 4930.10
CSU area E

57. +Career/Life Planning 3 units
3 hours lecture
Acceptable for credit: CSU
In-depth career and life planning: Self-exploration identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles. 4930.12
CSU area E

72. +Successful Student Skills and Behavior 2 units
2 hours lecture
Acceptable for credit: CSU
Examination of services, techniques, and attitudes which contribute to a successful collegiate experience: College resources, study skills, learning styles, effective communication skills, and psychological awareness. 4930.10

200. +Orientation to College .5 unit

0.5 hours lecture

Provides new students with information about college programs, policies and procedures, campus resources, and assessment. Students select from a variety of workshops scheduled throughout the semester. 4930.10

211A-B. +Computer Access 1.5 units each module

1 hour lecture, 1.5 hours laboratory each module
Open-entry/open-exit, modular course
Recommended for students with disabilities.
No prior computer experience necessary.
Formerly offered as Lrnre 271A-B.
Course study under this section may be repeated one time.

Word processing for individuals with visual, physical, or learning disabilities: Writing essays, business letters, resumes, and reports using adaptive programs as appropriate.
AA/AS area 4c 4930.30

213A-B. +Improving Cognitive Skills 1-3 units each level

2 hours lecture, 3 hours laboratory
Open-entry/open-exit
Recommended for students with acquired brain injuries and/or learning disabilities.
Formerly offered as Lrnre 270A-B.

Computer-assisted instruction designed for individuals with learning disabilities or acquired brain injuries utilizing material appropriate for all learners: How to improve learning skills by analyzing how learning takes place and investigating individual learning styles.
213A: Focuses on cognitive skills such as attention, memory, sequencing, and pattern identification; investigation of brain-based learning theory.
213B: Focuses on logical reasoning and strategies for critical thinking, problem solving and information management. Internet utilized in applying these skills with emphasis on application of new skills in school and job-based environments. 4930.30

248NA-TZ. +Selected Topics in Learning Resources .5-5 units

See section on Selected Topics. 4930.00

251A-D. +Peer Supportive Services 1 unit each level

1 hour lecture
Non-degree applicable
Course study under this section may be repeated three times.

Designed to acquaint the peer advisor with the rudiments of counseling information and techniques. 2107.00

257A. +Career/Life Planning 1 unit

1 hour lecture
Non-degree applicable

Exploration of one's needs and values to make an objective career choice: Identification/analysis of personal and work goals and marketable skills as they relate to different working environments. 4930.12

257B. +Career/Life Planning 1 unit

1 hour lecture
Non-degree applicable

Practice in networking and informational interviewing, research on local employment opportunities, and identification of community contacts/resources in the job search. 4930.12

257C. +Career/Life Planning 1 unit

1 hour lecture
Non-degree applicable

Development of effective resumes and cover letters, completion of typical job applications, and preparation for successful job interviews. 4930.12

272A-B. +Computer Access Projects .5-2 units each level

2-6 hours laboratory
Recommended for students with disabilities.
Students who have completed Computer Access, and who need to use adaptive computer equipment, can enroll in Computer Access Projects to prepare papers for mainstream classes.
Non-degree applicable
Course study under this section may be repeated one time.

Designed for students who require access to specialized adaptive computer technologies in order to complete assignments for other classes in which they are enrolled, including Computer Access: Improvement of basic writing/editing skills through computer-aided instruction. 4930.30

275. ++Basic Skills: Computer-Assisted Instruction .5-3 units

1.5-9 hours laboratory
Recommended for students with learning disabilities.
Non-degree applicable

Computer-based instruction in the following skill areas: Reading (comprehension, vocabulary, word knowledge); language (grammar, spelling, punctuation); mathematics (computation, concepts, word problems); and writing (mechanics, word usage, sentences, paragraphs). Uses the "Skills Bank" computer program or the equivalent. 4930.30

280A-C. ++Study Skills .5-3 units each level
0-3 hours lecture, 0-9 hours laboratory
Non-degree applicable
Course study under this section may be repeated two times.
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. 4930.00

282A-C. +Test-Taking Skills 1-3 units each level
1-3 hours lecture
Non-degree applicable
Course study under this section may be repeated two times.
Prepares students to pass employment tests and vocational placement exams: Review of math skills, language skills, logical/analytical thinking skills, speed drills, and general test-taking strategies. 4930.00

295A-C. +Diagnostic Learning 1 unit each module
1-3 hours lecture
Recommended for students with learning disabilities.
Non-degree applicable
Course study under this section may be repeated two times.
Individual assessment of learning strengths and weaknesses to determine eligibility for certification as a learning disabled adult; development of an Individualized Education Plan (IEP).
295A: Mandated tests (Woodcock-Johnson Psychoeducational Battery, Parts I and II, and/or Wechsler Adult Intelligence Scale, Revised, together with Wide Range Achievement Test) and samples of reading, writing/spelling, mathematics, and additional tests as required.
295B: Diagnostically-oriented work in targeted academic skills areas.
295C: Diagnostically-oriented work in use of adaptive strategies and use of appropriate support services and class accommodations. 4930.32

348NA-TZ. +Selected Topics in Learning Resources .5-5 units
Non-degree applicable
See section on Selected Topics 4930.00

501. ++Supervised Tutoring (Non-Credit) 0 units
1-15 hours laboratory
Course study under this section may be repeated as necessary. Students may enroll for assistance in more than one college course per semester.
Individualized tutoring designed to assist students in increasing their success in college courses. 4930.09

LIBRARY INFORMATION STUDIES

48NA-TZ. +Selected Topics in Library Information Studies .5-5 units
See section on Selected Topics. 1699.00

85. Introduction to Library Resources 2 units
2 hours lecture
Recommended preparation: Engl 1A
Acceptable for credit: CSU, UC
Exploration of the variety of resources available in libraries: Emphasis on forms of general and subject resource materials (encyclopedias, dictionaries, indexes, abstracting services, handbooks, bibliographies); and understanding of the online catalog and other online resources. 1699.00
CSU area E

248NA-TZ. +Selected Topics in Library Information Studies .5-5 units
See section on Selected Topics. 1699.00

348NA-TZ. +Selected Topics in Library Information Studies .5-5 units
Non-degree applicable
See section on Selected Topics. 1699.00

MATHEMATICS

The **AS degree in Mathematics** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:

Completion of at least 18 units in Mathematics courses selected from the following list:

Must choose one course from MATH 1 or 3A:

MATH 1	Pre-Calculus (4)	
MATH 3A	Calculus I (5)	4-5

Plus remaining units selected from the following list:

MATH 2	Precalculus with Analytic Geometry (5)
MATH 3B	Calculus II (5)
MATH 3C	Calculus III (5)
MATH 3D	Linear Algebra and Differential Equations (5)
MATH 13	Introduction to Statistics (4)

MATH 15	Mathematics for Liberal Arts Students (3)	
MATH 16A	Calculus for Business and Life/Social Sciences (3)	
MATH 16B	Calculus for Business and Life/Social Sciences (3)	
MATH 50	Trigonometry (3)	
MATH 201	Elementary Algebra (4)	
MATH 202	Geometry (3)	
MATH 203	Intermediate Algebra (4)	13-14
	Total required units:	18

1. Pre-Calculus — 4 units

4 hours lecture
Prerequisite: Math 203 or 211D or (204C)
Acceptable for credit: CSU, UC
[CAN Math 10]
Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

2. Precalculus with Analytic Geometry — 5 units

5 hours lecture
Prerequisite: Math 50 or 52C
Acceptable for credit: CSU, UC
[CAN Math 16]
Advanced algebra and analytic geometry: Linear, quadratic, polynomial, rational, exponential and logarithmic functions; 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

3A. Calculus I — 5 units

5 hours lecture
Prerequisite: Math 2; or Math 1, and 50 or 52C
Acceptable for credit: CSU, UC
[CAN Math 18]
[Math 3A+Math 3B: CAN Math Seq B]
[Math 3A+Math 3B+Math 3C: CAN Math Seq C]
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.
AA/AS area 4b; CSU area B4; IGETC area 2 1701.00

3B. Calculus II — 5 units

5 hours lecture
Prerequisite: Math 3A or (4B)
Acceptable for credit: CSU, UC
[CAN Math 20]
[Math 3A+Math 3B: CAN Math Seq B]
[Math 3A+Math 3B+Math 3C: CAN Math Seq C]
Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite series and power series. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

3C. Calculus III — 5 units

5 hours lecture
Prerequisite: Math 3B or (4C)
Acceptable for credit: CSU, UC
[CAN Math 22]
[Math 3A+Math 3B+Math 3C: CAN Math Seq C]
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

3D. Linear Algebra and Differential Equations — 5 units

5 hours lecture
Prerequisite: Math 3B or (4C)
Acceptable for credit: CSU, UC
[CAN Math 24]
Ordinary differential equations, first and second order equations, homogeneous linear differential equations, nonhomogeneous linear differential equations, the Laplace transform method of solutions, infinite series solutions, and systems of linear differential equations. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

13. Introduction to Statistics — 4 units

4 hours lecture
Prerequisite: Math 203 or 211D or (204C)
Acceptable for credit: CSU, UC
[CAN Stat 2]
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 distribution. 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

15. Mathematics for Liberal Arts Students 3 units

3 hours lecture
Prerequisite: Math 203 or 211D or (204C)
Acceptable for credit: CSU, UC
[CAN Math 2]
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

16A. Calculus for Business and Life/Social Sciences 3 units

3 hours lecture
Prerequisite: Math 1 or 2
Acceptable for credit: CSU, UC
[CAN Math 30]
[Math 16A+Math 16B: CAN Math Seq D]
Introduction to analytic geometry, and differential and integral calculus of algebraic functions: Particular attention paid to simple applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

16B. Calculus For Business and Life/Social Sciences 3 units

3 hours lecture
Prerequisite: Math 16A or 3A or (4B)
Acceptable for credit: CSU, UC
[CAN Math 32]
[Math 16A+Math 16B: CAN Math Seq D]
Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration; particular attention to applications. 1701.00
AA/AS area 4b; CSU area B4; IGETC area 2

48NA-TZ. +Selected Topics in Mathematics .5-5 units

See section on Selected Topics. 1701.00

49. Independent Study in Mathematics .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 1701.00

50. Trigonometry 3 units

3 hours lecture
Prerequisite: Math 202, and 203 or 211D or (204C)
Acceptable for credit: CSU
[CAN Math 8]
Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, and solution of triangles and applications.
AA/AS area 4b; CSU area B4 1701.00

201. Elementary Algebra 4 units

5 hours lecture
Prerequisite: Math 250 or 251D or 225 or 253 or appropriate placement through multiple-measures assessment
Basic algebraic operations: Linear equations and inequalities, relations and functions, factoring quadratic polynomials, solving quadratic equations, fractions, radicals and exponents, word problems, and graphing and number systems. 1701.00
AA/AS area 4b

202. Geometry 3 units

3 hours lecture
Prerequisite: Math 201 or 210D or (204B) or appropriate placement through multiple-measures assessment
Introduction to plane geometry: Emphasis on 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

203. Intermediate Algebra 4 units

5 hours lecture
Prerequisite: Math 201 or 210D or (204B) or appropriate placement through multiple-measures assessment
Recommended preparation: Math 202
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
AA/AS area 4b

248NA-TZ. +Selected Topics in Mathematics .5-5 units

See section on Selected Topics. 1701.00

250. Arithmetic 3 units

3 hours lecture
Not open for credit to students who have completed or are concurrently enrolled in Math 251A-D.
Non-degree applicable
Refresher course in fundamental processes: Whole numbers, fractions, decimals and percents; metric system incorporated throughout arithmetic material. 4930.41

251A-D. +Arithmetic [Self-Paced] 1 unit each module

4 hours lecture
Prerequisite for Math 251B: Math 251A or appropriate placement through multiple-measures assessment
Prerequisite for Math 251C: Math 251B or appropriate placement through multiple-measures assessment
Prerequisite for Math 251D: Math 251C or appropriate placement through multiple-measures assessment
Not open for credit to students who have completed or are currently enrolled in Math 250.
Open-entry/open-exit, modular course
Non-degree applicable
Course study under this section may be repeated three times.
251A: Arithmetic of whole numbers and fractions.
251B: Arithmetic of decimals and percents.
251C: Ratio, proportion, arithmetic of measures, including the English and Metric Systems.
251D: Application to consumer-oriented problems and introduction to the solution of equations and formulas. 4930.41

253. Pre-Algebra 3 units

3 hours lecture
Recommended preparation: Math 250 or 251D or appropriate placement through multiple-measures assessment
Non-degree applicable
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

348NA-TZ. +Selected Topics in Mathematics .5-5 units

Non-degree applicable
See section on Selected Topics. 4930.40

MEXICAN AND LATIN-AMERICAN STUDIES

6. +Racism in America: Latin-American Perspective 3-4 units

3-4 hours lecture
Also offered as Afram 19. Not open for credit to students who have completed or are currently enrolled in African-American Studies 19.
Acceptable for credit: CSU, UC
Explores psychological, sociological, and economic implications and etiology of racism. 2202.14
AA/AS area 2, 5; CSU area D; IGETC area 4

12. +United States Relations with Mexico and Latin America 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Analysis of United States involvement with Mexico and Latin America from colonial times to the present as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2202.14
AA/AS area 2, 5; CSU area D; IGETC area 4

19. +History of the Mexican-American 3 units

3 hours lecture
Not open for credit to students who have completed or are currently enrolled in History 17.
Acceptable for credit: CSU, UC
People of Mexican descent from colonial times to the present: Contemporary status and problems of Mexican-Americans in the United States. 2202.14
AA/AS area 2, 5; CSU area D; IGETC area 4

23. +Introduction to Psychology of the Mexican-American 3 units

3 hours lecture
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. 2202.14
AA/AS area 2, 5; CSU area D; IGETC area 4

28. +Survey of Third World through Films 3 units

3 hours lecture
Also offered as Afram 28. Not open for credit to students who have completed or are currently enrolled in African-American Studies 28.
Acceptable for credit: CSU, UC
Emphasizes themes that are related to the Mexican/Latin-American experiences from Latin-Americans in the U.S. and Latin-Americans in the Caribbean to the Americas; films viewed as to their content, artistic quality, and relevance for Mexican/Latin-Americans in the modern world. 2202.14
AA/AS area 2, 3, 5; CSU area D

30A. +Survey of Latin-American Films 3 units

3 hours lecture
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.
AA/AS area 2, 3, 5 2202.14

30B. +Survey of Latin-American Films 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences, and especially those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2202.14
AA/AS area 2, 3

48NA-TZ. +Selected Topics in Mexican/Latin-American Studies .5-5 units

See section on Selected Topics. 2202.14

49. +Independent Study in Mexican/Latin-American Studies .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 2202.14

248NA-TZ. +Selected Topics in Mexican/Latin-American Studies .5-5 units

See section on Selected Topics. 2202.14

MUSIC

1A. +Musicianship 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Study of music theory: Clefs, key signatures, scales, intervals (diatonic and chromatic) and chord structures (triads and dominant sevenths), and rhythm. 1004.00
AA/AS area 3; CSU area C1

9. +Introduction to World Music 3 units

3 hours lecture
Acceptable for credit: CSU, UC (pending)
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

10. +Music Appreciation 3 units

3 hours lecture
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 3

11. +American Vernacular Music 3 units

3 hours lecture
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 3

12A. +Introduction to Music Literature: Birth of Christ to 1827 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Chronological survey of various phases of stylistic growth in Western music: Early Christian beginnings to Beethoven.
AA/AS area 3; CSU area C1; IGETC area 3 1004.00

12B. +Introduction to Music Literature: Romantic Period to Present 3 units
3 hours lecture
Music 12A is not prerequisite to Music 12B
Acceptable for credit: CSU, UC
Musical contributions of the 19th and 20th centuries.
AA/AS area 3; CSU area C1; IGETC area 3 1004.00

13A. +Introduction to Opera 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Survey of Italian, American, and Russian opera: Designed to provide general knowledge of opera by study of selected operatic masterworks through classroom listening, films, lectures, and opera attendance. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3

13B. +Introduction to Opera 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Survey of French, English, and German opera: Designed to provide general knowledge of opera by study of selected operatic masterworks through classroom listening, films, lectures, and opera attendance. 1004.00
AA/AS area 3; CSU area C1; IGETC area 3

26A-D. +Choral Ensemble 1 unit each level
1 hour lecture, 2 hours laboratory
Acceptable for credit: CSU, UC (pending)
Prerequisite: Ability to sing acceptably determined by instructor through audition; must be a member of a musical activity group.
Course study under this section may be repeated three times.
Small singing group for study and performance of unaccompanied song literature and the madrigal style of composition. Participation in public performances expected. 1004.10

38A-D. +Elementary Piano 1 unit each level
1 hour lecture, 2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Basic piano techniques and theory: Scales, arpeggios, and chord structures. 1004.00

40A-D. +Intermediate Piano 1 unit each level
1 hour lecture, 2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Development of fundamental techniques: Repertoire of selected pieces from the masters; some sightreading, ensemble playing, and accompanying playing; and application of theory to problems. 1004.00

46A-D. +Voice 1 unit each level
1 hour lecture, 2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Study of correct breathing, tone production, vocal technique, diction, stage deportment, and song repertoire. Solo performance from memory is required. 1004.00

48NA-TZ. +Selected Topics in Music .5-5 units
See section on Selected Topics. 1004.00

49. +Independent Study in Music .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1004.00

248NA-TZ. +Selected Topics in Music .5-5 units
See section on Selected Topics. 1004.00

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:

Completion of at least 18 units in courses from the Natural Sciences (Area One of the General Education Course List):

Choose 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)	3-5

Plus remaining units selected from the following list:

ANTHR 1	Introduction to Physical Anthropology (3)
ASTR 1	Introduction to Astronomy (3)
ASTR 10	Descriptive Astronomy (3)
BIOL 1A-B	General Biology (5-5)
BIOL 2	Human Anatomy (5)
BIOL 3	Microbiology (5)
BIOL 4	Human Physiology (5)
BIOL 5	Plant Biology (4)
BIOL 9	Marine Biology (3)
BIOL 10	Introduction to Biology (4)
BIOL 13	Principles of Ecology (3)
BIOL 15	Environmental Biology (3)
BIOL 20A-B	Human Anatomy and Physiology (5-5)
BIOL 24	Basic Human Anatomy and Physiology (4)
BIOL 25	Human Biology (3)
BIOL 29	Biology of the Living World (4)

BIOL 36	Human Genetics (4)	
CHEM 1A-B	General Chemistry (5-5)	
CHEM 12A-B	Organic Chemistry (5-5)	
CHEM 30A	Introductory Inorganic Chemistry (4)	
CHEM 30B	Introductory Organic and Biochemistry (4)	
GEOG 1	Physical Geography (3)	
GEOL 1	Introduction to Physical Geology (4)	
GEOL 12	Environmental Geology (3)	
LANHT 1	Introduction to Landscape Horticulture with Lab (Day) (3)	
NUTR 10	Nutrition (4)*	
NUTR 12	Medical Nutrition (3)^*	
PHYS 2A-B	General Physics (5-5)	
PHYS 4A-B-C	General Physics with Calculus (5-5-5)	
PHYS 10	Introduction to Physics (4)	
PSYCH 12	Human Sexuality (3)**	13-15
	Total required units:	18

*Nutr 10 (formerly Facs 10) is the same as Biol 31 at Alameda and Biol 28 at Laney; maximum credit: one course.

^*Formerly Facs 12.

**Psych 12 is the same as Biol 27 and Psych 12 at Laney and Vista and Hlted 27 at Vista; maximum credit: one course.

NURSE AIDE

A **Certificate of Achievement in Certified Nurse Assistant/ Home Health Aide** will be awarded for satisfactory completion of NURAD 201.

201. Certified Nurse Assistant/Home Health Aide [CNA/HHA] 12 units

9 hours lecture, 9 hours laboratory
Prerequisite: Health clearances: Physical examination, and negative TB skin test or negative chest X-ray test results
Recommended preparation: Engl 201A or appropriate placement through multiple-measures assessment
Basic principles, knowledge, and skills underlying patient care: Emphasis on geriatric nursing and state-required topics to qualify for the California Home Health Aid Certificate.
1203.30

248NA-TZ. Selected Topics in Nurse Assistant .5-9 units

See section on Selected Topics. 1203.30

NURSING

The Associate Degree Nursing (ADN) program is accredited 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 located in Alameda County.

The **AS degree in Nursing** will be awarded upon satisfactory completion of the Group A Prerequisite requirements, the Group B General Education/Graduation requirements, and the Group C Major course requirements.

Applications are accepted each year from October 1 – March 1 for the class admitted the following Fall semester. All applications with supporting data (all transcripts, etc.) must be received no later than March 1. Applications may be hand delivered or mailed to the Merritt College Associate Degree Nursing Program. Nonresident foreign students must first be cleared for admission through the International Student Advisor's Office. It is required that all students interested in the Nursing program see a counselor for guidance in preparation for the program and evaluation of prerequisites prior to applying.

NO MATERIALS WILL BE ACCEPTED AFTER THE APPLICATION DEADLINE DATES. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Eligibility/Admission Requirements:

1. The student must be a graduate of an accredited high school or have passed the GED test or equivalent.
2. **All prerequisite courses in Group A must be completed before applying for admission into the program**.
   - Each Group A course must be completed with a grade of "C" or better (letter grade only) with an overall grade-point average (GPA) of 2.5 or better ("C-" is not acceptable).
   - Anatomy, Physiology, and Microbiology courses must have been taken within the last seven years.
3. A recent (within 6 months) physical examination certifying good physical health must be satisfactorily completed, at the student's own expense, and results submitted two weeks prior to the start of the Fall semester.
4. CPR (Basic Life Support) certification must be current within one year at the time of application and must remain current throughout the length of the program.
5. The student must have proof of negative results of annual Tuberculosis (TB) screening.
6. Upon enrollment to the college, students should obtain an Initial Evaluation Request Form from the college's Ad-

missions and Records Office for courses completed at other colleges or universities. Foreign transcripts must be sent to World Education Services for evaluation and Berlitz Translation Services for translation. Forms may be obtained from the Counseling Office.

7. Nonresident foreign students must see the International Student Advisor before applying.
8. Two sets of official transcripts from all colleges outside of the Peralta District must be on file: One set to the District Admission and Records Office, and one set to the Allied Health Department (D102) at Merritt. Coursework taken at a Peralta College is available already; therefore, it is not necessary to send transcripts for coursework completed in the Peralta District.

Group A – Prerequisite Requirements:

BIOL 20A	Human Anatomy and Physiology (5)	
	or	
BIOL 2	Human Anatomy (5)	5
BIOL 20B	Human Anatomy and Physiology (5)	
	or	
BIOL 4	Human Physiology (5)	5
BIOL 3	Microbiology	5
MATH 201	Elementary Algebra	4
	Total required prerequisite units:	19

Group B – General Education/Graduation Requirements:*

Although Group B courses meet General Education/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**. They must be completed with an overall GPA of 2.0 ("C"). Some of these courses may have prerequisites.

ENGL 1A	Composition and Reading**	4
ENGL 1B	Composition and Reading (4)**	
	or	
ENGL 5	Critical Thinking in Reading and Writing (3)**	3-4
PSYCH 1A	Introduction to General Psychology	3
SOC 1	Introduction to Sociology (3)	
	or	
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	3
SPCH 20	Interpersonal Communication Skills	3
Plus:	Computer Literacy requirement (1)*^	1
And:	Ethnic Studies requirement (3)*^	3
	Total required GE/graduation units^*	20-21

*The courses listed meet course-content graduation requirements specified by the Merritt Nursing Department to meet California Board of Registered Nursing standards.

**These courses must be completed with a grade of "C" or better.

*^See General Education Course List, Areas 4c and 5.

^*The minimum GE-unit requirement for the Associate degree is 19 units; some of these requirements can be met by the Group A prerequisite courses.

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 in lecture and satisfactory clinical performance in each section of a course ("C-" is not acceptable):

NURS 1	Beginning Principles of Health Care	9
NURS 3A	Maternity Nursing	4
NURS 3B	Pediatric Nursing	4
NURS 4A	Intermediate Medical-Surgical Nursing	4
NURS 4B	Psychiatric Nursing	4
NURS 5	Advanced Medical-Surgical Nursing: Disruption in Homeostasis	9
NURS 10	Leadership and Management	1
NURS 11	Ethics and Law	1
NURS 12	Calculation of Drug Dosages for Health Professionals	1
NURS 13	Pharmacology in Nursing	3
	Total required major units:	40
	Total required program units:	79-80

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.

1. Beginning Principles of Health Care 9 units

4 hours lecture, 12 hours hospital/laboratory, 3 hours skills laboratory

Prerequisite: Biol 2 or 20A, and Biol 3, and Biol 4 or 20B, and Math 201 or 210D or (204B), and CPR (BLS) certification or Hlted 11, and health clearances: physical examination and negative TB test results

Corequisite: Nurs 12

Acceptable for credit: CSU

Introduction to the profession of nursing in historical, contemporary, and factual perspectives: Nursing fundamentals and the changing philosophy of health care, current concepts of health and illness underlying present practices, emerging trends in nursing with an emphasis on homeostasis as it relates to the promotion and conservation of the individual, family, and community health; nursing process and the use of nursing diagnoses. Clinical experience focuses on fundamental and beginning nursing skills in caring for selected medical-surgical patients experiencing a disruption in homeostasis. 1203.00

3A. Maternity Nursing 4 units

2 hours lecture, 6 hours laboratory
Prerequisite: Nurs 1
Prerequisite or corequisite: Nurs 13
Acceptable for credit: CSU
Theory and guided practice in working with other nursing and health-team members in providing comprehensive care of the child-bearing family in maternity 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. 1203.00

3B. Pediatric Nursing 4 units

2 hours lecture, 6 hours laboratory
Prerequisite: Nurs 1
Prerequisite or corequisite: Nurs 13
Acceptable for credit: CSU
Theory and guided practice in working with other nursing and health-team members in providing comprehensive care of infants and children in pediatric hospital settings. Clinical experience focuses on assuming responsibility for planning, implementing and evaluating nursing care of patients using homeostasis as a base, and the nursing process as a tool for intervention. 1203.00

4A. Intermediate Medical-Surgical Nursing 4 units

2 hours lecture, 6 hours laboratory
Prerequisite: Nurs 1
Prerequisite or corequisite: Nurs 13
Acceptable for credit: CSU
Theory and guided practice in working with nursing and health-team members in providing comprehensive care of adults in medical, surgical and geriatric clinical settings. Clinical experience focuses on assuming responsibility for planning, implementing and evaluating care of patients with increasingly complex levels of physical, social and emotional disruption and adaptation of homeostasis. 1203.00

4B. Psychiatric Nursing 4 units

2 hours lecture, 6 hours laboratory
Prerequisite: Nurs 1
Prerequisite or corequisite: Nurs 13
Acceptable for credit: CSU
Theory and guided practice in working with nursing and health-team members in providing comprehensive care of adults in psychiatric clinical settings. Clinical experience focuses on assuming responsibility for planning, implementing and evaluating care of patients with increasingly complex levels of physical, social and emotional disruption and adaptation of homeostasis. 1203.00

5. Advanced Medical-Surgical Nursing: Disruption in Homeostasis 9 units

4 hours lecture, 15 hours laboratory
Prerequisite: Nurs 3 and 4
Acceptable for credit: CSU
An 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. 1203.00

10. Leadership and Management 1 unit

1 hour lecture
Corequisite: Nurs 5
Acceptable for credit: CSU
Examination of various leadership and management styles, healthcare politics, and healthcare delivery systems; and examination of student nurse's own leadership style and evaluation of its effectiveness. 1203.00

11. Ethics and Law 1 unit

1 hour lecture
Acceptable for credit: CSU
Values and rights of patients and health professionals: Ethical and legal problems encountered by nurses, legal issues confronting practicing nurses, and legal boundaries of nurse conduct. 1203.00

12. Calculation of Drug Dosages for Health Professionals 1 unit

1 hour lecture
Prerequisite: Math 201 or 210D or (204B)
Also offered as Hltoc 12. Not open for credit to students who have completed or are currently enrolled in Hltoc 12.
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. 1203.00

13. Pharmacology in Nursing 3 units

3 hours lecture
Prerequisite: Nurs 1
Acceptable for credit: CSU
Description and study of general and specific classes of drugs: Mechanisms of their actions, interactions, symptoms of toxicity, and common drugs in each group; and state and federal drug legislation. 1203.00

14. Nutrition and Diet Therapy in Nursing 2 units

2 hours lecture
Prerequisite: Nurs 1
Acceptable for credit: CSU
Basic principles of human nutrition and fundamentals of diet therapy: Nutrients, their function and food sources, and problems of excess and deficiency; dietary guidelines for health promotion and disease prevention; screening for nutritional risk, assessment of dietary needs, care planning, modified needs of the life cycle, and dietary modifications for common and uncommon health conditions. 1203.00

15A. ++LVN-ADN Exam .5 unit

8 term hours lecture
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: Includes a discussion of the Associate degree Nursing curriculum, and administration of the Merritt College Nursing program's Exam for LVNs. 1203.00

15B. Pre-Nursing Articulation for LVNs 4.5 units

4.5 hours lecture
A bridge course for LVNs (Licensed Vocational Nurse) receiving advanced placement in the Associate Degree Nursing program which provides the course content necessary for the transition of the LVN into the role of the Nursing student. 1203.00

48NA-TZ. +Selected Topics in Nursing .5-9 units

See section on Selected Topics. 1203.00

49. +Independent Study in Nursing .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 1203.00

248NA-TZ. +Selected Topics in Nursing .5-9 units

See section on Selected Topics. 1203.00

260A-D. ++Nursing Skills Lab .5-2 units

Module I: .5 unit; Module II: 1 unit; Module III: 1.5 units; Module IV: 2 units
1.5-6 hours laboratory (varies per module)
Open-entry/open-exit, modular course
Corequisite: Nurs 1 or 3A or 3B or 4A or 4B or 5
Course study under this section may be repeated three times.
Non-degree applicable
Nursing skills lab for AD Nursing students to improve skills in a controlled environment: Forum to practice skills in a self-paced atmosphere. 1203.00

270. ++Survey of Nursing Programs and Professions .5 unit

.5 hours lecture (or 9 term hours lecture)
Non-degree applicable
Introduction to nursing roles and professions in the healthcare fields: Discussion of levels of healthcare delivery responsibilities, issues and compensation. 1203.00

275. ++Associate Degree Nursing Orientation .5 unit

.5 hour lecture
Non-degree applicable
Overview of the nursing program: Requirements of the program, time commitment, scheduling of pre-clinical hours and clinical hours. 1203.00

348NA-TZ. +Selected Topics in Nursing .5-9 units

Non-degree applicable
See section on Selected Topics. 1203.00

NUTRITION AND DIETETICS

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 three majors in the Nutrition and Dietetics Department: Dietary Assistant, Dietary Manager, and Dietetic Technology. To qualify for the **Certificate of Achievement in Dietary Assistant**, students must satisfactorily complete the Certificate requirements specified for that major. 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 Group A Certificate requirements for Dietary Manager, the Group B Major course requirements, and the Group C General Education/Graduation requirements. The Nutrition and Dietetics program is dedicated to fostering a learning environment which will provide the healthcare community with culturally-diverse dietetic practitioners who have excellent training, ethics and professionalism; support the lifelong academic and professional success of every student, regardless of race, national origin or economic status; and contribute to institutional success by achieving increased recruitment into the program, successful completion of training by the student, and the successful employment of the student.

DIETARY ASSISTANT

The **Dietary Assistant Certificate of Achievement** is designed for those who show an interest in nutrition and dietetics, but who have no prior experience. Further training will qualify the student for the Dietary Manager or the Dietetic Technology certificates.

Certificate of Achievement Requirements:

NUTR 10	Nutrition	4
NUTR 200A-B	Introduction to Institutional Food Service (1-2)	2
NUTR 246	Occupational Work Experience in Nutrition and Dietetics (1-4)	1
	Total required units:	7

DIETARY MANAGER

The **Dietary Manager** program is designed for those with food-service and cooking experience who seek advancement into management positions, especially in the healthcare field. Completion of this program qualifies one for employment in a long-term healthcare facility as a Dietetic Service Supervisor (DSS designation, State of California Department of Public Health). It also qualifies the graduate to apply for certification with the national Dietary Managers Association as a Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP). A **Certificate of Achievement in Dietary Manager (Dietetic Service Supervisor)** will be awarded upon satisfactory completion of the Major course requirements.

Certificate of Achievement Requirements:

NUTR 10	Nutrition (4)	
	or	
BIOL 28	Human Nutrition (3)	
	or	
BIOL 31	Nutrition (4)	3-4
NUTR 12	Medical Nutrition	3
NUTR 30	Sanitation and Safety	2
NUTR 31	Food-Production Management	2
NUTR 32	Supervision and Training	3
NUTR 240A	Career Education in Dietary Management	1
NUTR 241A	Occupational Work Experience in Dietary Management (1-4)	2
	Total required units:	16-17

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, assess dietary needs, develop care plans, and supervise 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.

Group A – Dietary Manager Requirements:

NUTR 10	Nutrition (4)	
	or	
BIOL 28	Human Nutrition (3)	
	or	
BIOL 31	Nutrition (4)	3-4
NUTR 12	Medical Nutrition	3
NUTR 30	Sanitation and Safety	2
NUTR 31	Food-Production Management	2
NUTR 32	Supervision and Training	3
NUTR 240A	Career Education in Dietary Management	1
NUTR 241A	Occupational Work Experience in Dietary Management (1-4)	2
	Total required certificate units:	16-17

Group B – Degree Major Requirements:

HLTOC 201	Medical Terminology I	2
NUTR 220	Cultural Foods in Education and Health Care	1
NUTR 223	The Culinary Art of Modified Diets	1
NUTR 226	Introduction to Computer Systems in Dietetics	1
NUTR 240B	Career Education in Dietetic Technology I	1
NUTR 240C	Career Education in Dietetic Technology II	1
NUTR 241B	Occupational Work Experience in Dietetic Technology I (1-4)	2
NUTR 241C	Occupational Work Experience in Dietetic Technology II (1-4)	2
	Total required major units:	11

Recommended:

NUTR 50A-C	Practical Nutrition for Children (1-1-1)
NUTR 200A-B	Introduction to Institutional Food Service (1-2)
NUTR 246	Occupational Work Experience in Nutrition and Dietetics or Culinary Arts Courses (at Laney College or other accredited institutions)

Group C – General Education/Graduation Requirements:*

ANTHR 3	Introduction to Social and Cultural Anthropology	3
BIOL 24	Basic Human Anatomy and Physiology	4
ENGL 201A**	Preparation for Composition and Reading	3
MATH 201*^	Elementary Algebra	4
PSYCH 1A	Introduction to General Psychology	3
SPCH 20	Interpersonal Communication Skills	3
	Computer Literacy (Area 4c) course	1
	Ethnic Studies (Area 5) course	3
	Humanities (Area 3) course	3
	Electives	5-6
	Total required GE/graduation units:	32-33
	Total required program units:	60

*The courses listed meet course-content graduation requirements specified by the Nutrition and Dietetics Department to meet American Dietetic Association standards.

**English 1A (required for students who plan to transfer) may be substituted for English 201A.

*^A more advanced Mathematics course may be substituted for Math 201.

Recommended Sequence of Courses for Four Semesters:*

Fall (first semester):

BIOL 24	Basic Human Anatomy and Physiology	4
CIS 205	Computer Literacy or Other Area 4c course	1
HLTOC 201	Medical Terminology I	2
NUTR 10	Nutrition (4) or	
BIOL 28	Human Nutrition (3) or	
BIOL 31	Nutrition (4)	3-4
NUTR 30	Sanitation and Safety	2
NUTR 32	Supervision and Training	3
	Total units:	15-16

Spring (second semester):

MATH 201**	Elementary Algebra	4
NUTR 12	Medical Nutrition	3
NUTR 31	Food-Production Management	2
NUTR 240A	Career Education in Dietary Management	1
NUTR 241A	Occupational Work Experience in Dietary Management (1-4)	2
	Elective	3
	Total units:	15

Summer Session:

NUTR 223	The Culinary Art of Modified Diets	1
	Total units:	1

Fall (third semester):

ANTHR 3	Introduction to Social and Cultural Anthropology	3
ENGL 201A*^	Preparation for Composition and Reading	3
NUTR 240B	Career Education in Dietetic Technology I	1
NUTR 241B	Occupational Work Experience in Dietetic Technology I (1-4)	2
PSYCH 1A	Introduction to General Psychology	3
SPCH 20	Interpersonal Communication Skills	3
	Total units:	15

Spring (fourth semester):

NUTR 220	Cultural Foods in Education and Health Care	1
NUTR 226	Introduction to Computer Systems in Dietetics	1
NUTR 240C	Career Education in Dietetic Technology II	1
NUTR 241C	Occupational Work Experience in Dietetic Technology II (1-4)	2
	Ethnic Studies (Area 5) course	3
	Humanities (Area 3) course	3
	Electives	2-3
	Total units:	13-14
	Total required program units:	60

*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. At least 12 units of Associate degree-level coursework must be completed at Merritt College.

**A more advanced Mathematics course may be substituted for Math 201.

*^English 1A (required for students who plan to transfer) may be substituted for English 201A.

1. +Survey of Nutrition and Dietetics 1 unit

1 hour lecture

Acceptable for credit: CSU

Exploration of the professional scope of practice and career and educational opportunities in the nutrition and dietetics field: History of the profession; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning and development of a career portfolio. 1306.20

10. +Nutrition 4 units
4 hours lecture
Not open for credit to students who have completed or are currently enrolled in Biol 28 or Biol 31.
Formerly offered as Facs 10.
Acceptable for credit: CSU, UC
[CAN FCS 2]
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.
AA/AS area 1; CSU area E 1306.20

12. +Medical Nutrition 3 units
3 hours lecture
Prerequisite: Nutr 10 or (Facs 10) or Biol 28 or Biol 31
Formerly offered as Facs 12.
Acceptable for credit : CSU
Fundamentals of diet therapy: 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. 1306.20
AA/AS area 1; CSU area E

30. +Sanitation and Safety 2 units
2 hours lecture
Formerly offered as Facs 81.
Acceptable for credit: CSU
Basic principles of sanitation and safety in the purchasing, storage, and preparation of food: Emphasis on the principles of Hazard Analysis Critical Control Point (HACCP) applied to a healthcare food-production system, including accident prevention, crisis management, and current regulations.
1306.20

31. +Food-Production Management 2 units
2 hours lecture
Recommended preparation: Nutr 246 or 200A-B or culinary arts training or cooking experience in an institutional setting.
Formerly offered as Facs 84
Acceptable for credit: CSU
The functions of institutional food-service production: Menu standardization and development, purchasing, storage, preparation and service; includes staffing, equipment, and evaluation. 1306.20

32. +Supervision and Training 3 units
3 hours lecture
Formerly offered as Facs 82.
Acceptable for credit: CSU
Fundamentals of 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). 1306.20

48NA-TZ. +Selected Topics in Nutrition and Dietetics .5-9 units
Formerly offered as Facs 48NA-TZ.
See section on Selected Topics. 1306.20

49. +Independent Study in Nutrition and Dietetics .5-5 units
Formerly offered as Facs 49.
Course study under this section may be repeated three times.
See section on Independent Study. 1306.20

50A-C. +Practical Nutrition for Children 1 unit each level
1 hour lecture
Formerly offered as Chdev 69A-C.
Acceptable for credit: CSU
Course study under this section may be repeated two times.
Fundamentals of nutrition from birth through adolescence.
50A: The nutrients in food and guidelines for food selection to promote good health.
50B: The application of basic nutrition principles and food-selection guidelines during growth; promotion of health habits.
50C: Special projects with children, and seminar. 1306.20

200A-B. +Introduction to Institutional Food Service 1 unit each module
3 hours laboratory each module
Course study under this section may be repeated one time.
Computer-assisted instruction in the skills needed in institutional food service.
200A: Sanitation, safety, food preparation, modified diets, and quality service.
200B: Basic math and measurements used in food service.
1306.20

220. +Cultural Foods in Education and Health Care 1 unit

1 hour lecture

Study of culturally-based foods and food habits, particularly those associated with various ethnic groups in California: Development of nutrition curriculum for young people which encourages the appreciation of diversity; development of nutrition education materials for use in a culturally-diverse healthcare population. 1306.20

223. +The Culinary Art of Modified Diets 1 unit

.5 hour lecture, 1.5 hours laboratory

Recommended preparation: Nutr 246 or 200A-B or institutional food service experience or training in culinary arts or dietary management.

Fundamentals of culinary arts applied to medical nutrition therapy: Dietary modifications include low-fat/low-cholesterol, high-fiber, low-sodium, modified-texture, calorie-controlled, high-protein, and religious/cultural diets. 1306.20

226. +Introduction to Computer Systems in Dietetics 1 unit

13.5 term hours lecture, 13.5 term hours laboratory

No prior computer experience necessary.

Basic instruction in the use of computer software and hardware within the dietetics profession: Budgeting, cost control, nutritional analysis, recipe development, production forecasting, menu production, and inventory control; practical guidelines for selecting or upgrading systems software. 1306.20

240A. +Career Education in Dietary Management 1 unit

1 hour lecture

Corequisite: Nutr 241A

Advanced study of the specific competencies required of the Dietary Manager in a healthcare setting: Assessment, development, practicum, and evaluation of individual skills in nutrition therapy, sanitation, supervision, food production, delivery, and service. 1306.20

240B. +Career Education in Dietetic Technology I 1 unit

1 hour lecture

Corequisite: Nutr 241B

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. 1306.20

240C. +Career Education in Dietetic Technology II 1 unit

1 hour lecture

Corequisite: Nutr 241C

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. 1306.20

241A. +Occupational Work Experience in Dietary Management 1-4 units

0-15 hours lecture

Prerequisite: Nutr 10 or Biol 28 or Biol 31 or (Facs 10), and Nutr 30 or (Facs 81), and Nutr 32 or (Facs 82)

Corequisite: Nutr 240A and 12 and 31

Recommended preparation: Nutr 200A-B

Course study under this section may be repeated one time.

Designed to relate classroom learning to the actual job environment: 150 hours of verified, supervised field experience in healthcare settings is required. 1306.20

241B. +Occupational Work Experience in Dietetic Technology I 1-4 units

0-15 hours lecture

Prerequisite: Nutr 241A

Corequisite: Nutr 240B

Course study under this section may be repeated one time.

Supervised application of dietetic principles in a healthcare facility to practice clinical skills and in a community site to practice public health nutrition skills. A total of 150 supervised hours is required. 1306.20

241C. +Occupational Work Experience in Dietetic Technology II 1-4 units

0-15 hours lecture

Prerequisite: Nutr 241B

Corequisite: Nutr 240C

Course study under this section may be repeated one time.

Supervised application of dietetic principles in a healthcare facility to practice advanced clinical and management skills. A total of 150 supervised hours is required. 1306.20

246. +Occupational Work Experience in Nutrition and Dietetics 1-4 units

0-15 hours lecture

Supervised application of desirable work habits and skills needed in institutional food service: Sanitation, safety, food preparation, modified diets, quality service, and the basic measurements used in food service. 1306.20

248NA-TZ. +Selected Topics in Nutrition and Dietetics .5-9 units

Formerly offered as Facs 248NA-TZ.

See section on Selected Topics. 1306.20

PARALEGAL STUDIES

There is a growing need for trained paralegals who know administrative procedures required by the law and the court systems. The paralegal performs various administrative tasks and provides 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. The work of the paralegal has been recognized by the American Bar Association, the State Bar of California, and the Bar Association of Alameda County.

The **AA degree in Paralegal Studies** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A **Certificate** will be awarded upon satisfactory completion of the major course requirements.

Degree Major/Certificate Requirements:

PARLG 1	Law and the Legal Profession	3
PARLG 6	Legal Research and Writing	3
PARLG 8	Introduction to Civil Procedure and Litigation Practice	3
PARLG 11	Written and Oral Communication for Legal Professionals	3
ENGL 1A	Composition and Reading	4

Plus a minimum of 11 units selected from the following list:

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)	
BUS 2	Introduction to Business Law (3)	11
	Total required units:	27

Recommended:

ADJUS 22	Concepts of Criminal Law (3)
BUS 1A	Financial Accounting (4)
BUS 244A	Beginning Word Processing (3)
ENGL 1B	Composition and Reading (4)
PHIL 1	Introduction to Philosophy (3)
POSCI 1	Government and Politics in the United States (3)

1. Law and the Legal Profession 3 units

3 hours lecture

Acceptable for credit: CSU

Introduction to basic legal concepts, structure, and procedures of the American court system: Theories and sources of the law are examined, including torts, contracts, criminal and constitutional law; emphasis on the practical role of the paralegal within the legal system. 1402.00

4. Law Office Management 2 units

2 hours lecture

Acceptable for credit: CSU

Operation and organization of a law office: Structure, procedures, systems, organizational theory, personnel administration, and law office equipment. 1402.00

6. Legal Research and Writing 3 units

3 hours lecture

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

8. Introduction to Civil Procedure and Litigation Practice 3 units

3 hours lecture

Prerequisite: Parlg 1 and 6

Acceptable for credit: CSU

California and federal rules of civil procedure: Relevant law of remedies and evidence; skills related to assisting with all phases of simple civil litigation practice. 1402.00

9. Introduction to Tort Law 3 units

3 hours lecture

Prerequisite: Parlg 1 and 6

Acceptable for credit: CSU

Analysis of American tort law: Exploration of its socio-economic and historical foundations; examination of intentional negligence, strict liability, defamation and misrepresentation torts; and study of practical approaches to real-life cases from client interviews to judgment satisfaction. 1402.00

10. Family Law **3 units**
3 hours lecture
Prerequisite: Parlg 1 and 6
Acceptable for credit: CSU
Historical development of marriage: Introduction to marriage in California, dissolutions and legal separations, adoptions, paternity, wardships, and termination of parental rights.
1402.00

11. Written and Oral Communication for Legal Professionals **3 units**
3 hours lecture
Prerequisite: Parlg 1 and 6
Acceptable for credit: CSU
Systematic approach to learning legal problem analysis and organization for written and oral communication: Drafting legal documents and letters, and developing listening skills and interviewing techniques. 1402.00

12. Estate Planning and Probate Procedures **3 units**
3 hours lecture
Prerequisite: Parlg 1 and 6
Acceptable for credit: CSU
History, theory, procedures, and tax implications of administration of a decedent's estate: Study of property and title designation, probate administration process; payment of creditors; sale of estate property, personal and real; distribution of property; California and federal tax forms; and establishment and administration of conservatorships and guardianships.
1402.00

15. Criminal Law **3 units**
3 hours lecture
Prerequisite: Parlg 1 and 6
Acceptable for credit: CSU
Historical development of criminal law: Comprehensive study of the state and federal justice systems, including the elements which constitute major crimes; procedures required during the arrest, trial, and sentencing of the defendant, and post-trial remedies. 1402.00

48NA-TZ. +Selected Topics in Paralegal Studies **.5-9 units**
See section on Selected Topics. 1402.00

49. +Independent Study in Paralegal Studies **.5-5 units**
Course study under this section may be repeated three times.
See section on Independent Study. 1402.00

248NA-TZ. +Selected Topics in Paralegal Studies **.5-9 units**
See section on Selected Topics. 1402.00

PHILOSOPHY

1. +Introduction to Philosophy **3 units**
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Phil 2]
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, and aesthetics and religion. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3

2. +Social and Political Philosophy **3 units**
3 hours lecture
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 3

10. +Logic **3 units**
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Phil 6]
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, C2

20A-B. +History of Philosophy **3-3 units**
3 hours lecture
Phil 20A is not prerequisite to Phil 20B
Acceptable for credit: CSU, UC
20A: Chronological development of leading philosophical perspectives that have been associated with Western Civilization, from the Ionians to the Scholastics.
20B: Chronological development of leading philosophical perspectives that have been associated with Western Civilization from the Renaissance to the present. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3

30. +Contemporary Philosophy 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Critical examination of 20th-century philosophers such as Bergson, Pierce, Russell, James, Wittgenstein, the Vienna Circle, modern-day materialists, and the existentialists. 1509.00
AA/AS area 3; CSU area C2; IGETC area 3

48NA-TZ. +Selected Topics in Philosophy .5-5 units
See section on Selected Topics. 1509.00

49. +Independent Study in Philosophy .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1509.00

248NA-TZ. +Selected Topics in Philosophy .5-5 units
See section on Selected Topics. 1509.00

PHYSICAL EDUCATION

The Physical Education curriculum is organized into three segments: Preprofessional courses of more than one unit utilizing lecture/laboratory teaching; skills courses of one-half unit; and intercollegiate athletic courses of three units. The courses in physical education strive to develop skills and knowledge related to the specific discipline and to improve the individual's physiological skills of flexibility, strength, balance, and cardio-respiratory vigor. Students are eligible to enroll in the intermediate and advanced sections if they already have skills and experience in that discipline. Students are also encouraged to enroll in more than one course each semester.

Transferability to University of California System: The University of California System grants a maximum of four semester units of credit for appropriate physical education "activity" courses (also called "athletics," "human resources," "adaptive P. E., etc.). These courses are not listed on the Transfer Course Articulation (TCA) list. Physical education "theory" courses or courses that do not fit either the "theory" or "activity" category are not included in the four semester credit limit prescribed for physical education activity courses and continue to be listed on the TCA list if deemed transferable. Physical edu-cation courses that are primarily vocational in nature, such as Aerobic Instructor Training or Fire Academy Protection Preparation, are not transferable.

2A-D. +Aerobics .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Development of cardiovascular and respiratory systems of the body through oxygen intake. 0835.00

5A-D. +Badminton .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in badminton. 0835.00

7A-D. +Basketball .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in basketball. 0835.00

9A-D. +Body Conditioning .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Emphasis on muscle tone, stretching and development of aerobic capacity; may include weight training. 0835.00

12A-D. +Flag Football .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Football skills, fundamentals, and techniques. 0835.00

14A-D. +General Exercise .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Development of muscular strength and endurance of the cardiovascular and respiratory systems; flexibility, agility, coordination and balance; principles of body mechanics and kinesiology. 0835.00

15A-D. +Golf .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Basic golf skills and knowledge, and progression from the practice range to the golf course. 0835.00

30A-D. +Soccer .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in soccer. 0835.00

32A-D. +Softball .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in softball; rules and strategy. 0835.00

35A-D. +Tennis .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in tennis. 0835.00

36A-D. +Track and Field .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in track and field. 0835.00

38A-D. +Volleyball .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Fundamentals and skills in volleyball. 0835.00

39A-D. +Weight Training .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Use of weights to build various muscle groups and increase overall body power and strength. 0835.00

40A-D. +Yoga .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Development of basic yoga postures, conscious breathing patterns, and relaxation techniques; stretching and relaxation; and strengthening and stimulating creative energy. 0835.00

41A-D. +Activities for Fitness .5-1 unit each level
1.5-3 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Physical activities: Basketball, badminton, weight training, and volleyball which contribute to the development of optimum body fitness. 0835.00

42A-D. +Stretch Aerobics .5 unit each level
2 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Activity class: Development of overall fitness with emphasis on the cardiovascular system through stretch aerobics. 0835.00

48NA-TZ. +Selected Topics in Physical Education .5-5 units
See section on Selected Topics. 0835.00

49. +Independent Study in Physical Education .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 0835.00

52. +Aerobics of Jogging 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Conditioning through jogging: Physiology of exercise, fundamentals of diet and weight control, pace work in distance running, proper equipment, use of body mechanics, testing for self-improvement, and overall fitness. 0835.00

56A-C. +Basketball – Fundamentals 2 units each level
2 hours lecture
Acceptable for credit: CSU, UC
Course study under this section may be repeated two times.
Knowledge of strategy, rules, and principles of team play; emphasis on fundamental skill development. 0835.00

57. +Basketball – Officiating 1 unit
1 hour lecture, 1 hour laboratory
Acceptable for credit: CSU, UC
Development of officiating skills leading to greater understanding and appreciation of the sport and to potential job placement. 0835.00

58A-B. +Basketball – Theory and Practice
2 units each level
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated one time.
Theory and practice of basketball fundamentals. 0835.00

64. +Golf – Theory and Practice 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU, UC
Skill and knowledge through the study of rules, club selection, and advanced golf shots: Practice and development of skills on a regulation golf course, and individual stroke analysis. 0835.00

73. +Track and Field – Officiating 1 unit
1 hour lecture, 1 hour laboratory
Acceptable for credit: CSU, UC
Development of officiating skills leading to greater understanding of the sport and to potential job placement. 0835.00

91A-D. Basketball – Men [Intercollegiate]
1.5 units each level
5 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

92A-D. Basketball – Women [Intercollegiate]
1.5 units each level
5 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated three times.
Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

93A-B. Cross Country – Men and Women [Intercollegiate] 3 units each level
10 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated one time.
Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

100A-B. +Track and Field – Men and Women [Intercollegiate] 3 units each level
10 hours laboratory
Acceptable for credit: CSU, UC
Course study under this section may be repeated one time.
Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50

201A-D. +Fitness and Health Maintenance Activities .5-2 units each level
2-8 hours laboratory each level
Course study under this section may be repeated three times.
Conditioning through the use of exercises and apparatus with emphasis on overall improvement of the cardiovascular system. 0835.00

248NA-TZ. +Selected Topics in Physical Education .5-5 units
See section on Selected Topics. 0835.00

PHYSICAL SCIENCE

35A-D. +Energy-Efficient Design and Construction 2 units each level
1.5 hours lecture, 1.5 hours laboratory
Acceptable for credit: CSU
Course study under this section may be repeated three times.
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. 1901.10

48NA-TZ. +Selected Topics in Physical Science .5-5 units
See section on Selected Topics. 1901.00

49. +Independent Study in Physical Science .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1901.00

248NA-TZ. +Selected Topics in Physical Science .5-5 units
See section on Selected Topics. 1901.00

PHYSICS

2A-B. General Physics 5-5 units
4 hours lecture, 3 hours laboratory
Prerequisite for Phys 2A: Math 50 or 52C.
Prerequisite for Phys 2B: Phys 2A
Acceptable for credit: CSU, UC
[Phys 2A: CAN Phys 2], [Phys 2B: CAN Phys 4]
[Phys 2A+Phys 2B: CAN Phys Seq A]
2A: Comprehensive study of mechanics, properties of matter, thermodynamics, heat, wave motion, and sound.
2B: Comprehensive study of light, optics, electricity, magnetism, atomic physics, and modern physics. 1902.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

4A. General Physics with Calculus 5 units
4 hours lecture, 3 hours laboratory
Prerequisite or corequisite: Math 3A or (4B)
Recommended preparation: Phys 10
Acceptable for credit: CSU, UC
[CAN Phys 8]
[Phys 4A+Phys 4B+Phys 4C: CAN Phys Seq B]
Intensive study of mechanics, properties of matter, wave motion, and sound. 1902.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

4B. General Physics with Calculus 5 units
4 hours lecture, 3 hours laboratory
Prerequisite: Phys 4A or (quarter-system Phys 4B at COA)
Prerequisite or corequisite: Math 3B or (4C).
Acceptable for credit: CSU, UC
[CAN Phys 12]
[Phys 4A+Phys 4B+Phys 4C: CAN Phys Seq B]
Intensive study of electricity and magnetism, heat and thermodynamics. 1902.00
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C

4C. General Physics with Calculus 5 units
4 hours lecture, 3 hours laboratory
Prerequisite: Phys 4B or (quarter-system Phys 4C at COA)
Prerequisite or corequisite: Math 3C or (4D)
Acceptable for credit: CSU, UC
[CAN Phys 14]
[Phys 4A+Phys 4B+Phys 4C: CAN Phys Seq B]
Intensive study of optics, relativity, and quantum mechanics.
AA/AS area 1; CSU area B1, B3; IGETC area 5A, 5C
1902.00

10. Introduction to Physics 4 units
4 hours lecture
Recommended preparation: Math 201 or 210D or (204B), and Math 202
Not open to students who have completed or are currently enrolled in Physics 2A-2B or Physics 4A-4B-4C.
Acceptable for credit: CSU, UC
Elementary introduction to field of physics: Mechanics, heat, electricity and magnetism, sound, optics, and modern physics.
AA/AS area 1; CSU area B1; IGETC area 5A 1902.00

48NA-TZ. Selected Topics in Physics .5-5 units
See section on Selected Topics. 1902.00

49. Independent Study in Physics .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1902.00

248NA-TZ. Selected Topics in Physics .5-5 units
See section on Selected Topics. 1902.00

POLITICAL SCIENCE

1. +Government and Politics in the United States 3 units
3 hours lecture
Not open for credit to students who have completed or are currently enrolled in Political Science 15.
Acceptable for credit: CSU, UC
[CAN Govt 2]
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

2. +Comparative Government 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Comparative analysis of 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

3. +International Relations 3 units

3 hours lecture

Acceptable for credit: CSU, UC

Nature of relations among nation-states: Analysis of basic forces affecting 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

4. +Political Theory 3 units

3 hours lecture

Acceptable for credit: CSU, UC

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies, relevance of theory to contemporary problems, and new approaches to political thought. 2207.00

AA/AS area 2; CSU area D; IGETC area 4

15. +Introduction to American Government 3 units

3 hours lecture

Not open for credit to students who have completed or are currently enrolled in Political Science 1.

Acceptable for credit: CSU, UC

Introduction to structure of American government, and consideration of effects of the operation of government on the people.

AA/AS area 2; CSU area D; IGETC area 4 2207.00

16. +State and Local Government 3 units

3 hours lecture

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

20. +Current World Problems 3 units

3 hours lecture

Acceptable for credit: CSU, UC

World problems with emphasis on four major areas of concern: Population explosion, war, ideological confrontation, and disparity of resources among nations. 2207.00

AA/AS area 2; CSU area D; IGETC area 4

48NA-TZ. +Selected Topics in Political Science .5-5 units

See section on Selected Topics. 2207.00

49. +Independent Study in Political Science .5-5 units

Course study under this section may be repeated three times.

See section on Independent Study. 2207.00

248NA-TZ. +Selected Topics in Political Science .5-5 units

See section on Selected Topics. 2207.00

PSYCHOLOGY

1A-B. +Introduction to General Psychology 3-3 units

3 hours lecture
Acceptable for credit: CSU, UC
[Psych 1A: CAN Psy 2]
1A: 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.
1B: Continuation of PSYCH 1A with addition of psychological research methods, and principles of behavior modification.
AA/AS area 2; CSU area D; IGETC area 4 2001.00

3. Introduction to Personality Theory 3 units

3 hours lecture
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

6. +Social Psychology 3 units

3 hours lecture
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

10. Psychology and Life: Basic Principles 3 units

3 hours lecture
Acceptable for credit: CSU
Basic principles of psychology and recent research developments in the context of contemporary psychological issues pertaining to individuals and their interactions. 2001.00
AA/AS area 2; CSU area D

12. +Human Sexuality 3 units

3 hours lecture
Also offered as Biol 27 and Hlted 27. Not open for credit to students who have completed or are currently enrolled in Biol 27 or Hlted 27.
Acceptable for credit: CSU, UC
Explores and analyzes the multifaceted aspects of human sexuality: Physiological, psychological, anatomical, sociological, legal, medical, educational, cultural; urogenital system of both sexes, birth control devices, and pregnancy.
AA/AS area 1, 2; CSU area D, E; IGETC area 4 2001.00

24. Abnormal Psychology 3 units

3 hours lecture
Prerequisite: Psych 1A
Acceptable for credit: CSU, UC
Survey of the major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, sociocultural); review of research for understanding origins and most promising treatments. 2001.00
AA/AS area 2; CSU area D; IGETC area 4

33. Personal and Social Adjustment 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Dynamics of personal and social developments and related determinants. 2001.00
AA/AS area 2; CSU area D

48NA-TZ. +Selected Topics in Psychology .5-5 units

See section on Selected Topics. 2001.00

49. +Independent Study in Psychology .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 2001.00

248NA-TZ. +Selected Topics in Psychology .5-5 units

See section on Selected Topics. 2001.00

348NA-TZ. +Selected Topics in Psychology .5-5 units

See section on Selected Topics. 2001.00

RADIOLOGIC SCIENCE

The purpose of the Radiologic Science program is to prepare qualified practitioners who are competent in the art and science of medical imaging. The program upholds the responsibility of guiding students toward achieving educational goals and strives for excellence is assessing student learning. Opportunities are provided for students to develop skills in team building, critical thinking, and effective communication. Clinical experience instills appropriate attitudes and fosters effective growth in providing care and responding to patients' needs during imaging procedures. The program promotes professional growth and life-long learning with emphasis on ethical behavior in all aspects of the educational experience.

The **AS degree and the Certificate in Radiologic Science** will be awarded upon satisfactory completion of the Group A Prerequisite requirements, the Group B General Education requirements, and the Group C Major course requirements. The Certificate is available only to those who have already completed the AS degree coursework.

The curriculum includes a clinical practicum that is conducted within various East Bay hospitals. This is a continuous program of 24 months duration. 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 both the American Registry of Radiologic Technologists examination and the California Certification examination(s). The Certificate of Completion is required in order to gain a California Certificate as a Radiologic Technologist (CRT). Upon successful completion of the program and certification examinations, graduates will be prepared to work as Radiologic Technologists performing a wide variety of patient radiographic procedures in hospitals, clinics, and medical imaging centers. Applicants should consult with the health sciences counselor for general education and degree evaluations.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901, and the California Department of Health Services, Radiologic Health Branch, P.O. Box 942732, MS-178, Sacramento, CA 94234-7320.

Admission into the program is once a year in the Fall semester, by special application directly to the Radiologic Science Department. The application period is between January 15 and April 15 for the class beginning the following Fall semester. All courses used for consideration for admission must be completed by April 15. All supporting documents must be received no later than April 15. Applications received later than April 15 may be considered, subject to available openings, and provided all admission requirements have been met.

Persons wishing to gain entry to the Radiologic Science program must complete the following requirements and procedures. Evidence of completion of the requirements must be submitted to the Radiologic Science Department for consideration and evaluation prior to final acceptance into the program.

A. Eligibility/Admission Requirements:

1. Completion of high school or GED test or equivalent.
2. **All prerequisite courses in Group A must be completed before applying for admission into the program.**
   - Eligibility for admission is determined by completion of the Group A prerequisite courses. Each Group A course must be completed with a grade of "C" or better (letter grade only) with an overall grade-point average (GPA) of 2.5 or better ("C-" is not acceptable).
   - Anatomy and Physiology courses must have been taken within the last seven years.
   - English and Math coursework older than seven years will require the student to go through the multiple-measures assessment process to gain credit for these courses. Assessment results must be submitted prior to the April 15th deadline.
3. **It is highly recommended that the General Education (Group B) courses be completed prior to admission into the program** because of the heavy coursework load of the Radiologic Science Major courses. Although General Education courses are not prerequisites for admission into the program, they do receive consideration during the admission ranking and selection process.
4. An overall GPA of 2.0 ("C") in all Science and General Education courses.

B. Application Procedures: (Between January 15 and April 15)

After completion of the prerequisite (Group A) courses, and as many of the General Education (Group B) courses as possible, applicants shall:

1. Request three (3) sets of official transcripts from all colleges attended (including those within the Peralta District) and send the first set to the Radiologic Science Department, the second set to the Peralta District Admissions and Records Office, and keep the third set for consultation with a counselor (see item #3 below).
2. Request one set of high school transcripts or equivalent and send this set to the Radiologic Science Department.
3. Schedule an appointment with a counselor and use the third set of transcripts to complete a Permit to Apply with the assistance of the counselor.
4. Hand deliver or mail the Permit to Apply to the Radiologic Science Department. It is recommended that students hand deliver the Permit because of the need to complete other documents for application to the program (see next item).

5. Complete the following: (a) Application for admission to the program, and (b) Course Ranking and Selection Agreement Form.

C. Final Admission Requirements:

Upon final admission into the program, accepted students must provide the following documentation regarding the status of their general health prior to beginning the clinical practicum:

1. A completed Self-Inventory of Health form (provided by the Radiologic Science Department).
2. A complete physical examination by a medical doctor certifying good physical health, done at the student's own expense.
3. A recent (within 6 months) negative result of Tuberculosis screening (skin test or chest X-ray), to be kept current throughout the length of the program.
4. Medical evidence of recent immunization/vaccination against diphtheria, tetanus, polio, rubeola, rubella, mumps, and chicken pox (form provided by the Radiologic Science Department), to be kept current throughout the length of the program.

D. Post-Admission Requirement:

1. By the end of the first semester of the program, the student shall provide proof of current CPR (Basic Life Support) certification, to be kept current throughout the length of the program.

Group A – Prerequisite Requirements:

BIOL 24	Basic Human Anatomy and Physiology (4)	
	or	
BIOL 20A	Human Anatomy and Physiology (5)*	
and		
BIOL 20B	Human Anatomy and Physiology (5)*	
	or	
BIOL 2	Human Anatomy (5)*	
and		
BIOL 4	Human Physiology (5)*	4-10
ENGL 1A	Composition and Reading**	4
MATH 201	Elementary Algebra**	4
RADTE 1A	Survey of Radiologic Science	1
	Total required prerequisite units:	13-19

***Highly recommended and additional points will be assigned for ranking and class selection.**

**Students with English and mathematics coursework older than seven years must prove currency through the multiple-measures assessment process. Students may gain credit for these courses if they qualify for placement within the next higher English or mathematics course. Students must qualify by assessment prior to the April 15th deadline.

Group B – General Education Requirements:

Although Group B courses meet General Education graduation requirements and can be completed prior to or after admission into the Radiologic Science program, **it is highly recommended that these courses be completed prior to admission into the program** because of the heavy coursework load of the Major course requirements, and also because they receive consideration during the admission ranking and selection process. They must be completed with an overall GPA of 2.0 ("C"). Other courses are available to complete the General Education requirements; refer to the General Education Course List in the catalog, or see a counselor. Note: Some of these courses may have prerequisites.

Recommended:

AFRAM 10	Sociology of African-Americans (3)	
	or	
AFRAM 12	Psychology of African-Americans (3)	
ANTHR 3	Introduction to Social and Cultural Anthropology (3)	
	or	
SOC 1	Introduction to Sociology (3)	
ASAME 1	Art and Culture of Asia (3)	
	or	
HUMAN 2	Human Values (3)	
BIOL 20A	Human Anatomy and Physiology (5)	
and		
BIOL 20B	Human Anatomy and Physiology (5)	
	or	
BIOL 2	Human Anatomy (5)	
and		
BIOL 4	Human Physiology (5)	
CHEM 30A	Introductory Inorganic Chemistry (4)	
CIS 240	Computer Literacy in Health Science (1)	
	or	
CIS 205	Computer Literacy (1)	
ENGL 1B	Composition and Reading (4)	
NUTR 10	Nutrition (4)*	
MATH 203	Intermediate Algebra (4)	
PSYCH 1A	Introduction to General Psychology (3)	
SPCH 4	The Dynamics of Group Discussion (3)	
	or	
SPCH 20	Interpersonal Communication Skills (3)	10-13
	Minimum GE-unit requirement not already completed by Group A courses:**	10-13

*Formerly Facs 10.

**The minimum GE-unit requirement for the Associate degree is 19 units. Some of these requirements can be met by the Group A prerequisite courses in Areas 1, 4a, 4b; a balance of 10-13 units is needed in Areas 2, 3, 4c, 4d, 5.

Group C – Degree Major/Certificate Requirements:

The following courses are to be completed **after admission into the Radiologic Science program.** Because of the heavy coursework load of this program, it is strongly recommended that applicants enter the program with as many of the General Education (Group B) courses completed as possible.

RADTE 1B	Introduction to Medical Imaging	2
RADTE 1C	Introduction to Medical Imaging (Clinic)	2.5
RADTE 2A	Radiographic Physics I	2
RADTE 2B	Radiographic Physics II	4
RADTE 2C	Radiographic Physics III	4
RADTE 3A	Positioning I	4
RADTE 3B	Positioning II	4
RADTE 4A	Radiation Protection	2
RADTE 4B	Radiobiology	2
RADTE 5A	Patient Care I	2
RADTE 5B	Patient Care II	3
RADTE 6	Quality Assurance/Fluoroscopy for Radiographers	2.5
RADTE 7	Advanced Imaging Procedures	3
RADTE 8	Applied Radiographic Pathology	4
RADTE 9A	Clinical Experience I	4
RADTE 9B	Clinical Experience II	4
RADTE 9C	Clinical Experience III	6
RADTE 9D	Clinical Experience IV	6
RADTE 9E	Clinical Experience V	6
RADTE 10A	Seminar	1.5
RADTE 10B	Seminar	1.5
RADTE 11	Medical-Imaging Computer Applications	1
	Total required major units:	71.0

1A. Survey of Radiologic Science 1 unit

18 term hours lecture
Acceptable for credit: CSU
Exploration of educational/career options in radiologic science and advanced-level specialty areas: Job functions of a radiologic technologist in a clinical setting; introduction to medical imaging terminology and examinations, basic radiation safety principles, infection control, patient care, and medical-legal issues; covers both positive and negative aspects of the field with respect to the pursuit of a career in this area. 1225.00

1B. Introduction to Medical Imaging 2 units

6 hours lecture per week for 6 weeks (36 term hours)
Prerequisite: Radte 1A
Recommended preparation: Engl 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 communication, radiation safety, universal precautions, and preparation for clinical experience. 1225.00

1C. Introduction to Medical Imaging (Clinic) 2.5 units

12 hours laboratory per week for 11 weeks (132 term hours)
Prerequisite: Radte 1B (taken first during same term as Radte 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, rubeola, rubella, mumps, and chicken pox (varicella)
Acceptable for credit: CSU
Introduction to the clinical environment (carried out in an affiliated hospital) with emphasis on patient care and positioning: Orientation to the hospital and radiology department, medical records, darkroom/processing area, quality assurance; equipment and department safety, and radiographic procedures. 1225.00

2A. Radiographic Physics I 2 units

1.5 hours lecture, 2 hours laboratory
Prerequisite: Math 201 or 210D or (204B), 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

2B. Radiographic Physics II 4 units

3 hours lecture, 4 hours laboratory
Prerequisite: Radte 2A
Acceptable for credit: CSU
Continuation of RADTE 2A: Units of measure, matter and atomic structure, electromagnetic radiation, magnetism, electricity, electromagnetism; x-ray unit and tube, circuitry, production, emission, and interaction with matter. 1225.00

2C. Radiographic Physics III 4 units

3 hours lecture, 4 hours laboratory
Prerequisite: Radte 2B
Corequisite: Radte 9C
Acceptable for credit: CSU
Continuation of RADTE 2B: Radiographic physics through radiographic imaging and processing, x-ray beam-limiting devices, radiographic quality, radiographic exposure and technical factors, and selection of component parts utilized within a technical chart. 1225.00

3A. Positioning I 4 units

3 hours lecture, 4 hours laboratory
Prerequisite: Biol 24, or Biol 20A and 20B, or Biol 2 or 4
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

3B. Positioning II 4 units

3 hours lecture, 4 hours laboratory
Prerequisite: Radte 1B and 2A and 3A and 5A
Acceptable for credit: CSU
Continuation of RADTE 3A: Anatomy review and positioning for examinations of the biliary system, upper and lower gastrointestinal tracts, urinary system, spine, cranium, facial bones, sinuses and temporal bone. 1225.00

4A. Radiation Protection 2 units

36 term hours lecture
Prerequisite: Radte 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

4B. Radiobiology 2 units

36 term hours lecture
Prerequisite: Radte 2B and 3B and 9A
Acceptable for credit: CSU
Continuation of RADTE 4A: 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

5A. Patient Care I 2 units

2 hours lecture, 1 hour laboratory
Prerequisite: Engl 1A; and Biol 24, or Biol 20A and 20B, or Biol 2 and 4
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-legal ethics, medical terminology related to all major body systems, medical asepsis, isolation techniques, and drug preparation and administration techniques. 1225.00

5B. Patient Care II 3 units

3 hours lecture
Prerequisite: Radte 3B and 5A
Acceptable for credit: CSU
Advanced patient-care skills: Patient assessment, technologist action during medical emergencies, pharmacology, drug classification/administration/physiological action, contrast media and associated hazards, venipuncture for contrast-media administration; sensitivity to cultures represented by a varied patient population, special care needs for patients with chronic disabilities, and legal and ethical issues in the clinical environment. 1225.00

6. Quality Assurance/Fluoroscopy for Radiographers 2.5 units

2 hours lecture, 2 hours laboratory
Prerequisite: Radte 2C, and 4A or 4B, and 9C
Corequisite: Radte 9D
Acceptable for credit: CSU
Demonstrations of quality assurance procedures emphasizing high-quality patient care in regards to radiation protection and radiation biology: Quality assurance concepts; equipment monitoring and maintenance programs for radiography, fluoroscopy, and film processing; retake analysis programs; and production of standard technical charts. 1225.00

7. Advanced Imaging Procedures 3 units

3 hours lecture
Prerequisite: Radte 2C and 5B and 9C
Acceptable for credit: CSU
Advanced imaging procedures and equipment: Fluoroscopy, digital fluoroscopy and radiography, image recording systems, angiography, interventional procedures, CT, MRI, US, and NM; contrast media and patient care; present and future medical imaging trends. 1225.00

8. Applied Radiographic Pathology 4 units

4 hours lecture
Prerequisite: Radte 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, image evaluation, algorithms, critical thinking skills, and clinical case studies. 1225.00

9A. Clinical Experience I 4 units

16 hours laboratory
Prerequisite: Radte 1B and 2A and 3A and 5A
Acceptable for credit: CSU
Clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

9B. Clinical Experience II 4 units

24 hours laboratory/week for 12 weeks (Summer only)
Prerequisite: Radte 2B and 3B and 9A
Acceptable for credit: CSU
Continuation of RADTE 9A: Clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

9C. Clinical Experience III 6 units

24 hours laboratory
Prerequisite: Radte 4B and 9B and 10A
Acceptable for credit: CSU
Continuation of RADTE 9B: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

9D. Clinical Experience IV 6 units

24 hours laboratory
Prerequisite: Radte 3B and 5B and 9C
Acceptable for credit: CSU
Continuation of RADTE 9C: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

9E. Clinical Experience V 6 units

36 hours laboratory/week for 12 weeks (Summer only)
Prerequisite: Radte 9D
Acceptable for credit: CSU
Continuation of RADTE 9D: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

9M. +Mammographic Clinical Experience 4 units

16 hours laboratory
Prerequisite: Radte 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

10A. Seminar 1.5 units

1.5 hours lecture
Prerequisite: Radte 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

10B. Seminar 1.5 units

1.5 hours lecture
Prerequisite: Radte 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

11. Medical-Imaging Computer Applications 1 unit

1.5 hours lecture, 2 hours laboratory for 9 weeks
Prerequisite: CIS 205 or 240
Acceptable for credit: CSU
Understanding of 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

12. +Mammography for Radiographers 2.5 units

40 term hours lecture, 15 term hours laboratory
Prerequisite: Radte 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

48NA-TZ. +Selected Topics in Radiologic Science .5-9 units

See section on Selected Topics. 1225.00

49. +Independent Study in Radiologic Science .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 1225.00

248NA-TZ. +Selected Topics in Radiologic Science .5-9 units

See section on Selected Topics. 1225.00

251. Clinical Experience for the Returning Student (First Year) 3 units

12 hours laboratory
Prerequisite: Radte 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

252. Clinical Experience for the Returning Student (Second Year) 4-6 units

16-24 hours laboratory
Prerequisite: Radte 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

REAL ESTATE

The major in Real Estate provides excellent preparation for the broker's or salesperson's license and contributes to efficiency in many allied professions. The **AA degree in Real Estate** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. A **Certificate** will be awarded upon satisfactory completion of the major course requirements.

Degree Major/Certificate Requirements:

RLEST 2A	Principles of Real Estate	3
RLEST 4A	Legal Aspects of Real Estate	3
RLEST 5	Real Estate Practice	3
RLEST 6A	Real Estate Finance	3
RLEST 6B	Advanced Real Estate Finance	3
RLEST 7A	Real Estate Appraisal	3
RLEST 7B	Real Estate Appraisal	3
RLEST 9	Real Estate Economics	3
RLEST 14	Real Estate Investments	3
	Total required units:	27

Recommended:

RLEST 8	Property Management (3)
RLEST 10	Real Estate Mathematics (3)
RLEST 11	Escrow Procedures (3)
RLEST 12	Tax Aspects of Real Estate (2)
RLEST 13	Real Estate Exchanges and Exchange Taxation (3)

2A. +Principles of Real Estate 3 units

3 hours lecture
Acceptable for credit: CSU
Basic laws and principles of California real estate: Provides understanding, background, and terminology necessary for advanced study in specialized courses; designed to assist those preparing for the real estate salesperson's licensing examination. 0511.00

4A. +Legal Aspects of Real Estate 3 units
3 hours lecture
Prerequisite: Rlest 2A
Acceptable for credit: CSU
Applied real estate: Nature and classes of property, contracts, encumbrances, and leases; and principles of law applied to real estate. 0511.00

5. +Real Estate Practice 3 units
3 hours lecture
Prerequisite: Rlest 2A
Acceptable for credit: CSU
Comprehensive presentation of daily activities of brokers and salespersons. 0511.00

6A. +Real Estate Finance 3 units
3 hours lecture
Prerequisite: Rlest 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 such as homes and multi-family units. 0511.00

6B. +Advanced Real Estate Finance 3 units
3 hours lecture
Prerequisite: Rlest 6A
Acceptable for credit: CSU
Effects of financing multi-family units, commercial properties, and special-purpose projects. 0511.00

7A-B. +Real Estate Appraisal 3-3 units
3 hours lecture
Prerequisite for Rlest 7A: Rlest 2A or Real Estate license
Prerequisite or corequisite for Rlest 7B: Rlest 7A
Rlest 7A is required for the real estate broker's licensing examination.
Acceptable for credit: CSU
7A: The appraisal process: Different approaches to methods and techniques used to determine value; residential property, including brief exposure to multi-family units.
7B: Advanced appraisal: Determining value, marketability and return on multi-family units, commercial and other investment properties. 0511.00

8. +Property Management 3 units
3 hours lecture
Prerequisite: Rlest 2A
Acceptable for credit: CSU
Real estate management: Neighborhood analysis and trends, rent schedules, leases, accounting, maintenance, and landlord-tenant relations. 0511.00

9. +Real Estate Economics 3 units
3 hours lecture
Corequisite: Rlest 2A
Acceptable for credit: CSU
Study of city, neighborhood, and property value changes; and analysis of contemporary real estate economic problems. 0511.00

11. +Escrow Procedures 3 units
3 hours lecture
Corequisite: Rlest 2A
Acceptable for credit: CSU
Procedures, techniques, and areas of responsibility in handling escrows. 0511.00

12. +Tax Aspects of Real Estate 2 units
2 hours lecture
Prerequisite: Rlest 2A or Real Estate license
Acceptable for credit: CSU
Study of the tax factors in real estate transactions that affect the profit factor in the purchase, holding, financing, and sale of real property. 0511.00

14. +Real Estate Investments 3 units
3 hours lecture
Prerequisite: Rlest 2A
Acceptable for credit: CSU
Survey and analysis of real estate investments: Counseling, valuation, after-tax benefits, and exchanges. 0511.00

48NA-TZ. +Selected Topics in Real Estate .5-9 units
See section on Selected Topics. 0511.00

49. +Independent Study in Real Estate .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 0511.00

248NA-TZ. +Selected Topics in Real Estate .5-9 units
See section on Selected Topics. 0511.00

RECREATION AND LEISURE SERVICES

The Recreation and Leisure Services program is designed to qualify students for a variety of positions in recreation and leisure leadership. These positions can be located in municipal, private, commercial, and industrial recreation agencies, park services, therapeutic recreation services, and youth-serving agencies. Students who complete the requirements may also qualify for transfer to a four-year institution.

The **AA degree in Recreation and Leisure Services** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:

RECSE 50	Introduction to Recreation and Leisure Services	3
RECSE 52	Social Recreation Leadership	3
RECSE 55	Outdoor Recreation	3
RECSE 57	Recreation Program Planning	3
RECSE 58A	Recreation Leadership	2
RECSE 58B	Recreation Leadership	2
CHDEV 60	Literature for the Young Child (3)	
	or	
CHDEV 66	Music for Young Children (2)	
	or	
CHDEV 68	Play and Play Materials (2)	
	or	
MUSIC 1A	Musicianship (3)	2-3
PSYCH 1A	Introduction to General Psychology (3)	
	or	
PSYCH 1B	Introduction to General Psychology (3)	
	or	
PSYCH 10	Psychology and Life: Basic Principles (3)	3
SOC 1	Introduction to Sociology	3
	Total required units:	24-25

Recommended:

CHDEV 51	Child Growth and Development (3)*
SPCH 20	Interpersonal Communication Skills (3)

*Formerly Facs 51.

48NA-TZ. +Selected Topics in Recreation and Leisure Services .5-9 units

See section on Selected Topics. 2107.60

49. +Independent Study in Recreation and Leisure Services .5-5 units

Course study under this section may be repeated three times.

See section on Independent Study. 2107.60

50. Introduction to Recreation and Leisure Services 3 units

3 hours lecture

Acceptable for credit: CSU

[CAN Rec 2]

Nature, scope, and significance of recreation in the social and economic life of the American people: Definition, history, purpose, functions, organizational patterns, and inter-relationships of group agencies and institutions which serve recreational needs of the community. 2107.60

CSU area E

52. Social Recreation Leadership 3 units

3 hours lecture

Acceptable for credit: CSU

Theory and application of leadership in social recreation activities: Mechanics of party planning, techniques of presentation, and a repertoire of social games. 2107.60

CSU area E

53. +Recreation for Living 2 units

1 hour lecture, 3 hours laboratory

Acceptable for credit: CSU

Recreational services and opportunities available in the East Bay. 2107.60

CSU area E

55. Outdoor Recreation 3 units

3 hours lecture

Acceptable for credit: CSU

History, principles, and trends of organized camping: Conservation of nature, role of leaders in outdoor recreation, psychological aspects of camper's development, vocational opportunities and placement, and practical skills in firecraft and outdoor cooking. 2107.60

CSU area E

57. Recreation Program Planning 3 units

3 hours lecture

Prerequisite: Two courses in Recreation and Leisure Services

Acceptable for credit: CSU

Methods and techniques of planning, organizing, conducting, controlling, and evaluating recreation programs. 2107.60

CSU area E

58A. Recreation Leadership 2 units
1 hour lecture, 3 hours laboratory
Acceptable for credit: CSU
Study of leadership: Identification of the phenomenon of leadership, and the leadership process. 2107.60
CSU area E

58B. Recreation Leadership 2 units
1 hour lecture, 3 hours laboratory
Prerequisite: Recse 58A
Acceptable for credit: CSU
Continuation of RECSE 58A: Identification of the phenomenon of leadership, and developing and improving leadership skills. 2107.60
CSU area E

248NA-TZ. +Selected Topics in Recreation and Leisure Services .5-9 units
See section on Selected Topics. 2107.60

SOCIAL AND BEHAVIORAL SCIENCES

The **AA degree in Social and Behavioral Sciences** will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Degree Major Requirements:

Completion of at least 18 units in courses from the Social and Behavioral Sciences (Area Two of the General Education Course List):

AFRAM:	2, 5, 8, 10, 12, 14A, 14B, 16, 19*, 28**, 30, 31, 32, 33, 34	
ANTHR:	2, 3, 4, 5, 8, 13, 15, 16, 18, 30A-D	
ASAME:	20, 21, 29, 30, 32, 45A, 45B	
BUS:	5, 10, 52	
CHDEV:	50, 51^*, 53, 57A	
COSER:	10, 45	
ECON:	1***, 2, 10, 11***	
EDUC:	1	
ENVST:	11, 76A-D*+, 78A-H*+	
GEOG:	2, 5, 10	
HLTED:	1	
HIST:	2A, 2B, 7A, 7B, 8A, 8B, 15, 19, 27, 30A, 30B, 32	
M/LAT:	6*, 12, 19*^, 23, 28**, 30A, 30B	
POSCI:	1, 2, 3, 4, 15, 16, 20	
PSYCH:	1A, 1B, 3, 6, 10, 12, 24, 33	
SOC:	1, 2, 3, 5	
SPCH:	6	18
	Total required units:	18

*Afram 19 is the same as M/Lat 6; maximum credit: one course.
**Afram 28 is the same as M/Lat 28; maximum credit: one course.
***Econ 11 and Econ 1; maximum credit: one course.
^* Formerly Facs 51.
*+Must be taken for a minimum of 3 units to satisfy Area 2 requirements.
*^M/Lat 19 is the same as Hist 17 at Alameda, Laney and Vista; maximum credit: one course.

SOCIOLOGY

1. +Introduction to Sociology 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Soc 2]
Introduction to sociology: Analysis of human group life through principles, concepts, and theories. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

2. +Social Problems 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Soc 4]
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

3. +Sociology of Women 3 units
3 hours lecture
Acceptable for credit: CSU, UC
Exploration of various conceptual frameworks regarding the status of women: Structure-function, role dynamics, dominant-subordinate minority group interaction, and concepts of oppression-liberation with emphasis on current trends of the movement. 2208.00
AA/AS area 2; CSU area D; IGETC area 4

5. Minority Groups 3 units
3 hours lecture
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; CSU area D

48NA-TZ. +Selected Topics in Sociology .5-5 units
See section on Selected Topics. 2208.00

49. +Independent Study in Sociology .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 2208.00

248NA-TZ. +Selected Topics in Sociology .5-5 units
See section on Selected Topics. 2208.00

SOLID WASTE MANAGEMENT TECHNOLOGY

10. +Introduction to Solid Waste Management Technology 3 units
3 hours lecture
Acceptable for credit: CSU
Solid waste management: Characteristics and amounts of solid wastes, collection systems, introduction to treatment processes, and return of treated wastes to the environment. 0958.04

SPANISH

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

Degree Major Requirements:

SPAN 1A	Elementary Spanish	5
SPAN 1B	Elementary Spanish	5
SPAN 2A	Intermediate Spanish	5
SPAN 2B	Intermediate Spanish	5
	Total required units:	20

1A-B. +Elementary Spanish 5-5 units
5 hours lecture
Prerequisite for Span 1B: Span 1A
Span 1A: Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
[Span 1A: CAN Span 2], [Span 1B: CAN Span 4]
[Span 1A+Span 1B: CAN Span Seq A]
Courses are conducted in Spanish.
Study and practice in understanding, speaking, reading, and writing Spanish; and readings in Spanish and Spanish-American life and culture. 1105.00
AA/AS area 3; CSU area C2; IGETC Language; IGETC area 3 (Span 1B only)

2A-B. +Intermediate Spanish 5-5 units
5 hours lecture
Prerequisite for Span 2A: Span 1B
Prerequisite for Span 2B: Span 2A
Acceptable for credit: CSU, UC
[Span 2A: CAN Span 8], [Span 2B: CAN Span 10]
[Span 2A+Span 2B: CAN Span Seq B]
Courses are conducted in Spanish.
2A: Grammar review, conversation, composition, reading, and aural-oral practice.
2B: Selected readings from Spanish and Latin-America literature, grammar review, and advanced composition and conversation. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3

22A. +Spanish for Bilingual/Native Speakers I 5 units
5 hours lecture
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Course is conducted entirely in Spanish.
A course for students whose first/home 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 Language

22B. +Spanish for Bilingual/Native Speakers II 5 units
5 hours lecture
Prerequisite: Span 22A
Acceptable for credit: CSU, UC
Course is conducted entirely in Spanish.
Continuation of Spanish 22A. A course for students whose first/home language is Spanish: Further development of 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 3

30A-B. +Beginning Conversational Spanish 3-3 units
3 hours lecture
Recommended preparation for Span 30B: Span 30A
Acceptable for credit: CSU
Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00
AA/AS area 3; CSU area C2

31A. +Intermediate Conversational Spanish 3 units

3 hours lecture
Prerequisite: Span 30B
Acceptable for credit: CSU
Emphasis on intermediate-level conversational practice: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish. 1105.00
AA/AS area 3; CSU area C2

31B. +Intermediate Conversational Spanish 3 units

3 hours lecture
Acceptable for credit: CSU
Prerequisite: Span 31A
Emphasis on intermediate-level conversational practice: Grammar review as needed; readings from conversation textbook, newspapers, and magazines in Spanish. 1105.00
AA/AS area 3

38. +Latin-American Literature 3 units

3 hours lecture
Recommended preparation: Span 1B
Course is conducted in Spanish.
Acceptable for credit: CSU, UC
Contemporary Latin-American literature through the reading of short stories and poetry from prominent Latin-American writers: Carlos Fuentes, Gabriel García-Márquez, Julio Cortázar, Pablo Neruda, and many others. 1105.00
AA/AS area 3; CSU area C2; IGETC area 3

40. +Hispanic Civilization and Culture 3 units

3 hours lecture
Recommended preparation: Span 1B
Acceptable for credit: CSU, UC
Study of Hispanic civilization and culture through readings in Spanish designed to develop active language skills.
AA/AS area 3; CSU area C2; IGETC area 3 1105.00

48NA-TZ. +Selected Topics in Spanish .5-5 units

See section on Selected Topics. 1105.00

49. +Independent Study in Spanish .5-5 units

Course study under this section may be repeated three times.
See section on Independent Study. 1105.00

248NA-TZ. +Selected Topics in Spanish .5-5 units

See section on Selected Topics. 1105.00

348NA-TZ. +Selected Topics in Spanish .5-5 units

Non-degree applicable
See section on Selected Topics. 1105.00

SPEECH

4. +The Dynamics of Group Discussion 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Study of communication in a group setting: Emphasis on listening, leadership, and teamwork; theoretical and experiential learning to build on individual communication skills with the goal of understanding and practicing successful group relations. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

6. +Intercultural Communication 3 units

3 hours lecture
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. 1506.00
AA/AS area 2, 4d; CSU area D; IGETC area 4

15A-B. +Voice and Diction 3-3 units

3 hours lecture
Spch 15A is not prerequisite to Spch 15B
Acceptable for credit: CSU, UC
15A: Voice development through control of breathing, voice tempo, pitch, volume, and tone; improvement in articulation and pronunciation. Practice through reading aloud and taping, not public speaking.
15B: Various modes of communicating ideas, emotions, and values through use of the voice. 1506.00
AA/AS area 4d

20. +Interpersonal Communication Skills 3 units

3 hours lecture
Acceptable for credit: CSU, UC
Analysis of communication needs and improvement of skills of listening, perception, nonverbal communication, semantics, and conflict management. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

45. +Public Speaking 3 units
3 hours lecture
Acceptable for credit: CSU, UC
[CAN Spch 4]
Principles of public speaking: Oral presentations based on contemporary political and social issues; critical thinking, organization, and research. 1506.00
AA/AS area 4d; CSU area A1; IGETC area 1C

46. +Interviewing, Business and Professional Communication 3 units
3 hours lecture
Prerequisite: Spch 45 or 20 or 4
Acceptable for credit: CSU, UC (pending)
Analysis and practice of business and professional communication skills, with a focus on interviewing: Exploration of a variety of interviewing skills including employment, health care, research, informational, and persuasive. 1506.00
AA/AS area 4d; CSU area A1

48NA-TZ. +Selected Topics in Speech .5-5 units
See section on Selected Topics. 1506.00

49. +Independent Study in Speech .5-5 units
Course study under this section may be repeated three times.
See section on Independent Study. 1506.00

248NA-TZ. +Selected Topics in Speech .5-5 units
See section on Selected Topics. 1506.00

SWAHILI

1A. +Elementary Swahili 5 units
5 hours lecture
Course is equivalent to two years of high school study.
Acceptable for credit: CSU, UC
Course is conducted in Swahili.
Study and practice in speaking, understanding, reading and writing Swahili. 1116.00
AA/AS area 3; CSU area C2; IGETC Language

1B. +Elementary Swahili 5 units
5 hours lecture
Prerequisite: Swahi 1A
Acceptable for credit: CSU, UC
Course is conducted in Swahili.
Continuation of Swahili 1A: Study and practice in speaking, understanding, reading and writing Swahili; readings in Swahili and East African culture. 1116.00
AA/AS area 3

VOCATIONAL NURSING

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** will be awarded upon satisfactory completion of the major course requirements.

Eligibility/Admission/Completion Requirements:

Admission to the Vocational Nursing program is by evaluation of academic and personal qualifications. Completion of the program requires the student to maintain satisfactory grades ("C" or better) in all prerequisite and major courses and satisfactory performance in the clinical experience. These 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 course, Biology 24, or Biol 20A and 20B (or the equivalent), with grade "C" or better before applying to the program.
4. All Medical-Surgical Nursing courses in each semester must be completed satisfactorily with grade “C” or better before a student can enroll in the succeeding semester.
5. V/Nur 215, Introduction to Pharmacology, may be repeated during the second semester to alleviate a substandard grade ("D" or "F"), if the course is scheduled during that semester. A non-passing grade ("D" or "F") in V/Nur 220 (Maternal-

Child Nursing) will not keep the student from enrolling in a succeeding semester of Medical-Surgical Nursing, but the course must be completed satisfactorily before a Certificate can be awarded to the student.

6. 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.

Degree Major/Certificate Requirements:

First Semester:

V/NUR 214	Basic Medical-Surgical Nursing	15
V/NUR 215	Introduction to Pharmacology	1
V/NUR 216	Therapeutic Nutrition	1
	Subtotal:	17

Second Semester:

V/NUR 217	Intermediate Medical-Surgical Nursing	10
V/NUR 218	Intermediate Pharmacology	2
V/NUR 220	Maternal-Child Nursing	4
	Subtotal:	16

Third Semester:

V/NUR 219	Advanced Medical-Surgical Nursing	17
	Subtotal:	17
	Total required units:	50

The sequence of courses may be altered due to availability of clinical facilities. Students will be notified in advance.

214. Basic Medical-Surgical Nursing 15 units

9 hours lecture, 18 hours laboratory

Prerequisite: Biol 24, or Biol 20A and 20B; and health clearances: physical examination and negative TB test results

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. 1203.20

215. Introduction to Pharmacology 1 unit

1 hour lecture

Introduction to pharmacology: Mathematics of calculating medication dosages, apothecary and metric conversions, and principles and techniques of administering medications. 1203.20

216. Therapeutic Nutrition 1 unit

1 hour lecture

Survey of dietary principles: Their application to selected medical conditions needing modification of normal dietary requirements. 1203.20

217. Intermediate Medical-Surgical Nursing 10 units

7 hours lecture, 10 hours laboratory

Prerequisite: 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. 1203.20

218. Intermediate Pharmacology 2 units

2 hours lecture

Prerequisite: V/Nur 215

Study of specific drugs: Drug categories, dosages, and actions; and related nursing implications. 1203.20

219. Advanced Medical-Surgical Nursing 17 units

11 hours lecture, 18 hours laboratory

Prerequisite: 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. 1203.20

220. Maternal-Child Nursing 4 units

2 hours lecture, 8 hours laboratory

Prerequisite: 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. 1203.20

248NA-TZ. Selected Topics in Vocational Nursing .5-9 units

See section on Selected Topics. 1203.20

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MARGARET CARR, 1991

ROBERT CARR, 1991

PAUL CHAPPELLE, 1982

ROBERT CHIN, 1988

ANN CRENSHAW, 1997

ROSE CROWDER, 2003

EARNEST CRUTCHFIELD, 2003

JULIA CUNNINGHAM, 1995

FRANCES DILLINGHAM, 1983

ALICE DI ROMANO, 1982

DONALD DYE, 1985

BOOKER EALY, 2002

AUDREY ELWOOD, 1993

ALLAN FLEISCHMAN, 2001

JEANNE FLYNN, 1993

CHARLES FORD, 2000

ANNE FRIEBURG, 1988

JOHN FUJII, 1993

CATHLEEN GAFFNEY, 1985

CHRIS GALAS, 1988

GROVER GARVIN, 2001

MONI GOMES, 1987

HELENE GOODWIN, 1988

MINDA GRAFF, 1980

MARY GREER, 1985

LAWRENCE GURLEY, 2003

JACQUELINE HAIRSTON, 1988

LUTHER HARRIS, 1998

JAMES HARVEY, 1997

LYN HAXTON, 2002

JAMES HILL, 1983

ROSE HONG, 1991

ALDEN HUFF, 1999

RANDOLPH HUNT, 1982

KENNETH HURST, 1999

WESLEY INGRAM, 1997

JACK IRVINE, 1989

URSULA ISFAN, 1993

BRIAN JAMES, 1985

ROBERT JOHNSON, 1986

STANLEY KORICH, 1998

STANLEY KOSSEN, 1987

DOUGLAS KYLE, 1997

ANTONIO LATORRE, 1983

CAROL LEE, 2002

ANTOINETTE LENAHAN, 1980

NOAH LEWIS, 1983

ARNOLD LOEBEL, 1991

FACULTY EMERITI

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NATALIE LUCCHESE, 1985

LAURENCE MARTENS, 1983

IRWIN MAYERS, 1988

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MERLIN MILLER, 1993

BERNICE MOELLER, 1991

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MELVIN NEWTON, 2003

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JOHN PAUL, 1983

VIRGINIA PORTER, 1988

HOWARD POULTER, 1995

MARSDEN PRICE, 2003

WILSON PRICE, 1986

ROBERT RANDOLPH, 1987

VONNIE READ, 1983

THEODORE REECE, 1981

NED REED, 1980

MARIAN REEVE, 1981

JOSEPH REID, JR., 1995

GARY ROBINSON, 2002

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ANGELICA SANSUM, 1988

HELMUT SCHMITT, 2002

RENATA SCHMITT, 1991

IRVING SCHNAYER, 1983

HENRY SCHOTT, 1991

BERNARD SCHWARTZ, 2000

EVA MARDREE SCOTT, 1997

ELENA SENDAYDIEGO, 1998

GEORGE SHELDON, 1989

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ERNEST SPIRAKIS, 1987

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CORNELIA SHANKLIN, 1999

VIRGINIA SHELTON, 2001

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EDITH WASHINGTON, 1983

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HARRY CAUGHREN

JOHN CIRIMELE

KENNETH COLEMAN

WILLIS GARRETT

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GEORGE HILTON

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JACK LA CHAPELLE

EMILE LABADIE

RICHARD LEONG

DAVID LERCARI

JAMES MARKISON

YALE MAXON

ROBERT MCBURNEY

BETTY MCFARLANE

WARREN MOOREHEAD

RAMONA PARDEE

JESSE PECKENHAM

REBA REED

HERBERT SAYLOR

NATALIE SNYDER

DEBRA STEWART

JOHN SUMMERSETTE

MARIETTA VAUGHN

TONI VERENNA

RUTH WEISNER

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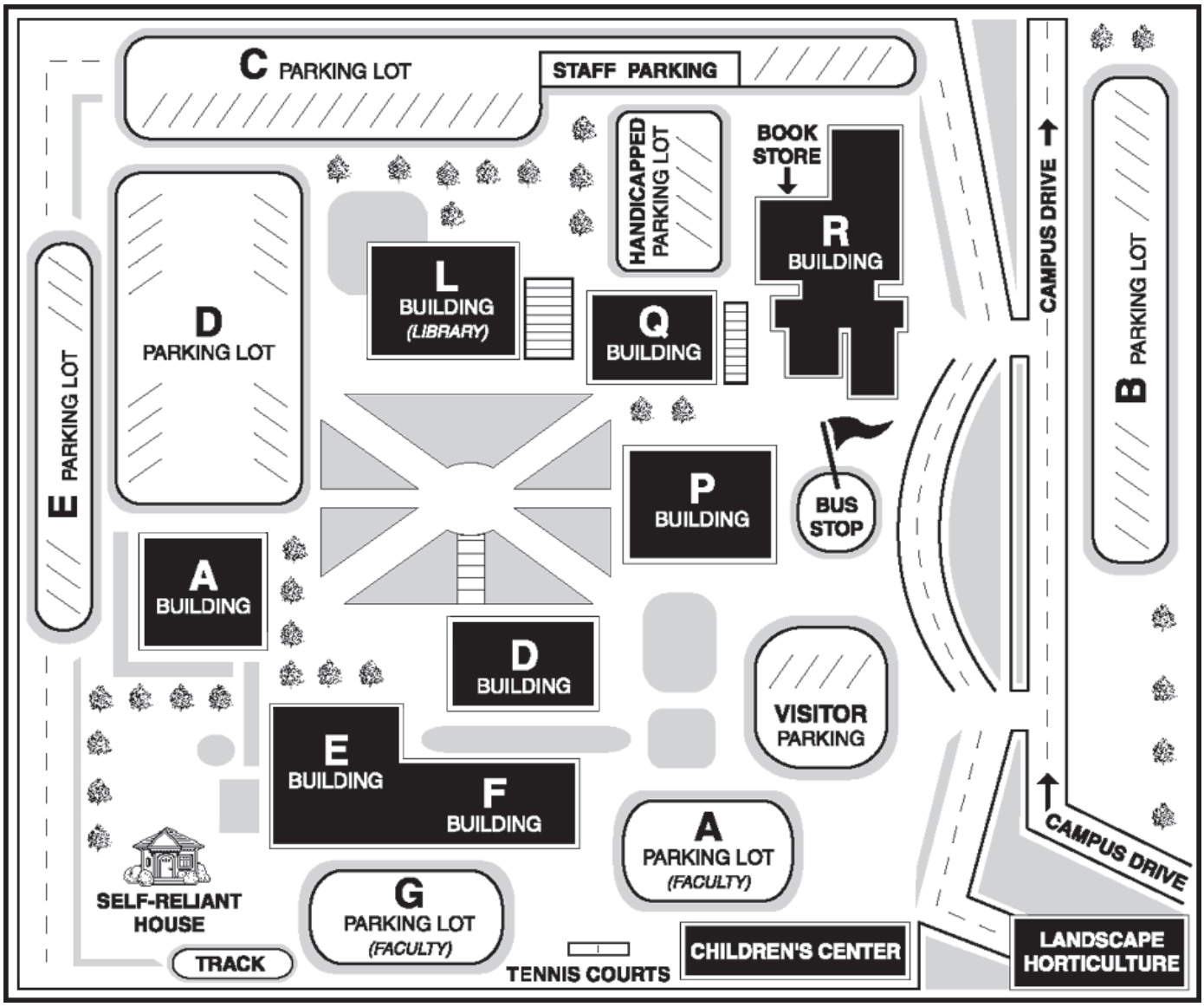
DISCLAIMER STATEMENT

ACCURACY STATEMENT

Merritt College endeavors to accurately and fairly present its programs and policies to the public. The college reserves the right to add, amend, or repeal any rules, regulations, policies and procedures. The college assumes no responsibility for program changes nor publication errors beyond its control.

CAMPUS MAP



BUILDING	PROGRAMS/OFFICES
A	Art, Child Development, Fitness Center, Music, Classrooms
D	Allied Health Programs, Academic Enhancement Center (Learning Center, Electronic Classroom, Tutorial, Math Lab), Mailroom
E	Gymnasium, Classrooms
F	Locker Rooms, Faculty/Administrator Offices
H	Landscape Horticulture
L	Learning Resources: Library, Audio-Visual, Adapted Computer Learning Center/DSPS, Anthropology Museum, Assessment
P	Admissions & Records, Computer Lab, Counseling, Vice President of Students, Disabled Students Programs & Services Office, EOPS, Financial Aid, Veterans Affairs, Classrooms
Q	Administration, Merritt College Middle High School, Business Services & Cashier's Office, Career & Transfer Center, Production, Vice President of Instruction, Classrooms
R	Bookstore, Cafeteria, Student Activities Center, Puente Program, Health Services Center, Safety and Police Services, Student Lounge, Classrooms
SRH	Self-Reliant House