Merritt College
Catalog
2024-2025

Merritt College is a public, two-year college and one of four colleges of the Peralta Community College District in Alameda County. Merritt offers courses and comprehensive programs that support transfer to four-year institutions as well as technical and occupational endeavors.

Merritt College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges which is located at: 428 J Street, Suite 400, Sacramento, CA 95814 Phone: 415-506-0234. Email: accjc@accjc.org, URL: http://www.accjc.org

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President's Message

On behalf of our faculty, classified professional staff, and administration I am pleased to welcome you to Merritt College. We are honored that you are pursuing your educational and professional goals here at Merritt, and we are firmly committed to helping you attain them. Founded as the Merritt School of Business in 1929, Merritt College has built a legacy of academic excellence, career training, and civic engagement. This rich history continues to inform and inspire the Mission, Core Values, and Vision. Merritt College puts students first.

David M. Johnson, Ph.D., President

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

In closing, I want to thank you for choosing and trusting us to help you realize your educational aspirations. Merritt College is a special place and your presence here ensures that our best days are ahead.

Go Panthers!

Best,

David M. Johnson, Ph.D.
President

2024-2025 Catalog Supplement

This supplement to the 2024-2025 Merritt College provides a list of changes made to its content after the catalog print date of 7/1/24. These changes replace or supplement what is in the original printed catalog. Reference the appropriate sections within this online catalog for the most current information.

PDF Catalog Page #	Title	Update Explanation	Effective Term
	PROGRAMS		
	Bridge to Cannabis Cultivation, CP2: Certificate of Completion	New Program	Fall 2024
	Conservation and Resource Management, Certificate of Achievement	Requirement Update	Fall 2024
	Paramedic, Associate in Science (AS) Degree	New Program	Fall 2024
	COURSES		
	ANTHR 8- Anthropology through Film: Ethnographic Studies	Deactivation	Spring 2025
	BIOL 25- Human Biology	Deactivation	Spring 2025
	CHEM 30A- Introductory General Chemistry	C-ID Correction	Fall 2024
	CHDEV 75- Adult Supervision and Mentoring in Early Care and Education	Title and Description Update	Spring 2025
	CIS 52- Cloud Security Fundamentals	Requisite Update	Spring 2025
	CIS 234B- World Wide Web Publishing II	Requisite Update	Spring 2025
	COSER 20- Group Dynamics: Working with Small Groups	Unit and Lecture Hour Update	Spring 2025
	EMT 221A- Paramedic Theory and Laboratory I	New Course	Spring 2025
	EMT 221B- Paramedic Theory and Laboratory II	New Course	Spring 2025
	EMT 221C- Paramedic Clinical Work Experience	New Course	Spring 2025
	EMT 221D- Paramedic Capstone Work Experience	New Course	Spring 2025
	ENVMT 55- Principles of Conservation and Land Management	Deactivation	Spring 2025

PDF Catalog Page #	Title	Update Explanation	Effective Term
	ENVMT 56- Conservation and Management of Parks and Public Lands	Title and Description Update	Spring 2025
	ENVMT 57- Park Operations: Concepts and Practices	Title and Description Update	Spring 2025
	GEOG 2- Cultural Geography	Description Update	Spring 2025
	LANHT 31- Site Operations for Landscape Designers and Builders	Deactivation	Spring 2025
	MATH 11- Discrete Mathematics	New Course	Spring 2025
	MATH 15- Mathematics for Liberal Arts Students	Requisite Update	Spring 2025
	MATH 201- Elementary Algebra	Deactivation	Spring 2025
	MATH 230- Elementary and Intermediate Algebra for Business or STEM majors	Deactivation	Spring 2025
	MATH 240- Elementary and Intermediate Algebra for Liberal Arts and Social Science	Deactivation	Spring 2025
	MATH 250- Arithmetic	Deactivation	Spring 2025
	MATH 253- Pre-Algebra	Deactivation	Spring 2025
	MATH 273- Math Workshop for Intermediate Algebra	Deactivation	Spring 2025

General Information

An Important Message to Our Students

ACCREDITATION

Merritt College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found on ACCJC's website, https://accjc.org/ under the Resources dropdown menu Complaint Process. ACCJC can be reached by email at **accjc@accjc.org.**

ACCURACY STATEMENT

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

CATALOG RIGHTS

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

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

INTERPRETATION OF REQUIREMENTS

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

USING MERRITT COLLEGE'S CATALOG

Merritt College's catalog describes the courses, programs, and services of the college that are planned for the 2024-2025 academic year. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information.

Academic Calendars
2024 - 2025

2024 Summer Semester

June 3	Mon	Drop for Nonpayment of Tuition and Enrollment Fees
June 17	Mon	Day and Evening Instruction Begins
June 19	Wed	Juneteenth – Holiday Observance
June 23	Sun	Last Day to Add Regular Summer Session **without** a Permission Number
June 23	Sun	Last Day to Drop Regular Session Classes and Receive A Refund **Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.**
June 23	Sun	Last Day to Drop Regular Session Classes **without** a "W" Appearing on Transcripts
June 23	Sun	Last Day to Add Summer Session Classes
June 23	Sun	Census Roster Due – Instructors Verify Enrollment in Classes
June 23	Sun	Last Day to Add Regular Summer Session with a Permission Number
June 27	Thur	Last Day to File Petitions for AA or AS Degree/Certificate
July 4	Thur	Independence Day – Holiday Observance
July 16	Tues	Last Day to Withdraw from Regular Session Classes and Receive a "W". All outstanding fees are due even if classes are dropped on his day.
July 16	Tues	Attendance Verification Day – Instructors Verify Enrollment
July 25	Thur	Last Day to File for PASS/NO PASS Grading Option
July 25	Thur	Summer Session Ends
August 1	Thur	Grade Rosters/Rollbooks are Due

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

2024 Fall Semester

August 19	Mon	Day and Evening Instruction Begins
August 24	Sat	Saturday Instruction Begins
August 25	Sun	Last Day to Add **without** Permission Number or Add Card
August 30	Fri	Last Day to Add Regular Session Classes **in person** with a Permission Number on Add Card
September 2	Mon	Last Day to Drop Regular Session Classes and Receive a Refund **Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.**
September 2	Mon	Last Day to Drop Regular Session Classes without a "W" Appearing on Transcripts
September 2	Mon	Last Day to Add Regular Session Classes **online** with an Instructor issued Permission Number
September 2	Mon	Labor Day – Holiday Observance
September 2	Mon	Census Roster Due
October 16	Wed	Professional Day – No Classes
October 18	Fri	Last Day to File Petitions for AA or AS Degree/Certificate
October 31	Thur	Sixty Percent (60%) Census Due for Noncredit Online Classes
November 11	Mon	Veteran's Day – Holiday Observance
November 22	Fri	Last Day to Withdraw from Regular Session Classes and Receive a "W". **All outstanding fees are due** even if classes are dropped on this day.
November 22	Fri	Attendance Verification Day – Instructors Verify Enrollment
Nov 28 - Dec 1	Thur-Sun	Thanksgiving – Holiday Observance
December 7	Sat	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
December 8-14	Sun -Sat	Final Examinations
December 14	Sat	Saturday Instruction Ends
December 14	Sat	Fall Semester Ends
December 21	Sat	Final Grades Due

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

2025 Spring Semester

January 20	Mon	Martin Luther King Jr. Birthday – Holiday Observance
January 21	Tues	Day and Evening Instruction Begins
January 25	Sat	Saturday Instruction Begins
January 25	Sat	Last Day to Add **without** Permission Number or Add Card
January 31	Fri	Last Day to Add Regular Session Classes **in person** with a Permission Number on Add Card
February 2	Sun	Last Day to Drop Regular Session Classes and Receive A Refund **Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.**
February 2	Sun	Last Day to Drop Regular Session Classes Without a "W" Appearing on Transcripts
February 2	Sun	Last Day to Add Regular Session Classes **online** with an Instructor issued Permission Number
February 2	Sun	Census Due — Instructors Verify Enrollment in Classes
February 14-17	Fri-Mon	Presidents' Birthday – Holiday Observance
March 11	Tues	Professional Day – No Classses
March 14	Fri	Last Day to File Petitions for AA or AS Degree/Certificate
March 31-April 6	Mon-Sun	Spring Recess
March 31	Mon	Caesar Chavez – Holiday Observance
April 7	Mon	Sixty Percent (60%) Census Due for Noncredit Online Classes
April 25	Fri	Last Day to Withdraw from Regular Session Classes and Receive a "W". **All outstanding fees are due** even if classes are dropped on this day.
April 25	Fri	Attendance Verification Day – Instructors Verify Enrollment
May 16	Fri	Malcolm X's Birthday – Holiday Observance
May 17	Sat	Last Day to File for PASS/NO PASS Grading Option for Regular Session Classes
May 18-24	Sun-Sat	Final Examinations
May 24	Sat	Saturday Instruction Ends
May 24	Sat	Spring Semester Ends
May 26	Mon	Memorial Day – Holiday Observance
June 1	Sun	Grade Rosters/Rollbooks are Due

Note: Saturday classes begin January 25 and meet every Saturday except February 15 and April 5. Saturday classes end on May 24.
Dates are subject to change. See the online Academic Calendar https://www.peralta.edu/admissions/academic-calendar-finals-schedule-enrollment-calendar for the latest information.

Mission - Values - Vision

Mission

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

Core Values

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

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

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

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

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

Vision

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

Equity Commitment

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

Institutional Learning Outcomes (ILOs)

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

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

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

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

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

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

Peralta Community College District Board of Trustees
District and Merritt College Administrators

Peralta Community College District Board of Trustees

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Naomi Vasquez . . . . . Student Trustee

Peralta District Administrators

Tammeil Gilkerson, Ph.D. . . . . Chancellor
Stephanie Droker, Ed.D . . . . . Interim Deputy Chancellor and Chief Operating Officer
Ronald McKinley, Ph.D., M.B.A. . . . . Chief Human Resources Officer
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Lilia Chavez, Ed.D. . . . . Vice President of Student Services
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Monica F. Ambalal, Ph.D.. . . . . Interim Dean of Allied Health and Public Safety
Vacant. . . . . Dean of Counseling, Equity, and Achievement
Ree'shemah Thornton, M.A. . . . . Dean of Enrollment, Special Programs and Grants
Vacant . . . . . Director of Financial Aid Services
Doris Hankins, M.A. . . . . Director of Student Activities and Campus Life
Nathan Pellegrin, M.S. . . . . Director of Research and Planning

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Faculty

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M.S., San Francisco State University

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M.S., Cornell University
M.A., Wright Institute
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M.S., San Francisco State University

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Mathematics
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M.S., Teachers College, Columbia University
Ph.D., Teachers College, Columbia University

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M.S., California State University, Fresno
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M.A., California State University, Fresno
Ph.D., American School of Professional Psychology

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Radiologic Science

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Chinn, Alice
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Custodian
Business and Administrative Services Office

Ellis, Rachel
Program Specialist
CARE
B.A., California State University, East Bay

Fitch, LaShaune
Curriculum Specialist
Office of Instruction
B.A., University of California, Berkeley
B.F.A., California College of Arts and Crafts
M.A., California College of the Arts

Forlastro, Christana
Sr. Library Technician
Library
A.A., Merritt College

Garner-Fong, Jane
Sr. Academic Support Services Specialist
Office of Instruction

Garrett, Kashaka
Custodian
Business and Administrative Services Office

Gerardo, Liana
Athletic Trainer/Equipment Manager
Office of Student Services
BOC Certified
B.S., California State University, East Bay
M.S., California Baptist University

Hernandez, Silvia
Financial Aid Specialist
Financial Aid Office

Herrera, Berenise
Executive Assistant
Office of the President
B.A., San Francisco State University

Herrera, Laura
Fiscal Grants Coordinator
Business and Administrative Services Office
B.A., University of Texas
M.A., City University of New York

Hill, Niambi
Science Lab Technician & Nursery Manager
Landscape Horticulture Department
Certificate, Merritt College
Certificate, University of California, Santa Cruz
A.A., Merritt College
B.A., San Francisco State University

Hunter, Alyson
Financial Aid Specialist
Financial Aid Office
Certificate, Merritt College
A.A., Merritt College

Johnson Jr., Walter
Instructional Assistant, Computer-Assisted Instruction Lab
Learning Center
B.S., Howard University

Johnson, Carmen
Coordinator
CalWORKs
A.A., Merritt College
B.A., Mills College

Johnson, Levern
Custodian
Business and Administrative Services Office

Karim, Waaduda
Staff Assistant
Allied Health Programs
A.A., Merritt College

Kaufman, MaryHelen
Admissions and Records Clerk
Admissions and Records Office
A.A., College of Alameda

Kimble, Esperiza
Senior Library Technician
Library

Le, Stephanie
Financial Aid Specialist
Office of Student Services
B.A., University of California, Santa Cruz

Leung, Soledad
Staff Assistant
Student Accessibility Services
A.S., Merritt College
AA-T, Merritt College

Littles, Victor
Project Manager
Adult Education Transitions Liaison
Office of Instruction
M.A., Holy Names University
Ed.D, Fielding Graduate University

Mai, Michelle
Staff Assistant
Student Activities and Campus Life
B.A., University of California, Berkeley

Malanche, Lily
Staff Assistant/Instruction
Allied Health and Public Safety, Division III
B.A., University of California, Berkeley

Marrero, Tara
Facilities Project Coordinator
Business and Administrative Services Office

Mears, Michael
Custodian
Business and Administrative Services Office

Moreno, Nancy
Coordinator
Welcome Center
B.S., California State University, East Bay

Nabeta, Dale
Network Support Services Specialist
Business and Administrative Services Office

Nguyen, Vu
Principal Financial Analyst
Business and Administrative Services Office

Olbekson, Kathleen
Staff Assistant
Extended Opportunity Programs and Services
A.A., Merritt College
B.A., Mills College

Omar, Sahra
Financial Aid Specialist
Financial Aid Office
A.A., Laney College
B.S., California State University

Pang-Sagara, Pauline
Financial Aid Specialist
Financial Aid Office
B. A., University of California, Berkeley

Peevy, Lee
Alternate Media Technology Specialist
Student Accessibility Services
Certificate, Adaptive Computer Technologies

Perez, Maria
Bursar
Business and Administrative Services Office
A.A., Merritt College
A.S., Merritt College
B.S., California State University, East Bay

Perez, Ron
Staff Services Specialist/Fiscal
Business and Administrative Services Office

Perez, Salvador
Staff Assistant/Business Services
Business and Administrative Services Office

Pharr, Phasasha
Financial Aid Officer
Financial Aid Office
A.A., Merritt College
A.A., Berkeley City College

Pheng, Kim
Custodian
Business and Adinistrative Services Office

Pounds, David
Lead Custodian
Business and Administrative Services Office

Pruitt, Reagan
Assessment Specialist
Student Accessibility Services
Certificate, Merritt College
A.S., Laney College

Rippberger, Bonnie
Instructional Assistant
Child Development

Rivera-Cordova, Sandi
Admissions and Records Technician
Admissions and Records Office
A.A, Merritt College

Rom, Patricia
Sr. College Information System Analyst
Business and Administrative Services Office

Roque Chaves, Marisol
Admissions and Records Technician
Admissions and Records Office
A.A., Merritt College
B.S., San Francisco State University

Rubio, Margie
Project Manager
NEXTUp Program
A.A., Merritt College
A.S., Merritt College
B.S., California State University, East Bay

Saleh, Jamila
Executive Assistant
Office of Student Services
A.S., Merritt College
B.S., California State University, East Bay

Sealund, Maura (Molly)
Coordinator
Landscape Horticulture Department

Shapiro, Saadi
Instructional Assistant
Art Department

Sidzinska, Kinga
Coordinator, Biology and Science
Biology Department

Spencer, Maria
Student Personnel Services Specialist
A.A., Berkeley City College
B.A., University of California, Davis
M.A., University of the Rockies
Doctoral Candidate, Brandham University/Chapman University

Thomas, Carolyn
Custodian
Business and Administrative Services Office

Victorian, Charlotte
Coordinator
Learning Center
B.S., San Francisco State University

Young, Amecia
ADN Specialist
Nurisng Department

Woodward, Denise
Staff Assistant/Instruction
Liberal Arts and Social Sciences Division I Office

Safety and Emergency Services

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

MEDICAL EMERGENCIES

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

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

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

SUMMARY

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

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

MISSION STATEMENT

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

CRIME PREVENTION AND PERSONAL SAFETY TIPS

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

- Keep vehicles, offices, classrooms, and other areas secured when practical.
- Keep valuable and/or easily portable items secured, when possible.
- Keep keys and emergency communication systems readily available.
- Choose routes and locations that are better lit, more familiar, and more secure, when available.
- Travel, work, and study with potential assistance near-by, when possible.
- Analyze surroundings for opportunities to escape, hide, and to obtain help and witnesses.
- Analyze surroundings for potential criminal access, ambush, and activity.

- Know the locations of emergency phones.
- Know the locations and call numbers of emergency responders. • Practice describing people and events in a way that supports accurate reporting.
- Opt in for safety and security alert systems.
- Notify others when working at unusual times or in unusual locations.

Please view the short video, Safety in 60 Seconds, for additional safety and crime prevention practices:

https://www.youtube.com/watch?v=3FZuVHkLEsA.

Questions, suggestions or concerns regarding campus safety and security may be directed to the Director of Public Safety at (510) 466- 7236. All concerns will be treated with confidentiality and care.

WEAPONS POLICY

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

JEANNE CLERY DISCLOSURE

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

ANNUAL SECURITY REPORT

The Peralta Community College District (PCCD) Annual Security Report (ASR) is provided in accordance with the Crime Awareness and Campus Safety Act of 1990 and subsequent amendments that led to its being renamed the Jeanne Clery Act in 1998. The ASR is part of ongoing efforts to inform the public of the safety programs and services available and the crimes that are reported to Peralta Sheriff's, local police partners and other campus security personnel. It also contains information about proactive steps that can be taken to help maintain a safe and secure campus for everyone.

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

About Peralta Community College District

Mission

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

Values

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

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

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

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

Financial health: We effectively manage resources.

Environmental sustainability: We engage in model environmental sustainability practices.

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

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

Employee development: We promote the development of all employees.

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

Respect: We treat one another with care and respect.

About Merritt College

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

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

Merritt College and the Peralta District — A Short History

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

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

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

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

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

Merritt College: Home of the Black Panthers

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

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

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

Courses

Administration Of Justice (ADJUS)

ADJUS 21
Introduction to Administration of Justice
3 Units, 3 hours lecture (GR)
Eligible for credit by examination
Acceptable for Credit CSU, UC
History and philosophy of administration of justice in America: Identification of various subsystems emphasizing US courts, corrections, and law enforcement, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics; and education and training for professionalism. 2105.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: AJ 110)

ADJUS 22
Concepts of Criminal Law
3 Units, 3 hours lecture (GR)
Eligible for credit by examination
Acceptable for Credit CSU, UC
Historical development and philosophy of law and constitutional provisions: Classification of crime, legal research, study of case law, and concepts of law as a social force. 2105.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: AJ 120)

ADJUS 23
Principles and Procedures of the Justice System
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 021.
Eligible for credit by examination
Acceptable for Credit CSU, UC
Study of the role and responsibilities of each segment within the administration of justice system: Law enforcement, judicial, and corrections systems; past and contemporary analysis of subsystem procedures from initial entry to final disposition, and the relationship each segment maintains with its system members. 2105.00
(C-ID: AJ 122)

ADJUS 24
Legal Aspects of Evidence
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 021.
Acceptable for Credit CSU
Origin, development, philosophy and constitutional basis of evidence: Constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies. 2105.00
(C-ID: AJ 124)

ADJUS 25
Community Relations
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 021.
Eligible for credit by examination
Acceptable for Credit CSU, UC
Survey of relationship between the criminal justice system and evolving multicultural communities: Causal and symptomatic aspects of community misunderstanding, misinformation, prejudice, one-sidedness and mistrust; the challenges of administering justice within a diverse population and possibilities for change. 2105.00
Peralta GE Areas 2; CSU area D;
(C-ID: AJ 160)

ADJUS 26
Introduction to Forensic Investigation
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
History and philosophy of forensic investigation from the perspective of the investigator: Identification of various techniques and their applications, role expectations and the interrelationships with other scientific and non-scientific disciplines as they relate to the judicial system. 2105.40
(C-ID: AJ 150)

ADJUS 49
Independent Study in Administration of Justice
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Administration of Justice. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2105.00

ADJUS 51
Juvenile Law and Procedures
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 021.
Acceptable for Credit CSU
The history and philosophy of juvenile law and procedures in America: Assessment of juvenile court law and agencies involved in crime control, law enforcement approach to delinquency control utilizing accepted techniques of prevention, repression, investigation, and apprehension of youthful offenders. 2105.00
(C-ID: AJ 220)

ADJUS 56
Criminal Investigation
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 021.
Acceptable for Credit CSU
Fundamentals and basic principles of all types of investigations: Crime scene search to locate, identify, record, collect, preserve, and transport physical evidence using scientific aids; modus operandi, sources of information, interviews and interrogation, surveillance, follow-up, technical resources, and case preparation. 2105.00
(C-ID: AJ 140)

ADJUS 57
Report Writing for Public Safety Personnel
3 Units, 3 hours lecture (GR)
Prerequisite: ENGL 001A or ENGL 001AS or ENGL 001B.
Recommended Preparation: ADJUS 021 and ENGL 201A and ENGL 201B.
Eligible for credit by examination
Acceptable for Credit CSU
Techniques of communicating facts, information and ideas effectively in public-safety systems reports: Emphasis on letters, memoranda, directives, administrative reports and summaries required in public-safety systems, terminology, correct English usage, organization of information, note and report writing, presentation of court testimony. 2105.00

ADJUS 59
Patrol Procedures
3 Units, 3 hours lecture (GR)
Prerequisite: ADJUS 021.
Acceptable for Credit CSU
Exploration of theories, philosophies, concepts, techniques, and responsibilities related to the beat patrol officer: Emphasis on patrol, traffic, preliminary investigations, public service, identification of police hazards, beat patrol, observations, and operation of emergency vehicles. 2105.00

ADJUS 63
Introduction to Corrections
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 021.
Acceptable for Credit CSU, UC
Philosophy and history of corrections from a historical and theoretical points 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; courts system relations to criminal offender; and modern approaches in correctional processes. 2105.10
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: AJ 200)

ADJUS 70
Introduction to Homeland Security
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
History and philosophy of homeland security: Past domestic terrorism events including the 1993 World Trade Center bombing and the Oklahoma City bombing; recounts both government and private action taken in the aftermath of 9/11 as it relates to legislation, government organization, communication, technology, and emergency management practices. 2105.30

ADJUS 71
Intelligence Analysis and Security Management
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Comprehensive study of intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters: Various vulnerabilities of our national defense and private sectors posed to these institutions by terrorists, man-made disasters, and natural disasters; issues regarding intelligence support of homeland security measures implemented by the United States and the intelligence community. 2105.00

ADJUS 72
Introduction to Terrorism/WMD
3 Units, 3 hours lecture (GR)
Recommended Preparation: ADJUS 070.
Acceptable for Credit CSU
History of terrorism: Different types (bio, cyber, domestic and international), role of the Federal government in combating this problem, relationship between the Federal government and local agencies, and the use of forensics in an actual weapons of mass destruction (WMD) incident. 2105.00

ADJUS 110
Basic Course–Police Academy
40 Units, 31.26 hours lecture, 28.8 hours lab (GR)
Prerequisite: Background check.
Recommended Preparation: KIN 153A.
Acceptable for Credit CSU
Techniques of law enforcement: Fundamental principles and procedures of criminal law, patrol procedures, investigation procedures, defensive and offensive tactics, use of weapons, community relations, police vehicle operations, traffic enforcement, investigation of accidents, first aid and physical conditioning for police service. 2105.50

ADJUS 115
Transportation and Border Security
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Border security and security for transportation infrastructure from post 9/11 to the present: Seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses; overview of modern border and transportation security challenges, as well as different methods used to address these challenges. 2105.00

ADJUS 116
Security Guard
1 Unit, 1 hour lecture (GR)
Acceptable for Credit CSU
Key concepts and skills needed to qualify for entry-level employment as a security guard in a public or private security company: Emphasis on proper techniques used to protect property, resolve conflicts, overcome resistance by use of force and restraint, and make proper arrests, if necessary. 2105.00

ADJUS 200
Law Enforcement Pre-Academy
3 Units, 3 hours lecture (P/NP)
Preparation for a law enforcement police academy: Class lectures, note taking, written tests, oral communication, physical fitness exercises, emergency vehicle operation training, defensive tactics, and practical scenarios to simulate training practices in a law enforcement police academy. 2105.00

ADJUS 248NE
Public Safety Dispatcher Basic Training
5 Units, 4.8 hours lecture, 2.05 hours lab (P/NP)
Role and function of the Public Safety Dispatcher and the skills needed to effectively perform duties and responsibilities of the position: Management and prioritization of radio traffic, evaluation of call information, and operational components of communications system and equipment; basic elements of a crime and an attempt to commit a crime, as well as components and function of the criminal justice system. 2105.00

African American Studies (AFRAM)

AFRAM 2
Black Economics
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Concentration on those areas of the U.S. economy that affect African Americans the most: Economic contributions of slave labor; the connection between race, gender and wages, Black entrepreneurs, philosophies of economic empowerment, globalization, and a critical examination of capitalism and socialism from an African-centered perspective. 2203.00
Peralta GE Areas 2, 5; CSU area D, F; IGETC area 4, 7;

AFRAM 3
Ghana: Pan-African Thought and the Struggle for Africa's Liberation
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Study of Pan-African thought and worldwide African unity: Pan-African ideas and movements with a focus on Kwame Nkrumah and Ghana's independence; particular attention on the history, culture, and current conditions of the people of Ghana. 2203.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

AFRAM 4
The Black Panther Party: Strategies on Organizing the People
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
In-depth examination of the Black Panther Party: Origins, philosophy, leaders, organizing strategies, community programs, FBI surveillance, and long term impact. 2203.00
Peralta GE Areas 2, 5; CSU area D;

AFRAM 5
The African American Family in the United States
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History related to the formation of the black family: From slavery to the current debates about the structure of black families. Examination of effects of larger demographic, political and social changes on African American families. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 8
African American Politics
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Analysis and understanding of major trends and developments in the politics of African Americans: Emphasis on African American politicians within the two-party system. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 10
Sociology of African-Americans
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Sociological analysis of African-American society in the United States: Political, economic, religious and judicial systems as they affect African-Americans; emphasis on recent African-American socio-political movements. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 11
Perceptions of the African American Male in America
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
The African American male in the history of the United States: Roles in sports, economics, entertainment, military, politics and family structure. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 12
Psychology of African Americans
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Principles of psychology related to African American racial identity: Examination of mental health services; coping strategies; African centered theories of black psychology; and the impact of race, class and gender upon psychological states of being. 2203.00
Peralta GE Areas 5; CSU area D; IGETC area 4;

AFRAM 13
Ethnic Perceptions in the Mass Media
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as COMM 13. Not open for credit to students who have completed or are currently enrolled in COMM 13. Role of mass media in perceptions of race and culture: Social and psychological development of ethnic perceptions. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 14A
Social Psychology of African American Male/Female Relationships
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Exploring the dynamics of African American male/female relationships: Self-actualization, handling conflict in relationships, building a foundation for healthy relationships. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 14B
Social Psychology of African-American Male/Female Relationships
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Exploration of the dynamics of African-American male/female relationships: Study of male-female interpersonal communication skills. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 16
The Prison Industrial Complex: African American Incarceration
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Overview of the criminal justice system and the growth of the prison industrial complex in the United States as it affects the African American community including: Arrest, trial, sentencing , incarceration and private industry profits. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 18
African Heritage of Latin America
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as M/LAT 32. Not open to students who have completed or are currently enrolled in M/LAT 32. Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.00
Peralta GE Areas 2, 3; CSU area C2, D; IGETC area 3B, 4;

AFRAM 19
Racism in the United States
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as ASAME 19, M/LAT 6, and NATAM 19. Not open for credit to students who have completed or are currently enrolled in ASAME 19, M/LAT 6, or NATAM 19. Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin-American and Native American perspectives. 2203.00
Peralta GE Areas 2, 5; CSU area D, F; IGETC area 4, 7; (C-ID: SJS 110)

AFRAM 23
Perceptions of African American Women
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study and application of the historical role African American women have played in the development of this country from its inception. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 25
Classical African Civilizations
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History, development, and contributions of classical African civilizations of the Nile River Valley (Kush, Nubia, Egypt): Examination of the scientific contributions, social and political structures, religious philosophies, artistic techniques, and technological innovations that these civilizations have made to world culture and history from 4,000 BCE to 30 BCE. 2203.00
Peralta GE Areas 2, 3; CSU area C2, D; IGETC area 3B, 4;

AFRAM 27
Afro-Caribbean History, Politics, and Culture
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Historical, economic, and cultural development of the Caribbean from Native American occupation and colonization by European nations to the struggle for sovereignty: Transformation of the region by the introduction of large-scale production in agriculture and the arrival of enslaved Africans; impact of African culture and resistance to slavery and European domination by blacks in the region; different paths to economic development in the post-emancipation years; and the role of U.S. foreign policy in the twentieth century. 2203.00
Peralta GE Areas 2, 3; CSU area C2, D; IGETC area 3B, 4;

AFRAM 30
African American History: Africa to 1865
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the experience of African Americans from their origins to the end of the Civil War: Emphasis on political, social and cultural developments, and change. 2203.00
Peralta GE Areas 2, 3, 5; CSU area C2, D, F, US1; IGETC area 3B, 4, 7;

AFRAM 31
African American History: 1865-1945
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the experience of African-Americans in the United States from 1865 to 1945: Emphasis on Black Reconstruction, African-American nationalism, racism, and the impact of the Depression and World War II. 2203.00
Peralta GE Areas 2, 3, 5; CSU area C2, D, F, US1; IGETC area 3B, 4, 7;

AFRAM 32
African American History: 1945 to Present
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the experience of African Americans in the United States from 1945 to the present: Emphasis on the Civil Rights movement and other contemporary issues. 2203.00
Peralta GE Areas 2, 3, 5; CSU area C2, D; IGETC area 3B, 4;

AFRAM 33
The Roots of African American Culture
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Historical dimensions of the African American experience: Emphasis on formation of a distinctive African American culture. 2203.00
Peralta GE Areas 2, 3, 5; CSU area C2, D; IGETC area 3B, 4;

AFRAM 35
Women of Color
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Interdisciplinary examination of the lives of women of color in the U.S.: Exploration of the intersection of gender, class, ethnicity and race in the lives of African American, Asian American, Chicana/Latina, and Native American women in the U.S. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;
(C-ID: SJS 120)

AFRAM 38
Environmental Racism and Justice
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as ENVMT 12. Not open for credit to students who have completed or are currently enrolled in ENVMT 12. American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

AFRAM 39
Black World Films
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Examination of the image of African Americans in Hollywood films past and present: African-centered analysis for evaluating movies, which expands our understanding of Black film makers in Africa and the Western world including the Caribbean and South America. 2203.00
Peralta GE Areas 3, 5; CSU area C2; IGETC area 3B;

AFRAM 41
African-American Writers (Fiction)
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
African-American fiction writers: Emphasis on the African-American novelist and playwright; analysis of the development of each genre and the themes used. 2203.00
Peralta GE Areas 3, 5; CSU area C2; IGETC area 3B;

AFRAM 42
African-American Writers (Non-Fiction)
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
African-American nonfiction writers: Emphasis on essays, autobiographies, and biographies. 2203.00
Peralta GE Areas 3, 5; CSU area C2; IGETC area 3B;

AFRAM 43
African-American Writers (Poetry)
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
African-American poets (past and present): Emphasis on interpretation of ideas in poetry from the African-American perspective; creative writing required. 2203.00
Peralta GE Areas 3, 5; CSU area C2; IGETC area 3B;

AFRAM 45
Religion and the African-American Church in America
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Survey and analysis of the role of the church in the African-American community: Impact on social, political, economic, and psychological development of African-Americans. 2203.00
Peralta GE Areas 2, 3, 5; CSU area D; IGETC area 4;

AFRAM 48NI
Afro-Caribbean History, Politics, and Culture
3 Units, 3 hours lecture (GR)
Historical, economic, and cultural development of the Caribbean from Native American occupation and colonization by European nations to the struggle for sovereignty: Transformation of the region by the introduction of large-scale production in agriculture and the arrival of enslaved Africans; impact of African culture and resis-tance to slavery and European domination by blacks in the region; different paths to economic development in the post-emancipation years; and the role of U.S. foreign policy in the 20th century.

AFRAM 48NJ
Classical African Civilizations
3 Units, 3 hours lecture (GR or P/NP)
History, development, and contributions of classical African civilizations of the Nile River Valley (Kush, Nubia, Egypt): Examination of the scientific contributions, social and political structures, religious philosophies, artistic techniques, and technological innovations that these civilizations have made to world culture and history from 4,000 BCE to 30 BCE.

AFRAM 49
Independent Study in African-American Studies
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in African-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

AFRAM 52
Hip Hop: A Culture Beyond Beats and Rhymes
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Social and political exploration of hip hop: Cultural artifact, art form and music genre, from 1970's through today; musical narrative of people of African ancestry.
2203.00
Peralta GE Areas 2, 3, 5; CSU area C1; IGETC area 3A;

AFRAM 200
Africana Learning Lab
1 Unit, 3 hours lab (GR or P/NP)
Interactive learning modules: Africana history, identity and culture, foundational teachings of Africana studies.
2203.00

Anthropology (ANTH)

ANTHR 1
Introduction to Physical Anthropology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of human beings and their ancestors: Emphasis on relationships to other mammals, physical record of evolution, and processes responsible for evolution. 2202.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5B;
(C-ID: ANTH 110)

ANTHR 1L
Physical Anthropology Laboratory
1 Unit, 4 hours lab (GR or P/NP)
Prerequisite: ANTHR 001.
Corequisite: ANTHR 001 or
Acceptable for Credit CSU, UC
Adjunct laboratory to ANTHR 1: Work with replicas of bones and visits to museums and zoos to study primate behavior and hominid evolution. 2202.00
CSU area B3;
(C-ID: ANTH 115L)

ANTHR 2
Introduction to Archeology and Prehistory
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
World prehistory as reconstructed from the archeological and physical evidences of cultural beginnings through the early agricultural civilizations of Africa, America, and Euro-Asia: Archeological methods, techniques and problems. 2202.20
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: ANTH 150)

ANTHR 3
Introduction to Social and Cultural Anthropology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Cross-cultural analysis of social and cultural factors of human behavior in the recent past and present. 2202.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

ANTHR 5
American Indian History and Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of North American Indians: Traditional ways of life and history both before and after contact with Europeans; current trends in Native American socio-economic and cultural development, and recent political and social movements. 2202.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

ANTHR 7
Magic, Religion and Witchcraft
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Comparative study of religion, magic, and supernatural beliefs and practices: Dynamics and function of religion and magic in human societies. 2202.00
Peralta GE Areas 2, 3; CSU area D; IGETC area 4;

ANTHR 13
Urban Anthropology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of communities in urban settings and a cross-cultural approach to urban life styles: Rise and fall of great urban centers in Asia, Africa, Europe, and the Americas. 2202.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

ANTHR 16
Sex and Society
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Cross-cultural approach stressing the biological, cultural, social, and legal aspects of human sexuality: Biological evolution, sexual preferences, abortion, pornography, prostitution, and expanded family forms as they relate to changing laws, customs, and emergent political groups. 2202.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

ANTHR 49
Independent Study in Anthropology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Anthropology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2202.00

Art (ART)

ART 1
Introduction to Art History
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL 001A or ENGL 001AS.
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
Peralta GE Areas 3; CSU area C1; IGETC area 3B;

ART 4
History of Modern Art (1800 to Present)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL 001A or ENGL 001AS.
Acceptable for Credit CSU, UC
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. 1001.00
Peralta GE Areas 3; CSU area C1; IGETC area 3A;
(C-ID: ARTH 150)

ART 7
History of African American Art (Past to Present)
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Development of the African American visual artist in the Americas: Contributions of selected major African American artists and contemporary trends. 1001.00
Peralta GE Areas 3, 5; CSU area C1; IGETC area 3A;

ART 20
Beginning Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Freehand drawing with various media: Drawing techniques and fundamentals of composition applied to subject matter including an introduction to perspective. 1002.10

ART 21
Continuing Drawing and Composition
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Continuation of topics of composition and drawing techniques in relation to drawing as a fine art: Study of form in black and white, and in color. 1002.10

ART 22
Intermediate Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Prerequisite: ART 020.
Acceptable for Credit CSU, UC
Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies: Foundations of drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. 1002.10
(C-ID: ARTS 205)

ART 23
Advanced Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Advanced drawing techniques applied to selected subjects and goals. 1002.10

ART 24
Special Projects: Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Independent exploration and experimentation in special areas of drawing: Studio projects involving development of personal style in a specific technique. 1002.10

ART 25
Fundamentals of Figure Drawing and Composition
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Understanding the figure from quick sketches to long careful studies of the live model: Fundamentals of anatomy, proportion, drawing techniques and composition. 1002.10

ART 26
Continuing Figure Drawing and Composition
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continuing drawing from the live model: Introduction more advanced problems. 1002.10

ART 27
Intermediate Figure Drawing & Composition
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Recommended Preparation: ART 137.
Acceptable for Credit CSU, UC
Continued development of knowledge and skills introduced in ART 137: Emphasis on expressive content of the figure developed through manipulation of line, form, value, composition, facial expression, pose, and anatomical proportions. 1002.10
CSU area C1;

ART 28
Advanced Figure Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Advanced drawing from the live model: Emphasis on developing an individual style. 1002.10

ART 29
Special Projects: Figure Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Continued study and development of special projects in figure drawing from the live model. 1002.10

ART 35
Beginning Portraiture
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Drawing portraits from the live model: Emphasis on anatomy, proportion, and achieving a likeness. 1002.10

ART 36
Continuing Portraiture
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Drawing portraits form the live model: Emphasis on composition, position, clothing, and color. 1002.10

ART 39
Special Projects: Portraiture
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Development of an individual style and portfolio of consistent works suitable for an exhibition. 1002.10

ART 50
Beginning Painting
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Recommended Preparation: ART 020.
Acceptable for Credit CSU, UC
Emphasis on the basic techniques of oil or acrylic painting: Preparation and use of canvas and supports, color mixing, composition in a variety of styles, development of imaginative and objective images. 1002.10
(C-ID: ARTS 210)

ART 52
Intermediate Painting
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Intermediate-level development of skills, composition and techniques, application of color theory, concepts, style, and creative expression in acrylic, oil, and mixed media; development of personal approach to content and materials in relation to historical and contemporary approaches to painting. 1002.10

ART 60
Beginning Painting: Watercolor
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of washes, brushwork, color, and special effects: Transparent, wet-into-wet and opaque techniques as applied to various subject matter. 1002.10

ART 61
Continuing Painting: Watercolor
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continued development of skills, techniques, and content in watercolor painting: Creative experimentation and individual expression in watercolor painting processes. 1002.10

ART 62
Intermediate Painting: Watercolor
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Intermediate level development of skills, techniques, and content in watercolor painting: Creativity, composition, and individual expression through watercolor techniques emphasized; concentrated work in specific areas. 1002.10

ART 63
Advanced Painting: Watercolor
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Advanced watercolor painting skills, techniques, and content: Individual goals designed by student with instructor with concentration on a series of paintings for possible exhibition or portfolio presentation. 1002.10

ART 80
Beginning Ceramics
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Introduction to ceramics: Materials, techniques, design principles, creative development; historical, contemporary modes of expression across cultures. 1002.30

ART 81
Continuing Ceramics
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Continuation of ART 80: Emphasis on design problems and skill development in forming, glazing, and firing processes. 1002.30

ART 82
Intermediate Ceramics
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continuation of ART 81: Emphasis on surface design, firing, and further skill development in forming processes. 1002.30

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

ART 84
Special Projects: Ceramics
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Exploration and experimentation in special areas of ceramics: Studio projects involving development of personal style in a specific technique. 1002.30

ART 88
Special Projects: Ceramic Sculpture
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: ART 187.
Acceptable for Credit CSU, UC
Independent exploration and experimentation in the special area of ceramic sculpture. 1002.30

ART 137
Beginning Figure Drawing and Composition
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Recommended Preparation: ART 020.
Acceptable for Credit CSU, UC
Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques: Human anatomy, historical and contemporary roles of figure drawing in the visual arts with descriptive and interpretive approaches to drawing the figure. 1002.10
(C-ID: ARTS 200 Figure Drawing)

ART 166
Beginning Botanical Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form and texture with graphite pencils, graphite powder, white drawing pencils and ink pens. 1002.10

ART 167
Continuing Botanical Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continuation of ART 166: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen and colored pencils. 1002.10

ART 168
Advanced Botanical Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continuation of ART 167: Recording details of various plant forms in graphite, colored pencils and other materials; emphasis on developing a personal style, working from traditional and contemporary examples as well as personal preference in subject and techniques. 1002.10

ART 169
Special Projects: Botanical Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Prerequisite: ART 168.
Acceptable for Credit CSU, UC
Exploration through drawing of basic plant structures: Recording details of various plant forms; emphasis on rendering form, color, and texture with graphite, ink pen, colored pencils, and watercolor. 1002.10

ART 187
Beginning Ceramic Sculpture
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Exploration of sculptural form through the use of ceramic media. Theory and application of form and design; exploration of surface decoration, kilns and firing. 1002.30

ART 188
Intermediate Ceramic Sculpture
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Prerequisite: ART 187.
Acceptable for Credit CSU, UC
Continuing work in the area of ceramic sculpture. 1002.10

ART 189
Advanced Ceramic Sculpture
3 Units, 2 hours lecture, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Advanced work in sculptural form with ceramic media. Theory and application of three-dimensional design: concepts, processes, and principles, problems in construction, surface treatments, special techniques and material, including glazes and firing. 1002.20

ART 202
Fundamentals of Drawing
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Introduction to drawing: Study of shape, form, and space in black and white. 1002.10

ART 208
Foundations of Ceramics
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Introduction to Ceramics: Wheel throwing and hand-building instruction, glazing and firing techniques. 1002.00

Asian & Asian American Studies (ASAME)

ASAME 1
Art and Culture of Asia
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of arts of India, China and Japan and basic patterns of cultural and aesthetic relationships: Study of selected works of art and their historical and cultural settings. 2203.00
Peralta GE Areas 2, 3; CSU area C1, D; IGETC area 3A, 4; (C-ID: ARTH 130)

ASAME 19
Racism in the United States
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as AFRAM 19, M/LAT 6, and NATAM 19. Not open for credit to students who have completed or are currently enrolled in AFRAM 19, M/LAT 6, and NATAM 19. Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin-American and Native American perspectives. 2203.00
Peralta GE Areas 2, 5; CSU area D, F; IGETC area 4, 7; (C-ID: SJS 110)

ASAME 30
Asians and Asian Americans Through Films
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Culture and societies of Asia and the Asian Diaspora, with particular emphasis on Asian American documentary and dramatic films: Examination of films as a medium of communication and representation of Asian and Asian American cultures, exploring common cultural elements and symbols; themes and motifs in films by and about Asian Americans, Central Asians, East Asians, and South and Southeast Asians. 2203.00
Peralta GE Areas 2, 3, 5; CSU area C2, D; IGETC area 3B, 4;

ASAME 32
Asian American Psychology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Principles of psychology: Growth and development of Asian Americans. 2203.00
Peralta GE Areas 2, 5; CSU area D, E; IGETC area 4;

ASAME 45A
Asian-American History to 1945
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Asian-American history from the pre-Columbian period to 1945: The “old” Asian immigrants and their experiences; labor, settlement, community, racist opposition, and eventual acceptance. 2203.00
Peralta GE Areas 2, 5; CSU area C2, D; IGETC area 3B, 4;

ASAME 45B
Asian-American History from 1945 to the Present
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Asian-American history from 1945 to the present: The “new” Asian immigration, assimilation, Asian-American empowerment, and community development. 2203.00
Peralta GE Areas 2, 3, 5; CSU area C2, D; IGETC area 3B, 4;

Astronomy (ASTR)

ASTR 1
Introduction to Astronomy
3 Units, 3 hours lecture (GR)
Recommended Preparation: MATH 201 or MATH 202 or MATH 210D - Elementary Algebra (Lab).
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in ASTR 10. Introduction to the universe and insight into its mysteries: Development of modern astronomy, light, astronomical instruments, a brief survey of the solar system, the Sun, the stars, novas and supernovas, neutron stars, black holes, galaxies, and cosmology. 1911.00
Peralta GE Areas 1; CSU area B1; IGETC area 5A;

ASTR 10
Descriptive Astronomy
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: MATH 201 or MATH 210D - Elementary Algebra (Lab) or MATH 230 or MATH 240 or Appropriate placement through multiple-measures assessment process.
Acceptable for Credit CSU, UC
Survey of astronomy at a descriptive level: Development of modern astronomy, light, astronomical instruments, the sun, formation and evolution of the solar system, the terrestrial planets, the Jovian planets, asteroids, comets, planets around other stars, and a brief survey of stars. Not open for credit to students who have completed or are currently enrolled in ASTR 1. 1911.00
Peralta GE Areas 1; CSU area B1; IGETC area 5A;

Athletics (ATHL)

ATHL 1
Intercollegiate Women's Basketball
1.5 Units, 5 hours lab (GR or P/NP)
Recommended Preparation: Recommended: Intermediate level Basketball Skills.
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate competition: Application of basketball theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50
CSU area E;

ATHL 2
Basketball Foundations
3 Units, 10 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate competition: Theory and practice of basketball fundamentals. 0835.50

ATHL 6
Intercollegiate Men's Basketball
1.5 Units, 10 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate competition: Application of theory, team organization, technique, strategy, and leadership in competition with other colleges. 0835.50
CSU area E;

ATHL 7
Basketball Team Pre-Season Preparation
.5 Units, 2 hours lab (GR)
Acceptable for Credit CSU, UC
Intercollegiate basketball team pre-season training for intercollegiate competition: Sport-specific training to develop areas of individual weaknesses for students who intend to participate in intercollegiate competitive basketball. 0835.50

ATHL 30
Intercollegiate Men's Soccer
3 Units, 10 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate competition: A comprehensive course designed for the student-athlete covering advanced development of intercollegiate soccer skills, fitness skills, and mental preparation for competition. 0835.50
CSU area E;

ATHL 31
Intercollegiate Men's Soccer Nontraditional Season Preparation
3 Units, 1 hour lecture, 6 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Intercollegiate soccer off-season training for intercollegiate competition: Sport-specific training to develop areas of individual strengths for students who intend to participate in intercollegiate competitive soccer. 0835.50
CSU area E;

ATHL 33
Preseason Intercollegiate Soccer
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Intercollegiate soccer preseason training: Fundamental techniques of soccer, terminology, rules, and history; development of intercollegiate soccer skills, fitness skills, drills, field practice, game strategy, and mental preparation for competition. 0835.00
CSU area E;

ATHL 59
Intercollegiate Track and Field
3 Units, 10 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50
CSU area E;

ATHL 60
Track and Field Foundations
3 Units, 10 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals in intercollegiate track and field competition: Theory, team organization, technique, strategy, and leadership. 0835.50

ATHL 66
Intercollegiate Men and Women's Cross Country
3 Units, 10 hours lab (GR)
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate competition: Theory, team organization, technique, strategy and leadership. 0835.50
CSU area E;

ATHL 67
Cross Country Foundation
3 Units, 10 hours lab (GR)
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate cross country competition: Theory, team organization, technique, strategy and leadership. 0835.50

ATHL 75
Intercollegiate Women's Soccer
3 Units, 10 hours lab (GR)
Acceptable for Credit CSU, UC
Fundamentals of intercollegiate competition: Advanced development of intercollegiate soccer skills, fitness skills, and mental preparation for competition. 0835.50 CSU area E;

Biology (BIOL)

BIOL 1A
General Biology
5 Units, 3 hours lecture, 6 hours lab (GR or P/NP)
Prerequisite: CHEM 001A.
Acceptable for Credit CSU, UC
Introduction to general biology: Cell structure and function, metabolism, molecular and organismal genetics, animal physiology. 0401.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B; (C-ID: BIOL 190 and BIOL 135 S (with BIOL 1B))

BIOL 1B
General Biology
5 Units, 3 hours lecture, 6 hours lab (GR or P/NP)
Prerequisite: BIOL 001A.
Acceptable for Credit CSU, UC
Continuation of BIOL 1A: Origin of life, evolution, classification, plant structure and function, and ecology. 0401.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B; (C-ID: BIOL 140 and BIOL 135 S (with BIOL 1A))

BIOL 2
Human Anatomy
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: BIOL 010 or BIOL 024.
Acceptable for Credit CSU, UC
Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organisms/organs. 0410.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B; (C-ID: BIOL 110B)

BIOL 3
Microbiology
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CHEM 001A or CHEM 32 Integrated General, Organic, and Biological Chemistry or CHEM 030A.
Recommended Preparation: BIOL 010.
Acceptable for Credit CSU, UC
Survey of the various microscopic agents of particular importance to humans: Emphasis on microbes involved in infectious diseases, host defenses against diseases, elements of infectious chains and means utilized for breaking the chains. 0403.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B;

BIOL 4
Human Physiology
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CHEM 001A or CHEM 032- Integrated General, Organic, and Biological Chemistry or CHEM 030A.
Recommended Preparation: BIOL 002.
Acceptable for Credit CSU, UC
Detailed study of human body function: Molecules, cells, tissues, organs and organ systems, basic anatomy essential to understanding function, physical and chemical factors and processes, selected human diseases. Laboratory work includes computer simulations and interactive programs, physiological experiments and demonstrations, and use of microscopes. 0410.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B; (C-ID: BIOL 120 B)

BIOL 5
Botany
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Introductory study of botany: Structure, physiology, genetics, ecology, and uses of plants. Laboratory work emphasizes microscopy, physiology experiments, and field identification. 0402.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5B;

BIOL 9
Marine Biology
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the natural history of marine organisms: Basic concepts of biology and environmental science with some local focus on Northern California marine ecosystems. 0408.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B;

BIOL 10
Introduction to Biology
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures. 0401.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B;

BIOL 15
Environmental Biology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of the relationships between living things and their environment: Natural selection and speciation, the organism and its environment, population ecology, the ecosystem, and a survey of ecosystems. 0115.00
Peralta GE Areas 1; CSU area B2;

BIOL 20A
Human Anatomy and Physiology
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: BIOL 024 or CHEM 032-Integrated General, Organic, and Biological Chemistry or CHEM 030A.
Acceptable for Credit CSU, UC
Structure and function of the human body: Biological chemistry, cytology, tissues, and integumentary, skeletal, muscular and nervous systems; selected human diseases. Laboratory work: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B; (C-ID: BIOL 115 S (with BIOL 20B))

BIOL 20B
Human Anatomy and Physiology
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: BIOL 020A.
Acceptable for Credit CSU, UC
Structure and function of the human body: Special senses, endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems; selected human diseases. Laboratory: Dissection of mammalian organs, work with dissected human cadavers; use of microscopes, figures/charts, three-dimensional models; physiological experiments and demonstrations, and computer simulations. 0410.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B; (C-ID: BIOL 115 S (with BIOL 20A))

BIOL 22A
Human Cadaver Dissection I
.5 Units, 1.5 hours lab (GR or P/NP)
Prerequisite: BIOL 002 or BIOL 020A, Or equivalent.
Acceptable for Credit CSU, UC
Human Cadaver Dissection: Regional dissections of a human cadaver with detailed studies of a particular body region and the related cross-sectional anatomy, development of skills in the prosection (dissection) of a cadaver. 0410.00
CSU area B3; IGETC area 5C;

BIOL 22B
Human Cadaver Dissection II
.5 Units, 1.5 hours lab (GR or P/NP)
Prerequisite: BIOL 022A.
Acceptable for Credit CSU, UC
Human Cadaver Dissection: Regional dissections of a human cadaver with detailed studies of a particular body region and the related cross-sectional anatomy, improvement of skills learned in BIOL 022A in the prosection (dissection) of a cadaver. 0410.00
CSU area B3; IGETC area 5C;

BIOL 23
Introduction to the Human Body
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Course is equivalent to Biol 24 without the lab; it does not meet Allied Health requirements for an anatomy and physiology course. Fundamentals of structure and function of the human body: Emphasis on medical and health aspects. 0410.00
Peralta GE Areas 1; CSU area B2;

BIOL 24
Basic Human Anatomy and Physiology
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases. Laboratory work includes use of microscopes, figures/charts, three-dimensional models, dissection of mammalian organs and demonstration of human cadavers. 0410.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5C, 5B;

BIOL 25
Human Biology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Principles of the 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. Not open for credit to students who have completed or are currently enrolled in BIOL 025A. 0401.00
Peralta GE Areas 1; CSU area B2; IGETC area 5B;

BIOL 29
Introduction to Biodiversity
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to biology emphasizing chiefly the evolution, adaptations, and classification of life forms from bacteria to animals: Identification of groups of organisms and the most common species; lesser emphasis on cellular and molecular biology and genetics. 0115.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5B;

BIOL 36
Human Genetics
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: BIOL 001A or BIOL 010 and Any college level Chemistry.
Acceptable for Credit CSU, UC
Survey of basic Mendelian and modern genetics: Basic cell biology, cytogenetics, pedigree analysis, multi-factorial inheritance, development and sex determination, DNA structure and function, gene expression and regulation, mutation and epigenetics, evolution and population genetics, cancer genes, immune system, biotechnology, behavior genetics, genetic counseling. 0401.00
Peralta GE Areas 1; CSU area B2, B3; IGETC area 5B;

BIOL 42
Basic Pathophysiology
3 Units, 3 hours lecture (GR)
Prerequisite: BIOL 002 or BIOL 020A or BIOL 004 or BIOL 020B or CHEM 001AMay be taken concurrently with BIOL 003 or CHEM 030AMay be taken concurrently with BIOL 003 and BIOL 003.
Corequisite: BIOL 002 or BIOL 020A and BIOL 004 or BIOL 020B and
Acceptable for Credit CSU, UC
Introduction to the fundamentals of pathophysiology with a focus on physiologic changes and altered functions in the human body resulting from disease processes: Study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders based on foundation principles from anatomy, physiology and chemistry; exploration of diagnostic procedures, preventative measures, and current therapeutic regimens. 0410.00
Peralta GE Areas 1; CSU area B2;
(C-ID: HIT 105 X)

BIOL 49
Independent Study in Biology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Biology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0401.00

BIOL 80C
Fundamentals of Ornithology and Birding in Central California/Bay Area
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Fundamentals of ornithology: Study of habitats from the pelagic to the High Sierra and the birds found there. 0115.00

BIOL 260
Biology Success Skills
.5 Units, .5 hours lecture (GR or P/NP)
Study of topics basic to biology: Biological chemistry, cell structure and function, genetics, and use of the microscope. 4930.14

Bioscience/Biotechnology (BIOSC)

BIOSC 1
Introduction to Microscopy
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 200 or CIS 205or equivalent and ENGL 001A.
Acceptable for Credit CSU
General survey of current microscopy technologies: Brightfield, epifluorescence, confocal, and electron microscopy; operation of software, specimen preparation, live-cell imaging technologies, artifacts and troubleshooting, and careers in microscopy; laboratory includes hands-on experience with brightfield and digital fluorescence microscopes, and image processing using specialized software. 0430.00

BIOSC 9
General Histology
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: BIOL 002 or BIOL 020A.
Acceptable for Credit CSU
Survey of mammalian histology with an emphasis on human histology: Overview of cells, cellular organelles; plant, animal, and human tissues and relationship to organ systems. 1205.00

BIOSC 20
Emerging Technologies in Microscopy
1 Unit, 1 hour lecture (GR or P/NP)
Recommended Preparation: BIOSC 002.
Seminar series: Guest speakers on latest developments in microscopy and digital imaging. 0430.00

BIOSC 22
Careers in Bioscience
1 Unit, 1 hour lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of careers in biotechnology, histotechnology, biomedical research, microscopy, and genomics: Career options, tours, networking opportunities and training, resume assistance, job hunting strategies, and hands-on activities. 0430.00

BIOSC 30
Genomics Theory
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: BIOL 010.
Acceptable for Credit CSU, UC
Introduction to genetics and genomic technologies: Principles of genetics and data collection (DNA and RNA structure, mitochondrial DNA, nucleic acid replication, protein synthesis, mitosis-meiosis, Mendelian principles, mutation, molecular character alignment, evolution and phylogenetic reconstruction), combined with data handling (bioinformatics mining using GenBank data), and scientific writing; includes guest speakers and on-site tours of genomics institutions and labs. 0430.00

BIOSC 31
Advanced Genomics Theory
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: BIOL 010or equivalent.
Acceptable for Credit CSU, UC
Practice and theory of laboratory techniques: DNA extraction, polymerase chain reaction (PCR), primer design, DNA shearing, cloning, data handling, laboratory safety and good laboratory techniques, collection of new DNA data for publication in a scientific journal. 0430.00

BIOSC 49
Independent Study in Bioscience
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Bioscience. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0430.00

BIOSC 50
Genetic Diseases
4 Units, 4 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of common genetic diseases which result from various mutations and chromosomal aberrations: Genetic modifiers and epigenetic factors as they relate to disease; basic Mendelian principles are also reviewed. 0430.00
Peralta GE Areas 1;

BIOSC 53
Genetics of Neuroscience
4 Units, 3 hours lecture, 3 hours lab (GR)
Acceptable for Credit CSU, UC
Basic genetic and molecular cell biology concepts explained through neuroscience research techniques: Genetic inheritance and protein expression in Drosophila melanogaster experiments, common lab techniques for DNA extraction, basic fluorescence microscopy. 0401.00
Peralta GE Areas 1; CSU area B2; IGETC area 5B;

BIOSC 55
Beginning Histotechniques
5 Units, 3 hours lecture, 6 hours lab (GR)
Prerequisite: CHEM 030A and BIOSC 009 and BIOSC 101 or BIOSC 102.
Acceptable for Credit CSU
Practical applications and skill-building in tissue fixation: Processing, embedding, sectioning, hematyoxylin-eosin staining, microorganism staining, quality control related to routine histological techniques, and equipment management. 1205.00

BIOSC 56
Advanced Histotechniques
5 Units, 3 hours lecture, 6 hours lab (GR)
Prerequisite: BIOSC 055.
Acceptable for Credit CSU
Practical applications of stains: Carbohydrates, amyloid, connective tissues, muscle and nervous tissues, silver stains, introduction to frozen sections, cytology preparation, and microwave technology. 1205.00

BIOSC 59
My Genome
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of genotypes, phenotypes and ancestry assessed through a student's personal genome. 0430.00

BIOSC 101
Theory and Practice of Microscopy
6 Units, 4 hours lecture, 6 hours lab (GR)
Eligible for credit by examination
Acceptable for Credit CSU
Comprehensive survey of cutting-edge biological microscopy: Theory of brightfield, fluorescence, and confocal microscopy; extensive hands-on experience with digital brightfield, phase, and epifluorescence microscopes; basics of specimen preparation and digital image processing; exploration of careers in biotech, research, and biomedical sciences; fundamentals of lab safety and industrial and biomedical quality control; and exploration of bioethics. 0430.00

BIOSC 102
Fluorescence Microscopy and Specimen Prep
6 Units, 4 hours lecture, 6 hours lab (GR)
Prerequisite: BIOSC 101.
Eligible for credit by examination
Acceptable for Credit CSU
Theory and practice of optical microscopy: Image optimization, troubleshooting; specimen prep including tissue culture, immunohistochemistry, and histotechnological stains; project-based hands-on learning with digital microscopes, including DIC, phase, dark field, and motorized widefield fluorescence; hands-on experience with mammalian cell culture and aseptic technique, indirect immunofluorescence, and H&E staining. 0430.00

BIOSC 103
Confocal Microscopy and Research Design
6 Units, 4 hours lecture, 6 hours lab (GR)
Prerequisite: BIOSC 102.
Eligible for credit by examination
Acceptable for Credit CSU
Exploration of theory and practice of advanced fluorescence microscopy techniques: Confocal, deconvolution, multi photon, superresolution, and other emerging technologies; live imaging; quantitative microscopy and morphometry; introduction to experimental design; extensive hands-on training on all majors brands of research microscopes, motorized imaging systems, and spectral confocal microscopes. 0430.00

BIOSC 104
Bioscience Practicum Research
6 Units, 4 hours lecture, 6 hours lab (GR)
Prerequisite: BIOSC 102 Fluorescence Microscopy and Specimen Prep.
Recommended Preparation: BIOSC 103 Confocal Microscopy and Research Design.
Eligible for credit by examination
Acceptable for Credit CSU
Implementation of a research project in biosciences: Development of a written experimental plan; literature searches and other research tools; critique of published research; implementation of research plan using lab resources including motorized widefield fluorescence and confocal microscopes; data analysis; troubleshooting and redesign of experimental plan; written and oral presentation of results and conclusions. 0430.00

BIOSC 105
Introduction to Quantitative Analysis in Bioscience
5 Units, 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Discussion of Bioscience discipline, careers, companies, products and services: Introduction to pertinent biotechniques and mastery of supportive laboratory mathematics and calculations; quantitative analysis of experimental data, including graphical, written and oral presentation of results. 0430.00

BIOSC 106
Introduction to Image Processing and Analysis in FIJI
4 Units, 4 hours lecture (GR)
Acceptable for Credit CSU
Introduction to processing and analysis of digital life sciences microscopy images using open source software, Fiji: Filters, segmentation, measurements, stitching for 2D, 3D and live cell data sets. 0430.00

BIOSC 476G
Work Experience in Histotechnology
1 - 4 Units, 3 - 12 hours lab (P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Histotechnolog or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0430.00

Business (BUS)

BUS 1A
Financial Accounting
4 Units, 72 hours lecture (GR)
Acceptable for Credit CSU, UC
Study of purposes, theory and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement, including cost measurement, classification and expiration; revenue recognition and measurement. 0502.00
(C-ID: ACCT 110)

BUS 1B
Managerial Accounting
4 Units, 72 hours lecture (GR)
Prerequisite: BUS 001A.
Acceptable for Credit CSU, UC
Uses of accounting data for planning, controlling and decision-making: Sources of business funds, cost systems and analysis, forecasting and budgeting; analysis, uses and limitations of financial statements and reports. 0502.00
(C-ID: ACCT 120)

BUS 2
Introduction to Business Law
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
General survey of business law: Principles of law on contracts, sales agency, torts, partnerships and corporations, and the uniform commercial code. 0501.00
(C-ID: BUS 125)

BUS 5
Human Relations in Business
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Application of behavioral science concepts to human problems in organizations: Action necessary to prevent and resolve problems among individuals within groups; application of logical decision-making techniques. 0501.00
Peralta GE Areas 2;

BUS 10
Introduction to Business
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00
(C-ID: BUS 110)

BUS 20
General Accounting
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Theory and practice of accounting: Double-entry process on accrual basis; complete accounting cycle with use of work sheet and preparation of end-of-the year financial statements; petty cash, banking procedures, notes, drafts, and introduction to payroll taxes. 0502.00
(C-ID: BSOT 127 X)

BUS 49
Independent Study in Business
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Business. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0501.00

BUS 50
Principles of Management
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Modern theories of management and organizational design and behavior: Evolution of management as an art and as a science, techniques of effectively managing human and economic resources, and social responsibilities of business. 0506.00

BUS 51
Supervisory Management
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Fundamentals of employee supervision: Organizational, planning, and decision-making skills; leadership, communication, and team-building; and human relations functions. 0506.30

BUS 54
Small Business Management
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Overview of the factors involved in starting or growing a business: Business plan development; marketing, sales, and promotional strategies; financial management and forecasting techniques; human resources management; and information systems management. 0506.40

BUS 56
Human Resources Management
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. 0506.00

BUS 70
Introduction to Marketing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to integrated marketing strategies: Identification and satisfaction of customers' wants and needs with products (goods and/or services), price, place, and promotional strategies; customer relationship management; integration of marketing into strategic business plans. 0509.00

BUS 72
Principles of Retailing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Retail stores from management's perspective: Principles and practices used in merchandising, operational problems of the firm trends in merchandising, case-method techniques of actual on-the-job problems 0506.50

BUS 74
Introduction to Advertising
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of advertising in business: Marketing research, techniques in copywriting and art, advertising media, advertising agencies and campaigns, and current developments. 0509.00

BUS 76
E-Commerce/Entrepreneurship
3 Units, 3 hours lecture (GR)
Recommended Preparation: CIS 001.
Acceptable for Credit CSU
Introduction to principles of international e-commerce and entrepreneurship: Emphasis on developing a business plan for conducting online commerce; market analysis; product access; payment methods; promotion; and back-end technology requirements for creating an e-commerce site. 0509.70

BUS 80
Financial Literacy
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Financial issues and challenges for college students: Basics of financial literacy, bad debt, spending plans, non-traditional financial services, consumer economics, buying and selling stocks, mutual fund options, investing in education, planning for the future, purchasing a first home, taxes and tax planning, insurance, estate and retirement planning, and keeping money in perspective. 0501.00

BUS 83
Introduction to Digital Marketing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basics of digital marketing: Marketing concepts in the context of a business; segmentation, targeting, value propositions, advertising, social media, metrics; and development of a digital marketing plan. 0509.00

BUS 88
Introduction to Cryptocurrency Investment
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basics of cryptocurrency investment: Digital currencies, history and origin of cryptocurrency, bitcoin, blockchain applications, risk management, Cybersecurity concerns, challenges and opportunities, regulations, public perspective on cryptocurrency, international development of bitcoin and other digital currencies. 0599.00

BUS 90
Content Marketing and Branding
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basics of content marketing and branding: Business marketing concepts; content strategy, content creation, search engine optimization, consumer psychology, and branding. 0509.00

BUS 92
Digital Advertising: Search and Display
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basics of business digital advertising: Search engine marketing, display advertising, targeting, Google ads, ad rank, performance tracking; development of a search and display ad campaign for a real organization. 0509.00

BUS 94
Email Marketing
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basics of email marketing: Email marketing concepts; segmentation, targeting, customer journey, email campaign, email automation; and development of a presentation that outlines the components of an email campaign for a chosen company. 0509.00

BUS 96
Marketing Analytics and Performance Optimization
4 Units, 4 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basics of marketing analytics and performance optimization: Marketing analytics concepts; data visualization, reporting, Google Analytics, pivot tables, interactive dashboard, A/B testing. 0509.00

BUS 229
Stock Market Investing
3 Units, 3 hours lecture (GR or P/NP)
Stock Market Investing: Fundamentals of the stock market system, concepts, definitions and principles; investment strategies for short-term and long-term profit; portfolio management and risk of investment holdings. 0599.00

Chemistry (CHEM)

CHEM 1A
General Chemistry
5 Units, 3 hours lecture, 6 hours lab (GR)
Prerequisite: CHEM 030A or Satisfactory score on the chemistry assessment or Completion of ALEKS chemistry preparation course and MATH 203 or MATH 211D.
Recommended Preparation: ENGL 001A or ENGL 001ASENGL 001AS - Composition and Reading with Support or ESOL 052 - Advanced Reading and Writing or ESOL 052A - Advanced Reading and Writing .
Acceptable for Credit CSU, UC
General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: CHEM 110; CHEM 120 S (with CHEM 1B))

CHEM 1B
General Chemistry
5 Units, 3 hours lecture, 6 hours lab (GR or P/NP)
Prerequisite: CHEM 001A.
Acceptable for Credit CSU, UC
General principles of chemistry: Kinetics, equilibrium, acid-base equilibria, buffers, solubility equilibria, entropy and free energy, electrochemistry, nuclear chemistry, coordination chemistry, and an introduction to organic chemistry. 1905.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: CHEM 120 S (with CHEM 1A))

CHEM 12A
Organic Chemistry
5 Units, 3 hours lecture, 6 hours lab (GR)
Prerequisite: CHEM 001B.
Acceptable for Credit CSU, UC
Introduction to structures, nomenclature, properties, and reactions of carbon compounds: Hydrocarbons, monofunctional and polyfunctional compounds, emphasis on structures and mechanisms, spectroscopy and other analytical techniques. Laboratory work includes reactions, purification techniques, measurements, qualitative analysis, use of instrumentation. 1905.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: CHEM 150; CHEM 160 S (with CHEM 12B))

CHEM 12B
Organic Chemistry
5 Units, 3 hours lecture, 6 hours lab (GR)
Prerequisite: CHEM 012A.
Acceptable for Credit CSU, UC
Continuation of CHEM 12A: Reactions of functional groups and interactions of polyfunctional compounds, infrared spectroscopy, nuclear magnetic resonance, mass spectrometry, ultraviolet-visible spectroscopy. Introduction to biochemistry: Lipids, carbohydrates, proteins, nucleic acids. Laboratory work includes reactions, purification methods, measurements, multistep syntheses, qualitative analysis, use of instrumentation. 1905.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: CHEM 160S (with CHEM 12A))

CHEM 30A
Introductory General Chemistry
4 Units, 3 hours lecture, 3 hours lab (GR)
Prerequisite: MATH 201 or MATH 210D - Elementary Algebra (Lab).
Acceptable for Credit CSU, UC
Fundamental principles of inorganic chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, nuclear chemistry, properties of liquids, solids, solutions, acids and bases. 1905.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: CHEM 101)

CHEM 30B
Introductory Organic and Biochemistry
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CHEM 030A.
Acceptable for Credit CSU, UC
Introduction to basic organic chemistry and biochemistry: Hydrocarbons; organic functional groups, nomenclature, and reactions; polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways. 1905.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A;

Child Development (CHDEV)

CHDEV 50
Principles and Practices of Teaching Young Children
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight: Exploration of the typical roles and expectations of early childhood educators; identification of professional ethics, career pathways, and professional standards; introduction to best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. 1305.00
Peralta GE Areas 2;
(C-ID: ECE 120)

CHDEV 51
Child Growth and Development
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Progression of development in the physical, cognitive, social, and emotional domains: Developmental milestones for children from conception through adolescence with emphasis on interactions between biological processes and environmental factors; observation of children, evaluation of individual differences, and analysis of characteristics of development at various stages according to developmental theories. 1305.00
Peralta GE Areas 2; CSU area D, E; IGETC area 4;
(C-ID: CDEV 100)

CHDEV 52
Observation and Assessment
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 051.
Acceptable for Credit CSU
Use of assessment and observation tools and strategies to document young children's development and learning: Use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, portfolios, and multiple assessment tools, strategies for collaboration with families and professionals. 1305.00
(C-ID: ECE 200)

CHDEV 53
The Child, the Family and the Community
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Processes of socialization focusing on the interrelationship of family, school, and community: Influence of multiple societal contexts, role of collaboration between family, community, and schools in supporting children's development from birth through adolescence. 1305.00
Peralta GE Areas 2; CSU area D;
(C-ID: CDEV 110)

CHDEV 54A
Social Emotional Foundations for Early Learning
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 051.
Acceptable for Credit CSU
Healthy social and emotional development of young children as the foundation for children's early learning: Building a learning environment and partnerships with parents to promote the healthy social and emotional development of young children. 1305.00

CHDEV 54B
Introduction to Curriculum
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 051.
Acceptable for Credit CSU
Developmentally appropriate curriculum and environments for children birth through age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. 1305.40
(C-ID: ECE 130)

CHDEV 55A
Practicum-Field Experience
5 Units, 2.5 hours lecture, 7.5 hours lab (GR or P/NP)
Prerequisite: CHDEV 050, CHDEV 051, CHDEV 053, CHDEV 054A, CHDEV 054B.
Acceptable for Credit CSU
Developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals: Connections between theory and practice, development of professional behaviors, and comprehensive understanding of children and families; reflective practice in the design, implementation, and evaluation of approaches, strategies, and techniques that promote development and learning; and exploration of career pathways, professional development, and teacher responsibilities. 1305.40
(C-ID: ECE 210)

CHDEV 55C
Advanced Practicum-Field Experience
3 Units, 1.5 hours lecture, 4.5 hours lab (GR or P/NP)
Prerequisite: CHDEV 055A.
Acceptable for Credit CSU
Planning, providing and evaluating program areas: Overall supervision and classroom management of pre-school classroom. The practicum is conducted under supervision in Merritt Lab School or with mentor teacher. 1305.40

CHDEV 56A
Infant/Toddler Development and Care
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Principles and philosophy of infant care for children up to three years of age: Growth and development, health and nutritional needs, social-emotional needs, cognitive development, language development, development of a positive self image, parent education, community resources, and cultural and ethnic differences. 1305.90
Peralta GE Areas 2;

CHDEV 56B
Curriculum and Environments for Infants and Toddlers
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to organizing and developing activities for children aged 0-3 years: Focus on practical learning experiences in areas such as arts and crafts, imaginative play, music and movement, learning games; also covers culturally-appropriate activities, room arrangement, and classroom management. 1305.90

CHDEV 58
Preschool Administration
3 Units, 3 hours lecture (GR)
Prerequisite: CHDEV 054A, CHDEV 054B.
Acceptable for Credit CSU
Principles and practices of administration of preschools and/or day care centers: Licensing requirements and regulations, staffing, parents and staff conferences, financial consideration and fiscal reports, operating procedures, and legal aspect of a small business operation. 1305.40

CHDEV 59
Preschool Supervision and Staff Relations
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 054Aor 54B.
Acceptable for Credit CSU
Principles, methods and strategies for working with adults in the early childhood education setting: Management of interpersonal and group dynamics of employees, parents, boards and community/ advocacy activities. (Required for Children's Center Supervisor Permit. Course does not fulfill Associate degree requirements at Merritt College.) 1305.40

CHDEV 60
Emergent Literacy and Children's Literature
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 050 or CHDEV 051.
Acceptable for Credit CSU
Principles, methods and materials for emergent reading and writing: Children's literature, language and literacy development in the early childhood classroom within a developmentally appropriate curriculum. 1305.50

CHDEV 61
Advanced Curriculum Development
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 051 and CHDEV 054B.
Acceptable for Credit CSU
Overview of Emergent Curriculum: Application of social constructivist theories; role of the teacher, image of the child, and environment as educator; utilization of classroom observation/assessment in curricular planning cycle. 1305.40

CHDEV 62
Overview of Operations of Family Child Care
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 051.
Acceptable for Credit CSU
Practical skills for setting up and operating a family child care home business: Major factors in operating a family day care home, creation of an optimum child care environment, infant and preschool development, relationships with families, community partners, parent communication, health and safety issues, legal requirements, and business considerations. 1305.00

CHDEV 68
Play-Based Curriculum
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 050or 51 or (Facs 51).
Acceptable for Credit CSU
Principles and practices of play-based curriculum: Role of the teacher in facilitating children's learning through play-based activities; observation and assessment in planning curriculum. 1305.50

CHDEV 74
Health, Safety and Nutrition
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood: Teacher's role in prevention strategies, nutrition and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management. 1305.00
CSU area E;
(C-ID: ECE 220)

CHDEV 75
Adult Supervision and Mentoring in Early Care and Education
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 054A and CHDEV 054B and
Acceptable for Credit CSU
Methods and principles of supervising, mentoring, and coaching student teachers and other adults in early care and education settings. Presents the strategies and skills necessary to support the development of adult learners as effective mentors, coaches, and teachers. Emphasis is on individualized, relationship- and strength-based approaches, reflective practices, and constructive communication skills. Covers characteristics and roles, career requirements and pathways, and use of evaluation in setting professional learning goals.
1305.80

CHDEV 80
Teaching in a Diverse Society
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Impact of various societal influences on the development of children's personal and social identity: Developmentally appropriate, inclusive, culturally relevant, anti- bias approaches. Self-examination and reflection on social identity, stereotypes, and bias.
1305.00
Peralta GE Areas 2, 5; CSU area D;
(C-ID: ECE 230)

CHDEV 84
Curriculum and Strategies for Children with Special Needs
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CHDEV 051.
Acceptable for Credit CSU
Curriculum and intervention strategies: Partnership with families; observation and assessment to address individualized needs of children; inclusive and natural environments; role of the teacher; collaboration with interdisciplinary teams; cultural competency. 1305.20

CHDEV 91A
Infant/Toddler Lab Practicum
5 Units, 2.5 hours lecture, 7.5 hours lab (GR)
Prerequisite: CHDEV 051, CHDEV 056A, CHDEV 056B.
Acceptable for Credit CSU
Integration of theory and practice in teaching and guidance of infants and toddlers: Practicum under supervision and application of techniques in meeting individual and group needs of infants, toddlers and their families. 1305.00

CHDEV 201
California Preschool Learning Foundations: English Language Development
1 Unit, 1 hour lecture (GR or P/NP)
Introduction to the English language learners domain of the California Preschool Learning Foundations and Frameworks: Domain strands including listening, speaking, reading and writing; and practical strategies for implementation of the curriculum frameworks.
1305.00

CHDEV 202
California Preschool Learning Foundations: Literacy
1 Unit, 1 hour lecture (GR or P/NP)
Introduction to the language and literacy development domain in the California Preschool Learning Foundations and Frameworks: Domain strands including listening and speaking, reading, and writing; and practical considerations for implementation of the curriculum frameworks. 1305.00

CHDEV 203
California Preschool Learning Foundations: Math
1 Unit, 1 hour lecture (GR or P/NP)
Introduction to the mathematics domain of the California Preschool Learning Foundations and Frameworks: Domain strands including number sense, algebra and functions, measurement, geometry, and mathematical reasoning; and practical strategies for implementation of the curriculum frameworks. 1305.00

CHDEV 204
California Preschool Learning Foundations: Performing Arts
1 Unit, 1 hour lecture (GR or P/NP)
Introduction to the performing arts domain of the California Preschool Learning Foundations and Frameworks: Domain strands including music, drama, and dance; and practical strategies for implementation of the curriculum frameworks. 1305.00

CHDEV 205
California Preschool Learning Foundations: Science
1 Unit, 1 hour lecture (GR or P/NP)
Introduction to the science domain of the California Preschool Learning Foundations and Frameworks: Domain strands of scientific inquiry, physical, life, and earth sciences; and practical strategies for implementation of the curriculum frameworks. 1305.00

CHDEV 206
California Preschool Learning Foundations: Visual Arts
1 Unit, 1 hour lecture (GR or P/NP)
Introduction to the visual arts domain of the California Preschool Learning Foundations and Frameworks: Domain strands including artistic expression and response, and skills using various art mediums; and practical strategies for implementation of the curriculum frameworks. 1305.00

CHDEV 207
California Preschool Learning Foundations: Social and Emotional Development
1 Unit, 1 hour lecture (GR or P/NP)

Introduction to the social and emotional development domain of the California Preschool Learning Foundations and Frameworks: Domain strands including self, social interaction, and relationships; and practical strategies for implementation of the curriculum frameworks. 1305.00

CHDEV 208
Strategies for Working with Challenging Behaviors
3 Units, 3 hours lecture (GR or P/NP)

Appropriate for classroom teachers in various settings, students will identify developmentally appropriate behaviors, challenging behaviors, and multiple influences that affect children's behavior. Students will analyze children's behaviors and select strategies to make positive changes. Emphasizes the connection between children's social and emotional development and their success in the classroom, and how the teachers' perception, experiences, and behavior influence child behaviors. 1305.00

CHDEV 502
Introduction to Infant/Toddler Development
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: ESOL 502.

Growth and development of infants/toddlers aged 0-36 months: Physical, cognitive, psycho-social, and creative development; influence of environment on development; feeding concerns; and the child's impact on the family. 1305.90

CHDEV 503
Introduction to Infant/Toddler Curriculum
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: ESOL 503.

Curriculum appropriate for infants/toddlers based on child development principles: Play, language and learning experiences including use of materials and equipment; and hands-on demonstration of curriculum ideas and learning activities. 1305.90

CHDEV 504
Introduction to Early Childhood Development for Family Child Care Providers
.525 - .75 hours lecture (SP or P/NP)
Corequisite: ESOL 504.

Best practices to support healthy growth and development of children: Stages of development, community and educational resources, and effective communication and guidance. 1305.40

CHDEV 505
Introduction to Early Childhood Education Curriculum for Family Child Care Providers
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: ESOL 505.

Developmentally appropriate curriculum for children: Educational philosophies, age-appropriate activities, and effective learning environments. 1305.40

Communication (COMM)

COMM 3
Introduction to Human Communication
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of human communication: Focus on verbal and nonverbal participation and effective listening in interpersonal contexts, group dynamics, and public speaking. 1506.00
Peralta GE Areas 4c; CSU area A1; IGETC area 1C;
(C-ID: COMM 180)

COMM 4
Dynamics of Group Discussion
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of communication in a group setting: Emphasis on listening, leadership, and teamwork; theoretical and experiential learning to build on individual communication skills with the goal of understanding and practicing successful group relations. 1506.00
Peralta GE Areas 4c; CSU area A1; IGETC area 1C;
(C-ID: COMM 140)

COMM 6
Intercultural Communication
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Dynamics of intercultural communication as it applies to the diversity of American cultures: Cultural concepts, language style, content, ethnic perspectives, perceptions and stereotypes, symbols, and roles as they facilitate or hinder effective verbal and nonverbal interaction across cultures;analysis of multiple intercultural communication theories. 1506.00
Peralta GE Areas 2, 4c; CSU area D; IGETC area 4;
(C-ID: 150)

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

COMM 19
Survey of Mass Media
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of traditional and non-traditional mass media in America: Impact of mass media trends and technology into the 21st century; critical analysis of media messages and examination of mass media from historical, political, social, and cultural perspectives. 1506.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

COMM 20
Interpersonal Communication Skills
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Analysis of communication needs and improvement of skills of listening, perception, nonverbal communication, semantics, and conflict management. 1506.00
Peralta GE Areas 4c; CSU area A1; IGETC area 1C;
(C-ID: Comm 130)

COMM 49
Independent Study in Communication
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Communication. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1506.00

COMM C1000
Introduction to Public Speaking
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. Formerly COMM 045. 1506.00
Peralta GE Areas 4c; CSU area A1; IGETC area 1C;
(C-ID: COMM 110)

Community Social Service (COSER)

COSER 10
Community Resources and Social Policy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Identification of major social resources: Selective investigation of service agencies through direct observations in the community, followed by study and analysis, evolution of social welfare as an institution, relationship to socio-economic and political forces, and cultural values; changing approaches to social provision, decision-making, and policy formation. 2104.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

COSER 16B
Communication: Families in Crisis
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Principles and methods relating to understanding and working with individuals and families in crisis situations: Examination of family process, rules, and interaction through presentation of theoretical material and involvement in role-play situations; short-term counseling techniques and skills. 2104.00

COSER 20
Group Dynamics: Working with Small Groups
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Theory and practice of small groups through participation in problem situations which occur in the life of a group: Stages of group development, group climate, roles and leadership. 2104.00
CSU area E;

COSER 21
Psychology/Pharmacology of Drugs of Abuse
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the phenomena of psychoactive substances on human behavior and the human body: Examination of the factors involved in addiction, both physical and psychological, as well as the psychological and physiological effects of various categories of psychoactive substances, including exploration of the new pharmacology of designer drugs and their implications for the future. 2104.40

COSER 22
Social Psychology of Substance/Drug Abuse
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Overview of the social psychology of substance and drug abuse in the United States: Substance abuse in the context of culture and life styles, mores, needs, attitudes, and values of substance abusers as reflected in addiction and in vulnerability to addiction; physical and psychological outcomes of drug addiction; treatment for drug addiction; drug use and its impact on specific populations; and exploration of careers associated with substance abuse and alcohol/drug treatment programs. 2104.40
CSU area D, E; IGETC area 4;

COSER 25
Maintaining Sobriety and Relapse Prevention
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Examination of the dynamics and other variables involved in the establishment of sobriety: Dynamics of addiction; steps, practices, and other factors in maintenance of sobriety; and approaches and techniques to preventing relapse, including life orientation and maintaining success in recovery. 2104.40

COSER 26
Case Management for Substance Abuse Paraprofessionals
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Study of basic principles of case management for paraprofessionals in the treatment of addiction and substance abuse: Principles and processes of intake, screening, assessment, referral, development of treatment plans, and issues of confidentiality and ethics; importance and value of interdisciplinary collaboration in the treatment of addiction. 2104.40
(C-ID: ADS 170 X)

COSER 27
Crisis Management for Substance Abuse
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Study of the basic principles and skills needed to deal with crisis situations arising in the treatment of drug addicts, alcoholics, substance abusers, and individuals with psychological disabilities or mental illness: Crisis intervention protocols and procedures for dealing with suicide, criminal behavior, aggression, domestic violence, sexual abuse, and post-traumatic stress disorder (PTSD). 2104.40

COSER 28
Co-Occurring Disorders: Mental Illness and Drug Abuse
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Assessment, referral, and paraprofessional collaboration in working with substance abusers with co-occurring disorders: Frequency of co-occurring disorders in substance abuse; treatment and recovery issues and risk factors found in substances users suffering from co-occuring disorders. 2104.40
(C-ID: ADS 190 X)

COSER 29
Working with Diverse Populations
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Examination of the various ethnic, racial, and other diverse groups (disability, sexual orientation, etc.) that make up the population of American society: Historical context of the experiences and treatment of various U.S. minority groups; government policies and laws and their impact on these various groups; and society's response to physical and psychological/mental disabilities. 2104.00
Peralta GE Areas 2, 5; CSU area D, E;

COSER 41
Substance Abuse and the Law
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Overview of the civil and criminal justice system with particular reference to knowledge needed by service workers and police officers who deal with legal problems experienced by substance abusers. 2104.40

COSER 42
Counseling Skills and Substance Abuse
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Investigation of counseling skills with particular application to substance abuse: Skills needed by those working with substance abusers in a group/resident setting and in a social model program. 2104.40

COSER 49
Independent Study in Community Social Services
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Community Social Services. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2104.00

COSER 476C
Work Experience in Community Social Services/ Substance Abuse
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Other: This course cannot be taken independently or as an elective. COSER 476C must be taken concurrently along with the aligning COSER semester lecture courses..
Acceptable for Credit CSU
Supervised employment providing opportunities in Community Social Services/Substance Abuse or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 2104.40

Computer Information Systems (CIS)

CIS 1
Introduction to Computer Information Systems
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
General nature of computer hardware, software and systems: Hands-on applications include introduction to word processing, spreadsheet, database management and presentation software, and a brief introduction to web browsing and email. 0702.00
(C-ID: ITIS 120)

CIS 5
Introduction to Computer Science
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to computer science: Architecture of digital computers, design of algorithms for solving various problems, and basic skills in computer programming. 0701.00

CIS 6
Introduction to Computer Programming
5 Units, 4 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005.
Acceptable for Credit CSU, UC
Introduction to computer programming: Algorithm design, flow charting, and debugging; elements of good programming style. Course may be instructed in any programming language. 0707.10
(C-ID: COMP 122)

CIS 7
Control Structures and Objects
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005.
Acceptable for Credit CSU, UC
Introduction to computer programming: Algorithm design through use of control structures, flow charting, and debugging; elements of good programming style; introduction to Object Oriented Programming (OOP) through the design and implementation of objects that interact using well-defined interfaces to solve a problem. 0707.00
(C-ID: COMP 122)

CIS 8
Introduction to Parallel and Cloud Programming
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: or CIS 007.
Recommended Preparation: MATH 011.
Acceptable for Credit CSU
Programming fundamentals of using multiple processors or computers to solve a problem: Mechanics of computation, multi-tasking and multi-threading and object-oriented approaches to managing many computing elements working on the same problem. Programming for Cloud computation, Cluster computation, Big Data, Machine Learning, and highly parallel computing hardware, e.g. multi-core processors and Graphics Processing Units. 0707.10

CIS 11
Discrete Structures and Logic
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 006 and CIS 033.
Acceptable for Credit CSU, UC
Discrete structures used in Computer Science with an emphasis on their applications: Functions, relations and sets; basic logic; proof techniques; basics of counting; graphs and trees; and discrete probability. Not open for credit to students who have completed or are currently enrolled in MATH 11. 0707.00
Peralta GE Areas 2;

CIS 33
Software Architectures and Algorithms
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 006 or CIS 007.
Acceptable for Credit CSU, UC
Design and development of large programs: Systematic data abstraction, strongly typed data and data structures, object declaration models, inheritance and polymorphism, information hiding, managed frameworks and libraries such as the Standard Template Library (STL), object life cycles and garbage collection, recursion, well-defined algorithms, collections and iterator abstraction, strategies for code re-use, testing, UML and software engineering principles. 0707.00
(C-ID: COMP 132)

CIS 35
Microcomputer Operating Systems
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 001 or CIS 005 and CIS 110.
Acceptable for Credit CSU
Microcomputer operating systems: Selection, use and programming with operating systems, concentrating on the personal computer. 0702.10

CIS 40
Database Management
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 001or 5, CIS 001 or CIS 005.
Acceptable for Credit CSU
Design, implementation, and maintenance of databases: Analysis of user requirements; building tables, queries, forms, reports, and other topics. 0702.10
(C-ID: ITIS 180)

CIS 42
Spreadsheet Applications
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: or 5 or 200.
Acceptable for Credit CSU
Principles of electronic spreadsheets using features available with current popular spreadsheet software: Worksheet creation, formatting and charting; entering data and formulas; functions; editing and printing; web queries; basic database functions of sorting and querying; creating web pages; logical functions; lookup tables; Pivot Tables, Pivot Charts, and trendlines; graphic design for financial statements; creating templates; using macros. 0702.10
(C-ID: BSOT 112 X; BSOT 122 X; BSOT 132 X)

CIS 49
Independent Study in Computer Information Systems
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Computer Information Systems. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0702.00

CIS 51
Introduction to Information Technology Project Management
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 001.
Acceptable for Credit CSU
Project management fundamentals in technology: Theoretical and practical overview of project management planning with step-by-step introduction to the project management process from initiation to close. 0702.00

CIS 52
Cloud Security Fundamentals
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 071, CIS 072 and CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
New cloud computing paradigm: Implications for information security; differences in cloud computing service versus deployment models; and associated security requirements and responsibilities. 0702.00

CIS 53
Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 055, CIS 060 and CIS 071 or CIS 072 or CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
Host-based and network-based intrusion detection systems (IDS): Tools for information security practitioners; examination of information sources, analysis schemes, technical, and legal issues. 0702.00

CIS 54
IT Security Goals, Strategy, Policy, and Leadership
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 or CIS 007 or CS 020 and CIS 055 and CIS 060 and CIS 071 or CIS 072.
Acceptable for Credit CSU
Business and management aspects of information security: Legal and regulatory aspects; strategic planning process; security policies, and management process for a secure information systems environment. 0702.00

CIS 55
Hacker Techniques, Exploits, and Incident Handling
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 007 and
Recommended Preparation: CIS 005 or CIS 006 or CIS 071 or CIS 072.
Acceptable for Credit CSU
Cutting-edge insidious attack vectors: Responding to computer incidents and hands-on techniques for discovering security vulnerabilities. 0702.00

CIS 56
Secure Coding in Java and .NET
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 or CIS 007 and CIS 055 and CIS 060 and CIS 071.
Acceptable for Credit CSU
Developing defensible applications: Java and .NET application developments using best practices to protect critical information. 0702.00

CIS 57
Web Application PEN Testing
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 055 and CIS 060 and CIS 071 or CIS 072.
Recommended Preparation: CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
Ethical Hacking: Designing secure, functional, and compliant software. 0702.00

CIS 58
Hacker Guard – Baseline Training for IT Administrators and Operations
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 055, CIS 060 and CIS 071 or CIS 072 and CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
Security training for systems and network operations staff: First line of defense against unauthorized access to systems, applications, and networks. 0702.00

CIS 59
Applications in Information Security
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 055, CIS 060 and CIS 071 or CIS 072 and CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
Architecture of web-based applications and security best practices: Authentication and authorization for accessing applications; managing common security vulnerabilities, security of data at rest and in transit. 0702.00

CIS 60
Computer Forensics Fundamentals
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 007.
Recommended Preparation: CIS 005 or CIS 006 or CIS 071 or CIS 072.
Acceptable for Credit CSU
Overview of computer forensics: Computer investigation processes; operating systems boot processes and disk structures; data acquisition and analysis; technical writing; review of computer forensics tools; ethics; and objectives of International Association of Computer Investigative Specialists (IACIS) certification. 0702.00
(C-ID: ITIS 165)

CIS 62
Introduction to Systems Analysis and Design
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: CIS 001 or CIS 005 or CIS 006 or CIS 025: Object Oriented Programming Using C++ or CIS 036A: Java Programming Language I or CIS 061: Structure and Interpretation of Computer Programs.
Acceptable for Credit CSU, UC
Principles of systems analysis and design: Systematic methodology for analyzing business problems or opportunities; OOA&D (Object/Oriented Analysis and Design) and UML, the role technologies can play in addressing business needs, articulation of business requirements for technology solutions, alternative approaches to acquiring the technology capabilities needed to address business requirements, and specification of requirements for the information systems solution. 0707.30
(C-ID: ITIS 140)

CIS 64
Internet Programming in JavaScript
0 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: CIS 234A.
Recommended Preparation: CIS 36.
Development of web-based interactive programs using JavaScript.

CIS 66
XML Documents and Applications
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: CIS 234A, CIS 234B.
Development of documents and applications using the eXtensible Markup Language (XML), a Web document-authoring meta-language that is used to separate data from its visual representation; use of XSL for data translation. 0707.10

CIS 71
Introduction to Information Systems Security
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
Fundamental principles of Information Technology, Security and Risk Management: Hardware, software, processes, communications, applications, and policies and procedures of organizational cyber security and risk management. 0702.00
(C-ID: ITIS 160)

CIS 72
Systems and Network Administration
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 or CIS 007 or CS 020.
Acceptable for Credit CSU
Design, development and support of server hardware and software technologies: Disaster recovery and security administration. 0702.00
(C-ID: ITIS 155)

CIS 73
Networking Concepts
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 001 or CIS 005.
Acceptable for Credit CSU
Networking concepts: Network architecture, hardware, software, concepts, protocols and standards. 0708.10

CIS 78
Digital Architectures for Computation
4 Units, 3 hours lecture, 3 hours lab (GR)
Prerequisite: CIS 006Entry Skills: Create programs to solve computable problems in a high-level programming language. 2. Use the various standard data types. 3. Correctly utilize programming flow controls. 4. Explain array structures and usage. 5. Explain structured programming concepts and their implementation in a high-level language..
Recommended Preparation: CIS 072, MATH 011.
Acceptable for Credit CSU, UC
Organization of digital circuits and computing architectures: Fundamentals of digital circuits, combinational logic and sequential logic; processor components and processing architectures such as Von Neumann and Harvard architecture; control unit instruction word decoding and Instruction Level Parallelism (ILP); high level, assembly, and machine code; memory addressing modes, performance, and memory models; Random Access Model (RAM) and Candidate Type Architecture (CTA); and analysis of single threaded code. 0707.00
(C-ID: COMP 142)

CIS 93
Cross Platform Mobile Application Development
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 006 or CIS 007 and CIS 033.
Recommended Preparation: CIS 078.
Acceptable for Credit CSU, UC
Designing and implementing mobile applications: Training on frameworks such as Xamarin, Unity, XDK, Cordova and others, enabling the same code run on several different mobile platforms such as IOS, Android, Windows Mobile, or XBOX. 0707.00

CIS 98
Database Programming with SQL
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 006 or CIS 025A - Object Oriented Programming Using C++ or CIS 036A - Java Programming Language I or CIS 061 - Structure and Interpretation of Computer Programs .
Acceptable for Credit CSU, UC
Programming in database management systems using SQL: DML (Data Manipulation Language) and DQL (Data Query Language) features; database program design, programming structures, strategies, and techniques. 0707.20

CIS 100
Introduction to Blockchain, Cryptocurrencies, and Identity
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or or CIS 007 and MATH 230 or or MATH 013.
Acceptable for Credit CSU
Fundamental principles of distributed hash data structures: Overview of applications that use blockchain in cryptocurrencies (Bitcoin and Ethereum); analysis of public records and smart contracts to establish proof of ownership and identity; and exploration of current and potential real-world applications of blockchain in technology, business, and law. 0707.10

CIS 106A
Routing and Switching Networks
3 Units, 2 hours lecture, 3 hours lab (GR)
Recommended Preparation: CIS 005.
Acceptable for Credit CSU
Introduction to network and inter-network (Internet) architecture: Identification of structures, components, and models that permit devices on separate networks to inter-operate; use and application of standards such as Open Systems Interconnection (OSI); transport Control Protocol (TCP), and Internet Protocol (IP). 0702.00
(C-ID: ITIS 151)

CIS 106B
Scaling Networks
3 Units, 2 hours lecture, 3 hours lab (GR)
Prerequisite: CIS 106A Routing and Switching Networks.
Recommended Preparation: CIS 005.
Acceptable for Credit CSU
Architecture, components, and operations of routers and switches: Controlling the flow of information between complex networks; configuration and troubleshooting of routers and switches for advanced functionality with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks; implementing a WLAN in a small-to-medium network. 0702.00

CIS 106C
Connecting Networks
3 Units, 2 hours lecture, 3 hours lab (GR)
Prerequisite: CIS 106B Scaling Networks.
Recommended Preparation: CIS 073.
Acceptable for Credit CSU
Management of Wide Area Networking (WAN) Technologies and Services: Creation of complex and converged networks and applications; establish selection and performance criteria for network devices; monitor and troubleshoot network devices; resolution of common issues with data link protocols, IPSec and virtual private network (VPN) operations. 0702.00

CIS 107
Administering Cloud Services and Containers
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 052 and CIS 059 and CIS 071 or CIS 072.
Acceptable for Credit CSU
Administration of cloud-based information systems: Deployment and management of Infrastructure-as-a-Service (IaaS), Software-as-a-Service (SaaS), and Platform-as-a-Service (PaaS) information systems; performance and redundant deployment of Virtual Machines (VMs), and Command Line Interfaces (CLI) systems management; and deployment of information systems and services without purchase of physical hardware. 0702.00

CIS 108
Scripting for Systems Automation and Data Analysis
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 or CIS 007.
Acceptable for Credit CSU, UC
Command line tools for automation and analysis: Integration of tools including UNIX/Linux shell, Python, and domain specific libraries for operations automation in DevOps and analysis in Data Science & Machine Learning; emphasis on acquisition of broadly applicable skills including files and correct modes of access use for distinct categories of files, file attributes, passing of variables, error handling, and exchange of result codes between application components. 0707.10

CIS 110
Information and Communication Technology Essentials
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of computer hardware, software, and networking: Security, assembly of information systems through configuration and integration of Information Technology components. 0701.00
(C-ID: ITIS 110)

CIS 178
Build Automation for DevOps and QA
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 and CIS 072, CIS 108.
Acceptable for Credit CSU
Design and integration of applications development (Dev) tools and Operations tools (Ops) into automated control systems: monitoring of Source Code Management (SCM) repositories for changes to initiate automate software build, infrastructure provisioning, or configuration updates. Creation of Virtual Machines suitable for on-the-job use through hands-on project based learning. Apply best practices for toolchain configuration, monitoring, and testing software for Quality Assurance (QA). 0707.30

CIS 179
Agile Software Management and Project Automation
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 and CIS 051.
Acceptable for Credit CSU
Automation of software development processes: Integration of agile and scrum methodologies with issue tracking systems (JIRA, VersionOne) using well-known communication styles; methods for organizing units of software development work; use of incident management tools with Jenkins Continuous Integration (CI) system to create integrated project implementation, reporting, and defect tracking systems. 0707.10

CIS 205
Computer Literacy
1 Unit, .75 hours lecture, .75 hours lab (GR or P/NP)
Eligible for credit by examination
Introduction to computers and information technology for people with no background in nor knowledge of computers. 0701.00
(C-ID: BSOT 105 X)

CIS 221
Cyber Safety, Online Identity, and Computer Literacy
1 - 3 Units, .75 - 2 hours lecture, .75 - 3 hours lab (GR or P/NP)
Introduction to computers and instruction in computer safety awareness, identity management, and protection: Overview of computers, mobile devices, software, and connected interactive systems such as social networks; introduction for the novice to cybersecurity career opportunities, cyber ethics, online safety, how computers work, and cyber threats; cybersecurity principles, security policies, tools, account management and fundamental network connectivity and security; analysis and repair of vulnerabilities; introduction to cyber competition. 0701.00

CIS 234A
World Wide Web Publishing I
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Creating and publishing Web pages over the Internet using the Hypertext Markup Language (HTML). 0709.00

CIS 234B
World Wide Web Publishing II
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: CIS 234A.
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. 0709.00

CIS 234D
Web Authoring
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: CIS 234A.
The art of web design and the power of web authoring in website content management and functionality: Website templates, customization, layout tables, interactive forms, frames, database interface, wizards, source controls, dynamic layers, instant updates, multimedia content, subsite and website management. 0709.00

CIS 234E
Creating an E-Commerce Web Site
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: CIS 234A.
Business strategies and programming techniques in the design and development of an electronic commerce web presence: Banner ads, auto responders, product catalogs, shopping carts, cookies, electronic payment systems, online database and website security management. 0709.00

CIS 239
Help Desk Tools and Techniques
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Help desk tools and techniques: Troubleshooting problems on computer systems, both networked and stand-alone; customer service skills for success; use of help desk software. 0701.00

CIS 247
Information Systems Skills Challenge
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Technical challenge scenarios in information systems: Knowledge skills and abilities in cybersecurity, virtual machines, networks, infrastructure, and storage. 0701.00

CIS 520
Setting the Stage for Technical Work
0 Units, .229 - .257 hours lecture (P/NP)
Role of the Technical Professional in the workplace: Establishing authority and responsibilities of the Technical Professional as a team member; skills to foster a growth mindset around technical projects which tend to introduce change, risk, and new processes; communication styles to foster change management, new environments, work norms, knowledge transfer, and code switching between business domains and technology. 0701.00

CIS 521
Techniques and Language of Technical Communications
0 Units, .257 hours lecture (P/NP)
Communication techniques for accuracy and comprehensiveness: Modes of communication to ensure accurate collection of requirements and expression of technical project objectives; identification of effective personal and professional communication styles; use of a variety of modes and means of interaction to convey technical information in the workplace. 0701.00

CIS 522
Conflict Resolution in Technical Collaboration
0 Units, .257 hours lecture (P/NP)
Facilitation methods for technical specialists as team members: Exercises in clarity of expression and confidence building; responsibilities of the technical professional to claim authority as domain specialist; application of collaborative team processes, conflict resolution, and problem solving and skills to reach concurrence on technical issues. 0701.00

CIS 523
Time Management and Organization of Technical Projects
0 Units, .257 hours lecture (P/NP)
Timelines and arrangement of technology project tasks and deliverables: Project planning through identification of tasks, artifacts, resources, milestones, and stakeholders; techniques for regular communication of dependencies, risks, and deadlines; formulation of appropriate ways to express momentum and progress in technical projects. 0701.00

CIS 524
Job Evaluation and Self Assessment in Technology Careers
0 Units, .229 - .257 hours lecture (P/NP)
Self-discovery and assessment in the technology workplace: Estimating best fit and job identification prior to the job application process, including self evaluation of skill set, assessment skill match, and identification of areas for growth and career advancement. 0701.00

CIS 525
Resume Writing for Technical Careers
0 Units, .257 hours lecture (P/NP)
Use of resume and cover letter to present technical qualifications: Formatting and ordering to align candidate skills and experience with desired positions in technology and computer science, including techniques to help increase effectiveness through use of InterviewStream to develop polished and confident presentations. 0701.00

CIS 526
Preparing for the Technical Interview
0 Units, .229 - .257 hours lecture (P/NP)

Introduction to the format of interviews for technology positions: Preparation of narrative elements in spoken and written formats; overview of screening process as applied to technology job interviews; and practiced usage of industry specific terms of art, key concepts for effective interviews, strategies, and best practices to distinguish your candidacy and application. 0701.00

CIS 527
Technical Interview Patterns and Practice
0 Units, .229 - .257 hours lecture (P/NP)

Preparation and practice for technology interviews: Use of interactive video interview tools to practice descriptions of personal qualities in face-to-face interviews including both panel and one-on-one formats; and demonstrations of competency, explanation of technical jargon, and description of work experience. 0701.00

Computer Science (CS)

CS 20
Python Application Programming
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 and MATH 002 or MATH 013 or MATH 203.
Acceptable for Credit CSU, UC
Introduction to computer programming in Python 3: Control structures, algorithm design, and the integration of domain specific libraries (tensofflow, numpy, scipy) into a program; elements of good programming style and use of Object Oriented Programming (OOP) to manage complexity and Jupyter interactive notebooks to share results. 0707.10

CS 25
Swift Application Programming
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CS 020 or or CIS 006 or CIS 007.
Acceptable for Credit CSU, UC
Fundamentals of programming using the Swift Language: Problem solving using variables, control structures, loops, files, objects, inheritance, exceptions, and recursion; best practices in application design and implementation to manage complexity and cross-platform compatibility; creation of software applications for the Apple and Free/Open Source Software (F/OSS) Linux Swift ecosystems. 0702.10

CS 26
Swift Data Structures and Algorithms
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 007.
Recommended Preparation: CS 020 or or CIS 006 or
Acceptable for Credit CSU, UC
Fundamental data structures and algorithms natively in Swift: Use and implementation of trees, stacks, queues, deques, container, iterators, and template libraries to design and implement applications that scale; creation of software applications for the Apple and Free/Open Source Software (F/OSS) Linux Swift ecosystems. 0702.10

CS 27
Swift Universal Framework Applications
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CS 020 or CIS 005 or or CIS 007 and CIS 033.
Acceptable for Credit CSU, UC
Creation of cross-platform applications that share code: Conventions and best practices in design and implementation of applications that run on iOS, tvOS, watchOS, and macOS that share code; creation of software applications for the Apple and Free/Open Source Software (F/OSS) Linux Swift ecosystems. 0702.10

CS 43
High Performance Web Applications and Services
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: CIS 006 or CIS 007 and
Recommended Preparation: CIS 033 and CIS 066.
Acceptable for Credit CSU, UC
Creation of high performance web applications and services: Object oriented programs using the HTTP protocol to deliver complex system-to-system producer/consumer relationships and Business to Business (B2B) interactions; performance focused use of frameworks: J2EE, Java Persistence Architecture (JPA), Apache Wicket, Object Relational Mapping (ORM), Hibernate, Message Queues, Message Buses, and Microservices. 0707.00

CS 60
Applications of Artificial Intelligence and Deep Learning
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 or CIS 006 and MATH 003E.
Acceptable for Credit CSU, UC
Use of systems that analyze data and suggest patterns: Scripts and computation intensive software libraries (neural networks, image classifiers) to detect patterns, trends, and groupings; exploration of classification models and data sets using tools (Python, Scikit-Learn, Tensorflow and Graphics Processing Units) to emulate learned behavior in software. 0701.00

CS 80
Software Engineering
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: CIS 005 and CIS 006 and CIS 051.
Acceptable for Credit CSU, UC
Introduction to software engineering processes and practices: Formulation of user prototypes, capture of user requirements, organization of software development efforts, survey of methodologies, test methods, and test plans in development of software projects; use of agile software development, Test-Driven Development, version control, dependency management, and defect analysis. 0707.00

CS 247
Swift Multi-Platform Application Development
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Prerequisite: CS 027.
Technical challenge scenario: Creation of a Swift application that runs on at least two Apple platforms (iOS, macOS, tvOS, and watchOS). 0702.10

Cooperative Work Experience Education (COPED)

COPED 450
Work Experience
1 - 3 Units, 3 - 9 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment : Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 4932.00

COPED 452A
Work Experience in Landscape Horticulture
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Landscape Horticulture or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0109.00

COPED 456A
Work Experience in Accounting
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Accounting or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. Supervised employment in Accounting to gain realistic learning experiences through work: Desirable work habits and attitudes, career awareness, educational motivation, and human relations skills. Employment need not be related to educational or occupational goals. Credit may be accrued by re-enrollment in the course of study for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). Students must work 75 paid hours or 60 non-paid hours per unit earned. 0502.00

COPED 456D
Work Experience in Business Administration
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Business Administration or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. Supervised employment in Business Administration to gain realistic learning experiences through work: Desirable work habits and attitudes, career awareness, educational motivation, and human relations skills. Employment need not be related to educational or occupational goals. Credit may be accrued by re-enrollment in the course of study for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). Students must work 75 paid hours or 60 non-paid hours per unit earned. 0505.00

COPED 456E
Work Experience in General Business
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in General Business or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0501.00

COPED 456K
Work Experience in Real Estate
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Real Estate or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0511.00

COPED 456Q
Work Experience in Administrative Office Systems & Applications
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Administrative Office Systems & Applications or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0514.00

COPED 469
Work Experience in Security Administration
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Prerequisite: CIS 071 or CIS 072.
Acceptable for Credit CSU
Supervised employment providing opportunities in Security Administration or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0702.00

COPED 470C
Work Experience in Radiologic Science
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Radiologic Science or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 1225.00

COPED 472A
Work Experience in Child Development
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Child Development or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 1305.00

COPED 474A
Work Experience in Paralegal Studies
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Paralegal Studies or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 1402.00

COPED 476A
Work Experience in Administration of Justice
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Administration of Justice or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 2105.00

COPED 476H
Work Experience in Fire Science
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Prerequisite: FISCI 211.
Corequisite: FISCI 200.
Acceptable for Credit CSU
Supervised employment providing opportunities in Fire Science or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 2133.00

COPED 484B
Work Experience in Bioscience
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Bioscience or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0430.00

Counseling (COUN)

COUN 24
College Success
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Identification and development of resources that facilitate college success: High-performance learning utilizing information organization and management, critical-thinking and problem-solving skills, effective time management, learning styles and strategies and memory theory, goal setting and educational planning, and campus/ community resources. 4930.13
CSU area E;

COUN 30
Personal Growth and Development
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Examination of the psycho-social dynamics of personal growth: Focus on self exploration, learning to make choices, stress and coping, interpersonal relationships, origin and resolution of conflicts and the role of emotions in behavior and health; includes active personal involvement, group interaction, and self-study. 4930.11
Peralta GE Areas 2; CSU area E;

COUN 57
Career and Life Planning
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
In-depth career and life planning: Self-exploration, identifying values, interests, needs and goals; development of skills for assuming careers and lifestyles over the life span, influence of career choice on the quality of life, and the development of a career action plan. Designed to assist those students considering the transition of a career change or undecided about the selection of a college transfer major. 4930.10
CSU area E;

COUN 200A
Orientation to College
.5 Units, .5 hours lecture (GR or P/NP)
Information for new students: College programs, policies and procedures, campus resources and assessment. 4930.13

COUN 200B
Orientation to College
.5 Units, .5 hours lecture (GR or P/NP)
Recommended Preparation: COUN 200A.
Educational planning and college success skills: Development of a Student Educational Plan (SEP) with a counselor and introduction to topics such as time management, study skills, note-taking, and test-taking techniques. 4930.13

COUN 203
Disability and Academic Success
3 Units, 3 hours lecture (GR or P/NP)
Disability and success: Information and academic planning assistance for students with disabilities to access services and complete their academic goals. 4930.32

COUN 207A
Career Exploration
1 Unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COUN 207. Career decision-making: Exploration and clarification of values, skills, and goals to facilitate informed and realistic career choices, and introduction to personal and occupational assessment tools. 4930.10

COUN 207C
Career Exploration
1 Unit, 1 hour lecture (GR or P/NP)
Not open for credit to students who have completed or are currently enrolled in COUN 207. Job search skills: Resumes, cover letters, telephone skills, networking, and interviewing techniques. 4930.10

COUN 221
Preparing for College/University Transfer
.5 Units, .5 hours lecture (GR or P/NP)
In-depth information and assistance with the transfer process to four-year colleges and universities: Lower-division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will receive the information necessary to develop a Student Educational Plan (SEP) for transfer. 4901.10

COUN 224
College Preparedness
2 - 3 Units, 2 - 3 hours lecture (GR or P/NP)
Recommended Preparation: COUN 200A and COUN 200B.
Acquisition of college success skills: Time management, good study habits, effective note taking, goal-setting strategies, educational planning, and use of library and other learning resources. 4930.13

COUN 501
Counseling Learning Lab
0 Units, 1 - 5 hours lab (SP or P/NP)
Success and retention strategies offered in small groups: Provides supervised tutoring to students in overcoming barriers in reaching their educational goals and increasing their successful completion of college courses and programs. 4930.09

COUN 507C
Career Exploration
0 Units, .5 - 1 hours lecture (SP)
Job search skills: Resumes, cover letters, telephone skills, networking, and interviewing techniques. 4930.10

Economics (ECON)

ECON 1
Principles of Economics (Macro-Economics)
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D - Intermediate Algebra (Lab) or Appropriate placement by multiple measures assessment process..
Acceptable for Credit CSU, UC
Introductory economic concepts: Measurements of national income and production; causes of inflation, recession, and depression; money and banking; government monetary and fiscal (spending and taxation) policies; stabilization techniques; economic growth; a history of economic thought and philosophy. 2204.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: ECON 202)

ECON 2
Principles of Economics (Micro-Economics)
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D - Intermediate Algebra (Lab) or Appropriate placement by multiple measures assessment process..
Acceptable for Credit CSU, UC
Principles of micro-economics: Forms of business organization, theory of the firm within competitive and non-competitive markets, distribution of income, poverty, labor issues, agriculture. 2204.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: ECON 201)

Educational Technology (EDT)

EDT 1
Introduction to Online Teaching
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Online/hybrid teaching pedagogy: Universal design in online course materials; effective organization and delivery of online materials; teaching and learning styles; effective online communication using discussion boards, live chat, online forums, Zoom; best practices for online student assessment, feedback and grading; retention and motivation of online students. 0860.00

EDT 2
Introduction to Using Canvas
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Introduction to the Canvas online course management system: Setting the course and notification preferences, creating and uploading materials, creating and importing quizzes, setting testing parameters, adding online resources including multimedia, creating online discussions, using the internal message system, grading tools and introducing additional Canvas features and teaching strategies. 0860.00

EDT 3
Introduction to Hybrid Teaching
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Effective practices in hybrid course design and teaching pedagogy: Designing effective online learning activities to meet specific goals and objectives using a combination of online and in-class learning activities; integrating online activities with face-to-face meetings; organizing course materials; automating basic activities such as quizzes, grading, and surveys; curating online resources, managing discussion threads, course documents, announcements, and grades. 0860.00

EDT 4
Designing Curriculum for Online Instruction
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Modification of the curriculum design process for online instruction: Restructuring course materials for online teaching and learning and creating accessible online materials for all learning styles; locating and using course materials designed by textbook publishers, and free online tools to create course content; integrating free resources such as e-books, learning objects, video and podcasts, educational blogs, and multimedia into the curriculum. 0860.00

EDT 5
Creating Multimedia for Online Classes
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Introduction to creating multimedia for online instruction: Review of theoretical foundations, application of accessibility, application of Fair Use guidelines, development of multimedia-based instruction including text, audio-visual, and interactive formats. 0860.00

EDT 6
Providing Support for Online Learners
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Online/hybrid teaching pedagogy: Providing support to online students in the areas of technology, online learning methodologies, study skills, preparation before taking an online class, standards and models for student/teacher contact. 0860.00

EDT 7
Building Open Educational Resources
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Understanding and development of open educational resources: Fair usage and creative commons licensing; evaluation of existing online resources and e-texts; identification and application of Universal Design for Learning; development and publishing OER in the public domain. 0860.00

EDT 8
Applying the CVC-OEI Course Design Rubric
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
California Virtual Campus, Online Education Initiative (CVC-OEI) Rubric course design: Best practices; student interaction, collaboration, assessment and accessibility; learner support. 0860.00

EDT 502
Introduction to Online Learning
0 Units, 1 hour lecture, 1 hour lab (P/NP)
Online learning literacy: Basic skills required to learn online, LMS functions and online communication. 4930.14

Emergency Medical Technician (EMT)

EMT 211
Emergency Medical Technician–Basic
6 Units, 4 hours lecture, 6 hours lab (GR or P/NP)
Other: Prior to enrollment in this course, a student must be at least 16 years of age, certified as a CPR for Professional Rescuer (Red Cross), or CPR for the Healthcare Provider (American Red Cross), or CPR PRO, must take a TB skin test by the first day of class (completed within six months of beginning of class with verification to be provided by last day to add classes for the term) , and have completed the first two Hepatitis B shots by the first day of class.

Overview of basic procedures for EMT: Patient assessment; anatomy & physiology of the human body; neurological emergencies; cardiac emergencies; shock; diabetic emergencies; traumatic injuries; pediatric emergencies; geriatric emergencies; pharmacology; hazardous materials; ambulance operations; patient transport; and mass casualty training. Course meets California Code of Regulations (Title 22) criteria. Students who successfully complete the course will be eligible to sit for the licensing examination with the National Registry of Emergency Medical Technicians. Additionally, students may proceed to the next phase of the certification process with the Alameda County Emergency Medical Services Agency. 1250.00

EMT 221A
Paramedic Theory and Laboratory I
11 Units, 10.5 hours lecture, 2.5 hours lab (GR or P/NP)
Prerequisite: EMT 211, BIOL 024, MEDAS 503 or HLTOC 101 or HLTOC 201.
Other: Student must be a minimum 18 years of age at the start of EMT 221A and must have completed CPR for the Healthcare Provider offered by the American Red Cross.
Recommended Preparation: MEDAS 505.

Introduction to paramedic technician: Basic principles of pharmacology; anatomy and physiology; medical patient management; airway management; patient assessment; and trauma patient management. General paramedic didactic education and training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. 1251.00

EMT 221B
Paramedic Theory and Laboratory II
11 Units, 10.5 hours lecture, 2.5 hours lab (GR or P/NP)
Prerequisite: EMT 221A - Student must successfully complete EMT 221A before enrolling in EMT 221B.

Continuation of EMT 221A: Basic principles of medical emergencies; special patient populations; EMS operations; and psychomotor skills associated with medical patient management, cardiac patient management, special populations, EMS operations, and simulated patient encounters. General paramedic didactic education and training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. 1251.00

EMT 221C
Paramedic Clinical Work Experience
3.5 Units, 11 hours lab (GR)
Prerequisite: EMT 221B.

Introduction to principles and practices in the clinical setting for the paramedic: Application of skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. 1251.00

EMT 221D
Paramedic Capstone Work Experience
9 Units, 28 hours lab (GR)
Prerequisite: EMT 221C.

Introduction to principles and practices in the field internship setting for the paramedic: Application of skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. 1251.00

EMT 230
Emergency Medical Responder
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)

Introduction to first responder training: Patient assessment, ventilation and airway obstruction, circulation and CPR; illness and injury emergencies such as poisoning and substance abuse, behavioral emergencies, bleeding and soft tissue and muscle and bone injuries; childbirth, children, and geriatric emergencies; lifting and moving individuals; EMS operations, extrication and rescue operations; legal and ethical issues confronting the first responder; communications and documentation; and stress response and well-being of the first responder. 1250.00

EMT 261
Emergency Medical Technician Recertification
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: Current EMT certification or EMT certification that has been expired no more than six months and Current CPR certification at the Health Care Level and Fee of $25 to the State Fire Marshall.
Recertification through review of didactic and practical techniques required of the Emergency Medical Technician: Examination of all aspects of the job including roles and responsibilities of the Emergency Medical Technician, medical-legal aspects, human systems and basic anatomy, types of emergencies encountered, extrication and rescue of patients, and documentation and communications. 1250.00

English (ENGL)

ENGL 1B
Composition and Reading
4 Units, 4 hours lecture (GR)
Prerequisite: ENGL 001A or ENGL 001AS.
Acceptable for Credit CSU, UC
Continued expository writing: Careful reading of selected plays, poems and novels. 1501.00
Peralta GE Areas 4a; CSU area C2; IGETC area 3B;
(C-ID: ENGL 120)

ENGL 10A
Creative Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 001A or ENGL 001AS.
Acceptable for Credit CSU, UC
Writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
Peralta GE Areas 3; CSU area C2;
(C-ID: C-ID ENGL 200)

ENGL 10B
Creative Writing
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: ENGL 001A or ENGL 001AS.
Acceptable for Credit CSU, UC
Continuation of writing fiction, poetry, and drama: Careful analysis of the techniques used by established writers. 1507.00
Peralta GE Areas 3, 4a; CSU area C2;

ENGL 49
Independent Study in English
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in English. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1501.00

ENGL 201A
Preparation for Composition and Reading
4 Units, 4 hours lecture (GR)
Prerequisite: ENGL 252B.
Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

ENGL 201B
Preparation for Composition and Reading
4 Units, 4 hours lecture (GR)
Prerequisite: ENGL 201A or Appropriate placement through multiple-measures assessment .
Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/proofreading. 1501.00

ENGL 208
Writing Workshop
.5 - 1 Units, .25 - .75 hours lecture, .75 - 1.5 hours lab (P/NP)
Individualized instruction in writing, utilizing computers: Grammar and punctuation, sentence structure, idea development and/or organizational skills. 1501.00

ENGL 264A
Preparation for Composition, Reading, and Research
4 Units, 3 hours lecture, 3.5 hours lab (GR or P/NP)
Introduction to college-level composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

ENGL 264B
Preparation for Composition, Reading, and Research
4 Units, 3 hours lecture, 3.5 hours lab (GR or P/NP)
Corequisite: ENGL 264A.
Skill development in composition, reading, and research: Active reading strategies; writing and prewriting strategies; argumentation techniques; research techniques. 1501.00

ENGL C1000
Academic Reading and Writing
4 Units, 4 hours lecture (GR)
Prerequisite: ESOL 052: Advanced Reading and Writing or ESOL 052B: Advanced Reading and Writing or Appropriate placement through multiple-measures assessment.
Acceptable for Credit CSU, UC
In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. 1501.00
Peralta GE Areas 4a, 4c; CSU area A2; IGETC area 1A;
(C-ID: ENGL 100)

ENGL C1000E
Academic Reading and Writing
5 Units, 5 hours lecture (GR)
Prerequisite: ENGL 264B or ESOL 052 - Advanced Reading and Writing or ESOL 052B - Advanced Reading and Writing **Active or ESL 21B - Writing 6 or Appropriate placement through multiple measures assessment process.
Acceptable for Credit CSU, UC
In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. 1501.00
Peralta GE Areas 4a, 4c; CSU area A2; IGETC area 1A; (C-ID: ENGL 100)

ENGL C1001
Critical Thinking and Writing
3 Units, 3 hours lecture (GR)
Prerequisite: ENGL C1000 or ENGL C1000E.
Other: or the equivalent ENGL 1A or ENGL 1AS.
Acceptable for Credit CSU, UC
In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course. 1501.00
Peralta GE Areas 4a, 4c; CSU area A3; IGETC area 1B; (C-ID: ENGL 105)

English for Speakers of Other Languages (ESOL)

ESOL 502
English for Infant/Toddler Development
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: CHDEV 502.
English language skills for common infant/toddler development topics: Practice in reading, writing, speaking and listening. 4931.00

ESOL 503
English for Infant/Toddler Curriculum
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: CHDEV 503.
English language skills for common infant/toddler curriculum topics: Practice in reading, writing, speaking and listening. 4931.00

ESOL 504
English for Early Childhood Development
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: CHDEV 504.
English language skills for common early childhood development topics: Practice in reading, writing, speaking and listening. 4931.00

ESOL 505
English for Early Childhood Education Curriculum
0 Units, .525 - .75 hours lecture (SP or P/NP)
Corequisite: CHDEV 505.
English language skills for common early childhood education curriculum topics: Practice in reading, writing, speaking and listening. 4931.00

ESOL 511
Reading and Writing 1
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 541D.
High beginning level of reading and writing: Fiction and nonfiction readings adapted for ESOL; writing short narrative and descriptive paragraphs. 4930.87

ESOL 512
Reading and Writing 2
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 251A or ESOL 251B or ESOL 511.
Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays. 4930.87

ESOL 513
Reading and Writing 3
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 252A or ESOL 252B or ESOL 512.
High intermediate level of reading and writing: Critical readings of essays, short academic texts, short stories, and/or a novel; writing well-developed essays and compositions. 4930.87

ESOL 541A
Basic English A
0 Units, 2.86 - 5.5 hours lecture (SP or P/NP)
Introduction to basic English through the context of daily life activities: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of personal information and circumstances. 4930.87

ESOL 541B
Basic English B
0 Units, 2.86 - 5.5 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 541A.
Continuation of ESOL 541A: Listening, speaking, reading, and writing; basics of language structures and form, computer literacy, classroom culture and study skills within the context of jobs. 4930.87

ESOL 541C
Basic English C
0 Units, 2.86 - 5.5 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 541B.
Continuation of ESOL 541B: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of academic life. 4930.87

ESOL 541D
Basic English D
0 Units, 2.86 - 5.5 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 541C.
Continuation of ESOL 541C: Listening, speaking, reading, and writing; basics of language structures, form, computer literacy, classroom culture and study skills within the context of life experience. 4930.87

ESOL 552
Advanced Reading and Writing
0 Units, 6 hours lecture (SP or P/NP)
Recommended Preparation: ESOL 253 or ESOL 513 or ESOL 553 Reading and Writing 3.
Advanced level of reading and writing: Critical thinking skills, analysis of literature and culturally significant texts; building of research and other academic papers; analysis and comparison of both literary and nonfiction texts from diverse cultures in order to develop a broader cross-cultural understanding of themes. 4930.87

ESOL 590
English for Special Purposes
0 Units, 1 - 2 hours lecture (SP or P/NP)
Intermediate-level English language to career specific training: Practice listening, speaking and some reading and writing in English in the context of the targeted industry. 4931.00

Environmental Management & Technology (ENVMT)

ENVMT 1
Environmental Careers
1 Unit, 1 hour lecture (GR or P/NP)
Acceptable for Credit CSU
Career development strategies and exploration of emerging environmental fields: Exploration of green jobs in the non-profit, government, and private sectors, with hands-on training in interviewing and job application preparation. 0115.00

ENVMT 2
Introduction to Sustainable Environmental Systems
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Interdisciplinary study of the impact of human civilization on the earth's major ecological systems: Issues examined in historic, contemporary, and future settings, including both Western and non-Western contexts; material presented from a theoretical point of view, with a focus on core concepts and methods related to ecology, sustainability, human population, natural resources, wastes and pollution; reflection of how human economic, political, and ethical behaviors are inextricably interwoven with the environment; and presentation of environmental career options. 0115.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

ENVMT 3
Social Issues in Agriculture
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Study of the social side of agriculture and sustainable food production/gardening: Investigation of social justice, food access, food security, and hunger issues on a local and national scale; current debates and conversations related to food systems (both industrial and alternative); and agricultural production and labor issues. 0199.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

ENVMT 5
Bay Area Food Culture
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Food systems and food cultures of the Bay Area: Field trips and case studies of area gardens designed by people of different cultures, documenting the cultural diversity of food and gardens through multiple media. 0199.00
Peralta GE Areas 2, 3;

ENVMT 8
Introduction to Outdoor Education
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Overview of nature/culture interpretation and education: Planning for age, theme, and place appropriate presentations leading towards employment opportunities in the environmental management field. 0115.00

ENVMT 12
Environmental Racism and Justice
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Also offered as AFRAM 38. Not open for credit to student who have completed or are currently enrolled in AFRAM 38. American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 0115.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

ENVMT 14
Environmental Impact Reports
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to analysis and writing of Environmental Impact Reports (EIRs), statements, assessments and reviews: Background, purposes, uses, and content of EIRs; analyzing and commenting on EIR elements and tests of significance. 0115.00

ENVMT 16
Introduction to Healthy Community Systems
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to healthy community systems and their impact on both human and environmental health: Exploration of how “health for all” can be built into neighborhoods and urban plans and policies; includes field projects. 0199.00

ENVMT 35
Introduction to Urban Agroecology
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Introduction to the expanding production and distribution of healthy food and environmentally sustainable agriculture in and near cities: Organic and intensive agriculture, field methods, policy, economy, ecology, and equity. 0199.00

ENVMT 39C
Geographical Information Systems Applications
4 Units, 3 hours lecture, 3 hours lab (GR)
Acceptable for Credit CSU
Introduction to Geographic Information Systems (GIS) and its application to land management: Interpretation of GIS data; assessment of vector and raster systems, coordinate systems, georeferencing; and spatial analysis and functional use of GIS. 0303.00

ENVMT 44
Introduction to Creek and Watershed Restoration: General Aspects
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Principles and practices in the restoration and monitoring of creeks and watersheds: Global water cycle and atmospheric circulation; basic hydrological principles and processes including erosion, flooding, and deposition of sediment. 0115.00

ENVMT 49
Independent Study in Environmental Management and Technology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Environmental Management and Technology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0303.00

ENVMT 56
Conservation and Management of Parks and Public Lands
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Federal, state, and local public lands: History and current practices in natural resource conservation and management. 0115.00

ENVMT 57
Park Operations: Concepts and Practices
4 Units, 3 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Public parks and open spaces management: Common operational practices in administration, visitor services, resource protection and facilities maintenance. 0115.00

ENVMT 60A
Natural History of the Bay Area: The Local Parks
.5 - 3 Units, .5 - 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of natural history of the Bay Area: Climate, geology, geologic history, geomorphology, flora and fauna of selected Bay Area parks. 0115.00

ENVMT 60B
Natural History of the Bay Area: Mt. Diablo State Park
.5 - 3 Units, .5 - 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of the natural history of Mt. Diablo State Park: Climate, geology, flora and fauna; survey techniques for field studies; on-site field studies at Mt. Diablo State Park. 0115.00

ENVMT 60C
Natural History of the Bay Area: Herpetology
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of the natural history of reptiles and amphibians of the Bay Area; includes on-site field studies in various state and regional parks. 0115.00

ENVMT 60E
Natural History of the Bay Area: Biogeography
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Exploration of the major habitat types of the Bay Area: Salt water, fresh water, coasts, tidelands, uplands, and mountain peaks, patterns in nature, the historical and ecological factors of the distribution of biodiversity over geological and contemporary timescales. 0115.00

ENVMT 61E
Natural History of the Tide Pools of the Greater Bay Area
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey of tide pool life of the Greater Bay Area: Invertebrates, vertebrates, and tide pool biodiversity. 0115.00

ENVMT 61H
Natural History of the Bay Area: Butterflies and Moths
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Survey and overview of the butterflies and moths of the Bay Area: Identification, ecology, natural history, and evolution of our local butterflies and moths. 0115.00

ENVMT 61I
Natural History of the Bay Area: Bryophytes
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Identification of common mosses and liverworts of the greater San Francisco Bay Area: Slide preparation and microscopic examination including field identification. 0115.00

ENVMT 61K
Natural History of the Bay Area: Lichens
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Common lichens of the Greater San Francisco Bay Area: Microscopic analysis and field study. 0115.00

ENVMT 62S
Natural History of the Islands of California
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Biogeography of California's islands: Botany, zoology, and geology of the Channel Islands, Farallon Islands, and San Francisco Bay Islands. 0115.00

ENVMT 80A
Raptors of Central California and the Bay Area
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to the basic biology of birds with an emphasis on hawks, eagles, falcons, kites, owls, vultures and other raptors of Central California and the Bay Area. Identification, classification, evolution, migration and ecology of the raptors. 0115.00

ENVMT 80B
Bird Songing: The Ecology of Bird Songs and Identification by Ear
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to the identification, classification, and ecology of bird communication; emphasis on Central California and Bay Area birds, passerines, hummingbirds, and parrots that memorize and learn songs. 0115.00

ENVMT 80C
Fundamentals of Ornithology and Birding in Central California/Bay Area
.5 - 2 Units, .5 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Fundamentals of ornithology: Study of birds inhabiting habitats from the pelagic to the High Sierra in Central California and the Bay Area. 0115.00

ENVMT 101
Introduction to Climate Change
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Fundamentals of climate change: Climate systems; historical records of Earth's ancient climate and environments; evidence of modern climate change; climate modeling; impacts on biodiversity, habitat shifts, and society; and movements and organizations that can mitigate the impact of climate change. 0115.00
Peralta GE Areas 1; CSU area B1;

ENVMT 476F
Work Experience in Environmental Management
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Acceptable for Credit CSU
Supervised employment providing opportunities in Environmental Management or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 0115.00

Fire Science (FISCI)

FISCI 200
Hiring Process Preparation and Strategies in Fire Services
1.5 Units, 1.5 hours lecture (P/NP)
Corequisite: COPED 476H.
Fire services hiring practices: Resume building, oral board interview practice, and station etiquette. 2133.00

FISCI 201
Principles of Fire and Emergency Services
3 Units, 3 hours lecture (GR or P/NP)
Introduction to fire service organization and careers in the fire protection field: Fire technology and history of fire service, organization and function of public and private protection services, fire department as part of local government, laws and regulations affecting fire service, fire service nomenclature, specific fire protection, fire loss analysis, basic fire chemistry and physics, introduction to fire strategy and tactics, and Incident Command System. 2133.00
(C-ID: FIRE 100 X)

FISCI 202
Fire Prevention
3 Units, 3 hours lecture (GR or P/NP)
Fundamentals of fire prevention: History and philosophy of fire prevention, organization and operation of fire prevention of a fire prevention bureau; use of application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. 2133.00
(C-ID: FIRE 110 X)

FISCI 203
Building Construction for the Fire Service
3 Units, 3 hours lecture (GR or P/NP)
Fundamentals of building construction that relate to fire and life safety: Elements of construction and design of structures as key factors in building inspections, preplanning of fire operations, and operations at fire and building-collapse emergencies; development and evolution of building and fire codes and study of past fires and building collapses in residential, commercial, and industrial occupancies. 2133.00
(C-ID: FIRE 130 X)

FISCI 204
Fire Behavior and Combustion
3 Units, 3 hours lecture (GR or P/NP)
Theory and fundamentals of how and why fires start, spread, and are controlled: In-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire-control techniques. 2133.00
(C-ID: FIRE 140 X)

FISCI 205
Fire Protection Systems
3 Units, 3 hours lecture (GR or P/NP)
Fundamentals of design and operation of fire detection and alarm systems: Heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, portable fire extinguishers, and design and installation requirements. 2133.00
(C-ID: FIRE 120 X)

FISCI 206
Principles of Fire and Emergency Services Safety and Survival
3 Units, 3 hours lecture (GR or P/NP)
Fundamentals of assessing the basic principles and history related to the national firefighter life safety initiatives: Cultural and behavior change throughout the emergency services. 2133.00
(C-ID: FIRE 150 X)

FISCI 208
Fire Fighter I Certification – Preparation A
4 Units, 3 hours lecture, 4 hours lab (GR or P/NP)
Prerequisite: FISCI 201or (248NF or 48NB), Fire Service Organization, FISCI 202or (248NG or 248NC), Fundamentals of Fire Prevention, FISCI 203or (248NH), Building Construction for Fire Prevention, FISCI 204or (248NI or 48NC), Fire Behavior and Combustion, FISCI 205or (248NJ), Fire Protection Equipment and Systems.
Introduction to the use of fire fighting equipment and rescue techniques: Personal protective equipment, lifting and hoisting equipment, ground ladders, hoses, nozzles, fittings, various rescue techniques; and manipulative training in ropes, ladders, hose and extrication equipment. 2133.50

FISCI 211
Firefighter Academy
10 Units, 7 hours lecture, 9 hours lab (GR or P/NP)
Prerequisite: EMT 211or EMT certification and FISCI 201 and FISCI 204 and FISCI 206.
Recommended Preparation: KIN 153A and KIN 153B.
Meets Firefighter I, Rescue Systems, Confined Space, and HAZ MAT FRO, certification requirements. Manipulative and technical training in the use of firefighting equipment; fire attack procedures, and rescue operations: Hose and ladder evolutions, fire protection systems, basic salvage and overhaul techniques; forcible entry; wildland, interior, house and flammable liquid fire-attack procedures; and fire control, ventilation, and extinguishment techniques for various situations. 2133.50

FISCI 230
Company Officer 2A--Human Resource Management
2.5 Units, 2.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization..

Fundamentals of human resources for fire company officers: Evaluating member performance; supervising personnel; and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. Intended for employed firefighters seeking advancement to the company officer level in a fire service organization. 2133.00
(C-ID: FIRE 200 X)

FISCI 231
Company Officer 2B--General Administrative Functions
1.5 Units, 1.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.

Fundamentals of general administration for fire company officers: Implementation of department policies and procedures as well as conveying the fire department's role, image, and mission to the public. Intended for employed firefighters seeking advancement to the company officer level in a fire service organization. 2133.00
(C-ID: FIRE 210 X)

FISCI 232
Company Officer 2C--Fire Inspection and Investigation
2.5 Units, 2.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.

Fundamentals of inspections and investigations for fire company officers: Identifying hazards and addressing violations; performing a fire investigation to determine preliminary cause; and securing the incident scene and preserving evidence. Intended for employed firefighters seeking advancement to the company officer level in a fire service organization. 2133.00
(C-ID: FIRE 220 X)

FISCI 233
Company Officer 2D--All Risk Command Operations
2.5 Units, 2.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.

Fundamentals of command operations in the hazard zone for company officers: Incident size up; initial plans of action involving single and multi-unit operations for various types of emergency incidents; situation mitigation utilizing agency safety procedures; conducting pre-incident planning; and developing and conducting a post-incident analysis. 2133.00
(C-ID: FIRE 230X)

FISCI 234
Company Officer 2E--Wildland Incident Operations
2.5 Units, 2.5 hours lecture (GR or P/NP)

Fundamentals of Wildland Urban Interface (WUI) command operations for company officers: Evaluation and reporting incident operations; analyzing incident needs; developing and implementing a plan of action to deploy incident resources; suppressing a wildland fire; establishing an incident command post; creating an Incident Action Plan (IAP); and completing incident records and reports. Intended for employed firefighters seeking advancement to the company officer level in a fire service organization. 2133.00
(C-ID: FIRE 240X)

FISCI 235
Instructor I: Instructional Methodology
2.5 Units, 2.5 hours lecture (GR or P/NP)
Prerequisite: Employment with a fire service organization.

Fundamentals and techniques of instruction with an emphasis on applied instruction in the fire service: Course outline and lesson plan development; instructional aids; classroom environment management; legal and ethical issues; and instructor accountability and liability. Intended for employed firefighters seeking advancement to the company officer level in a fire service organization. 2133.00
(C-ID: FIRE 250 X)

FISCI 236
Chief Officer 3A--Human Resource Management
1.5 Units, 1.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.

Fundamentals of human resource applications for chief fire officers: Develop plans for employee accommodations; develop hiring procedures; establishing personnel assignments; and developing a measurable accident and injury program. Intended for current company officers seeking a promotion to chief officer. 2133.00

FISCI 237
Chief Officer 3B--Budget and Fiscal Responsibilities
1 Unit, 1 hour lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.

Fundamentals of fiscal responsibilities and budgeting roles for chief fire officers: Developing a budget management system; developing a division or departmental budget and describing the process for ensuring competitive bidding. Intended for current company officers seeking a promotion to chief officer. 2133.00

FISCI 238
Chief Officer 3C--General Administrative Functions
1.5 Units, 1.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.
Fundamentals of administrative requirements for chief fire officers: Directing department record management systems; analyzing and interpreting records and data; developing a model plan for continuous organizational improvement; developing a plan to facilitate approval; preparing community awareness programs; and evaluating the inspection program of the fire department. Intended for current company officers seeking a promotion to chief officer. 2133.00

FISCI 239
Chief Officer 3D--Emergency Services Delivery Responsibilities
1.5 Units, 1.5 hours lecture (GR or P/NP)
Prerequisite: Employment with fire service organization.
Fundamentals of emergency service requirements for chief fire officers: Developing a plan for integration of fire service resources; developing an agency resource contingency plan; evaluating incident facilities; supervising multiple resources; developing and utilizing an incident action plan; obtaining incident information to facilitate transfer of command; developing and conducting post incident analysis; and maintaining incident reports. Intended for current company officers seeking a promotion to chief officer. 2133.00

Geography (GEOG)

GEOG 1
Physical Geography
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Basic elements of the earth's physical systems and processes: Earth-sun relations, weather, climate, water, plate tectonics, landforms, soils, and ecosystems and their interrelationships and global distribution patterns. 2206.00
Peralta GE Areas 1; CSU area B1, D; IGETC area 5A; (C-ID: GEOG 110)

GEOG 1L
Physical Geography Laboratory
1 Unit, 3 hours lab (GR or P/NP)
Prerequisite: GEOG 001 or
Corequisite: GEOG 001.
Acceptable for Credit CSU, UC
Practical application of the basic concepts and principles of physical geography: Earth-sun relationships, weather, climate, geologic processes, landforms, and field observations. 2206.00
CSU area B3; IGETC area 5C;

GEOG 2
Cultural Geography
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Basic elements of cultural geography: Human geography, focusing on interrelationship between people and the land, including food and energy production, urbanization and migration, economic development, cultural origins and ethnicity, globalization, causation and mitigation of climate change, language and religion, and political territories. 2206.00
CSU area D; IGETC area 4;

Geology (GEOL)

GEOL 1
Introduction to Physical Geology
4 Units, 3 hours lecture, 3 hours lab (GR)
Acceptable for Credit CSU, UC
Survey of materials and structures comprising the outer portion of the earth, and geologic processes responsible for sculpturing the earth: Plate tectonics and mountain building; formation of minerals and igneous, sedimentary and metamorphic rocks; deformation of rocks by folding and faulting; and erosion of the land surface. Two one-day field trips required. 1914.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A;
(C-ID: GEOL 101)

GEOL 12
Environmental Geology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the geologic aspects of environmental science: Natural hazards, human effects on geologic processes, energy and mineral resources, and global environmental change. 1914.00
CSU area B1; IGETC area 5A;
(C-ID: GEOL 130)

GEOL 21
Bay Area Field Studies
1 - 2 Units, 1 - 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-the-field introduction to the richness of the geologic environment: Emphasis on the basic geologic processes that shape the earth's surface. 1914.00

Health Education (HLTED)

HLTED 1
Exploring Health Issues
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Examination of current problems related to individual and community health. Distinction between personal and public health. Interpretation and evaluation of health and medical information. Examination of all eight dimensions of health and wellness and current problems related to individual and community: Physical, Psychological, Spiritual, Social, Intellectual, Environmental, Occupational and Financial. 0837.00
Peralta GE Areas 2; CSU area E;
(C-ID: PHS 100)

HLTED 11
Cardiopulmonary Resuscitation
.5 Units, .5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Development of skills and knowledge for administering emergency first aid for respiratory failure and cardiac arrest. 0837.00

HLTED 20
Health and Wellness: Personal Change
1 Unit, 1 hour lecture (GR or P/NP)
Acceptable for Credit CSU, UC
The role of nutrition, physical activity, environmental factors, and psycho-social influences on health: raises awareness of health issues and the role of personal responsibility in maintaining health. 0837.00
CSU area E;

HLTED 49
Independent Study in Health Education
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Health Education. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0837.00

Health Professions and Occupations (HLTOC)

HLTOC 101
Medical Terminology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Comprehensive study of medical terms: Basic word structure, prefixes, and suffixes; and terms pertaining to the body as a whole, as well as most body systems. Not open for credit to students who have completed or are currently enrolled in HLTOC 201 and BIOL 201. 1299.00 (C-ID: HIT 103 X)

HLTOC 110
CPR and First Aid for Allied Health Programs
1 Unit, 1 hour lecture (P/NP)
Acceptable for Credit CSU, UC
Introduction to emergency preparedness: Development of skills and knowledge for administering cardiopulmonary resuscitation (CPR) and first aid. 1201.00

HLTOC 150
Introduction to Health Care Careers
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Exploration of career and educational opportunities in the healthcare field: History of the various professions; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning. 1201.00

HLTOC 201
Medical Terminology I
2 Units, 2 hours lecture (GR or P/NP)
Principals and foundation of medical language: The basic structure of medical words, prefixes, suffixes, word roots, combining forms, plurals and abbreviations; pronunciation, spelling; and definition of medical terms. Not open for credit to students who have completed or are currently enrolled in BIOL 201. 1299.00

HLTOC 250
Fluid and Electrolyte Workshop
.5 Units, .5 hours lecture (P/NP)
Academic and clinical approach to fluid and electrolytes and the application to nursing care. Interactive discussions involving seminar, computer-assisted instruction and case study. 1299.00

HLTOC 255
Success Strategies for Pre-Nursing Students
4 Units, 4 hours lecture (P/NP)
Recommended Preparation: Admitted to or wait-listed for admission into the Associate Degree Nursing program.
Preparation for success for a pre-licensure registered nursing program: Strategies to improve reading and study skills, test-taking and critical thinking strategies, math and calculation skills, and overview of the fundamentals of nursing; includes ATI testing of essential skills and critical thinking to identify areas of strengths and weaknesses and an online component. Also offered as LRNRE 348NO. Not open for credit to students who have completed or are currently enrolled in LRNRE 348NO. 4930.14

HLTOC 260
Emotional Intelligence
2 Units, 2 hours lecture (GR)
Concepts and competencies of emotional intelligence for the healthcare worker: Mindfulness, self-awareness, motivation, empathy, social skills, and personal values and strengths; The use of a holistic process for understanding, transforming, and employing emotions to engage in emotion-focused problem solving for self and others. 1261.00

HLTOC 261
Health Navigator I
2 Units, 2 hours lecture (GR)
Skills, knowledge, and attitudes of the health navigator: Role of the health navigator, health inequalities, cultural humility, seven guiding principles for working with clients, initial client interviews, client-centered practices, care management services, home visiting, and effective professional skills. 1261.00

HLTOC 262
Health Navigator II
3 Units, 3 hours lecture (GR)
Prerequisite: HLTOC 261.
Continuation of HLTOC 261: Health promotion of formerly incarcerated people; Recovery support for survivors of trauma; Nutrition and physical activity for health, health outreach, facilitation of community or group health education, community diagnosis and advocacy, community resources referrals, and employment skills. 1261.00

HLTOC 263
Communication Skills for the Health Care Professional
3 Units, 3 hours lecture (GR)
Principles of effective interpersonal communication for the healthcare worker: Psychological, social, cultural, health status, and linguistic factors that affect personal interactions in a healthcare setting. 1261.00

HLTOC 264
Chronic Condition Management
2 Units, 2 hours lecture (GR)
Prerequisite: HLTOC 101.

Fundamentals of supporting individuals with chronic conditions and symptoms: Overview of chronic conditions and health coaching to elicit self-management skills and practices. 1261.00

HLTOC 550
Introduction to Health Care Careers
0 Units, 2 hours lecture (GR or P/NP)

Exploration of career and educational opportunities in the healthcare field: History of the various professions; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning. 1201.00

History (HIST)

HIST 2A
History of Europe to 1500
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of Europe to 1500: Prehistoric, Ancient, Medieval, and Renaissance periods to 1500. 2205.00
Peralta GE Areas 2, 3; CSU area C2, D; IGETC area 3B, 4;
(C-ID: HIST 170)

HIST 2B
History of Europe Since 1500
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
History of Europe since 1500: Reformations, rise of nations, revolutionary eras, European expansion and decline; Europe and its impact on the world; emphasis on ideas and institutions rather than national histories. 2205.00
Peralta GE Areas 2, 3; CSU area C2, D; IGETC area 3B, 4;

HIST 7A
History of the United States to 1877
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey and interpretation of political, social, and economic factors contributing to the growth of the nation from colonial days to Reconstruction (1877). 2205.00
Peralta GE Areas 2, 3; CSU area C2, D, US1; IGETC area 3B, 4;

HIST 7B
History of the United States Since 1865
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 2, 3; CSU area C2, D, US1; IGETC area 3B, 4;
(C-ID: HIST 140)

HIST 49
Independent Study in History
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in History. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2205.00

Humanities (HUMAN)

HUMAN 2
Human Values
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of human values: The individual in relation to the environment as it affects conduct among diverse cultures, past and present. 4903.00
Peralta GE Areas 3; CSU area C2; IGETC area 3B;

Kinesiology (KIN)

KIN 20
Personal Fitness and Conditioning
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Principles of development of a personal fitness program: Goal setting, self-assessment of fitness, adaptation during fitness program, nutrition principles, and access to online information. 0835.10

KIN 36
Aerobic Circuits
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Development of personal fitness with an emphasis on the cardiovascular, muscular and respiratory systems through a variety of exercise activities. 0835.00
CSU area E;

KIN 37A
Core and Restore I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Development of fundamental abdominal and core strength and stability in conjunction with using a roller to decrease stress and muscle tension throughout the body, as well as providing muscular rehabilitation. 0835.00
CSU area E;

KIN 51A
Yoga I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Introduction to yoga stretches and postures, conscious breathing patterns and relaxation techniques. Demonstration of modifications for injuries. 0835.00
CSU area E;

KIN 51B
Yoga II - Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity Class: Development of beginning yoga stretches, postures, and relaxation techniques. Increased use of conscious breathing patterns 0835.00
CSU area E;

KIN 51C
Yoga III - Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Recommended Preparation: .
Acceptable for Credit CSU, UC
Activity class: Development of intermediate yoga stretches, postures, core strengthening, relaxation techniques, and personal practice. 0835.00
CSU area E;

KIN 54A
Cross Fitness I - Fundamentals
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Basic introduction to an individualized program for achieving muscle tone and endurance. 0835.00
CSU area E;

KIN 54B
Cross Fitness II - Beginning
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Moderate introduction to an individualized program for achieving muscle tone and endurance. 0835.00
CSU area E;

KIN 54C
Cross Fitness III - Intermediate
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: This course employs resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00
CSU area E;

KIN 54D
Cross Fitness IV - Experienced
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: This course employs an advanced principle of resistive exercises which will improve lifetime fitness and overall body fitness with an emphasis on weights. 0835.00
CSU area E;

KIN 58A
Fitness Center Strength Training I-Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Instruction of fundamental techniques for strength training using resistance equipment to improve strength,endurance and size of skeletal muscles. 0835.00
CSU area E;

KIN 58B
Fitness Center Strength Training II-Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Instruction for beginning techniques for strength training using resistance equipment to improve strength,endurance and size of skeletal muscles. 0835.00
CSU area E;

KIN 58C
Fitness Center Strength Training III - Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Instruction for intermediate levels of techniques for a strength training in the use of resistance equipment to improve strength, endurance and size of skeletal muscles. 0835.00
CSU area E;

KIN 58D
Fitness Center Strength Training IV - Experienced
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Instruction of experienced techniques for strength training using resistance equipment to improve strength,endurance and size of skeletal muscles. 0835.00
CSU area E;

KIN 60A
Circuit Training for Strength I-Fundamentals
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity Class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00
CSU area E;

KIN 60B
Circuit Training for Strength II-Beginning
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00
CSU area E;

KIN 60C
Circuit Training for Strength III-Intermediate
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardio-vascular system. 0835.00
CSU area E;

KIN 60D
Circuit Training for Strength IV-Experienced
1 - 2 Units, 3 - 6 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Conditioning through the use of exercises and apparatus with emphasis on overall improvement of muscle tone, endurance and cardiovascular system. 0835.00
CSU area E;

KIN 67A
Sports Training I-Fundamental
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00
CSU area E;

KIN 67B
Sports Training II-Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Fundamental level of sport specific fitness training to increase sport performance. 0835.00
CSU area E;

KIN 67C
Sports Training III-Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Intermediate level of sport specific fitness training to increase sport performance. 0835.00
CSU area E;

KIN 67D
Sport Training IV-Experienced
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Competition level of sport specific fitness training to increase sport performance. 0835.00
CSU area E;

KIN 70A
Speed Training I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Fundamental development of an individual's speed and power for applications to athletic activity in various sports. 0835.00
CSU area E;

KIN 74A
Badminton I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Basic fundamentals and skills in badminton. 0835.00
CSU area E;

KIN 74B
Badminton II - Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Beginning principles and fundamentals in badminton. 0835.00
CSU area E;

KIN 74C
Badminton III - Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Intermediate fundamentals and skills in badminton. 0835.00
CSU area E;

KIN 74D
Badminton IV - Competitive
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Competitive strategies and skills in badminton. 0835.00
CSU area E;

KIN 80A
Basketball I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Basic fundamentals and skills in basketball. 0835.00
CSU area E;

KIN 80B
Basketball II - Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Beginning level of basketball rules and skills. Includes introductory concepts of offense and defense. 0835.00
CSU area E;

KIN 80C
Basketball III - Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Intermediate introduction of basketball fundamentals. Includes introductory concepts of offense and defense. 0835.00
CSU area E;

KIN 80D
Basketball IV - Competitive
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Introduction to competitive level basketball techniques through practice drills. 0835.00
CSU area E;

KIN 86A
Flag Football I - Fundamentals
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in SPFT 86A. Activity class: Basic principles and skills in flag football. 0835.00
CSU area E;

KIN 86B
Flag Football II - Beginning
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in SPFT 86B. Activity class: Beginning development of flag football skills. 0835.00
CSU area E;

KIN 86C
Flag Football III - Intermediate
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in SPFT 86C. Activity class: Intermediate development of flag football skills. 0835.00
CSU area E;

KIN 86D
Flag Football IV - Advanced
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in SPFT 86D. Activity class: Advanced development of flag football skills. 0835.00
CSU area E;

KIN 100A
Golf I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Basic principles and skills in golf, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00
CSU area E;

KIN 100B
Golf II - Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Beginning development of golf skills, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00
CSU area E;

KIN 100C
Golf III- Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Intermediate development of golf skills, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00
CSU area E;

KIN 100D
Golf IV - Advanced
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Advanced development of golf skills, including strokes with irons and woods, rules and etiquette, and selection and care of equipment. 0835.00
CSU area E;

KIN 103A
Soccer I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Covers the fundamental techniques of soccer, terminology, rules, and history. Practice, skills drills, and class competitions are provided to enhance skill development and game strategy. A written final exam and skills exams serve to evaluate student achievement. 0835.00
CSU area E;

KIN 103B
Soccer II - Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Covers beginning soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00
CSU area E;

KIN 103C
Soccer III - Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Covers intermediate soccer skills. Through team competition, emphasis is placed upon offensive and defensive tactics and strategies. Develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00
CSU area E;

KIN 103D
Soccer IV - Experienced
.5 Units, 2 hours lab (GR or P/NP)
Recommended Preparation: Fundamental soccer skills.
Acceptable for Credit CSU, UC
Activity class: Experienced soccer skills and team competition, with emphasis placed upon offensive and defensive tactics and strategies; develop knowledge and understanding of the current collegiate soccer rules and fitness. 0835.00
CSU area E;

KIN 107A
Tennis I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Fundamentals and skills in tennis. 0835.00
CSU area E;

KIN 107B
Tennis II - Beginning
1 Unit, 4 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Fundamentals and beginning skills in tennis. 0835.00
CSU area E;

KIN 110A
Track and Field I - Fundamentals
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Fundamentals and skills in track and field. 0835.00
CSU area E;

KIN 110B
Track and Field II - Beginning
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Development of beginning level track and field skills including sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00
CSU area E;

KIN 110C
Track and Field III Intermediate
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity Class: Intermediate level track and field skills; sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00
CSU area E;

KIN 110D
Track and Field IV - Experienced
.5 Units, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity Class: Experienced level track and field skills; sprinting, the jumps, the throws, hurdling and middle/long distance running necessary for track and field competition. 0835.00
CSU area E;

KIN 150
Introduction to Kinesiology
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Introduction to interdisciplinary approach to the study of human movement: Overview of motor learning/control, motor development, biomechanics, exercise physiology, and social psychological foundations. 1270.00
CSU area E;
(C-ID: KIN 100)

KIN 153A
Fitness for Public Safety Personnel I - Fundamentals
1.5 Units, 1 hour lecture, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity Class: Physical fitness activities for public safety personnel (police and fire), body conditioning and fitness activities to improve muscle tone, strength and endurance, increase flexibility and joint mobility, and develop aerobic capacity; use of weight training and other apparatus with emphasis on overall improvement of the cardiovascular and muscular systems and total physical fitness of the individual. 0835.00
CSU area E;

KIN 153B
Fitness for Public Safety Personnel II - Beginning
1.5 Units, 1 hour lecture, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Activity class: Physical fitness activities for public safety personnel (police and fire); body conditioning and fitness activities to improve muscle tone, strength and endurance, increase flexibility and joint mobility, and develop aerobic capacity; use of weight training and other apparatus with emphasis on overall improvement of the cardiovascular and muscular systems and total physical fitness of the individual. 0835.00
CSU area E;

Landscape Horticulture (LANHT)

LANHT 1
Introduction to Landscape Horticulture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 1E. 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
Peralta GE Areas 1;

LANHT 1E
Introduction to Landscape Horticulture (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 1. 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
Peralta GE Areas 1;

LANHT 2
Plant Materials: Tree ID and Culture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 2E. Identification and culture of trees used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. 0109.00
(C-ID: AG-EH 108 L)

LANHT 2E
Plant Materials: Tree ID and Culture (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 2. Identification and culture of trees used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

LANHT 4
Plant Materials: Shrubs ID and Culture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 4E. Identification and culture of shrubs used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. The lab includes planting, garden renovation, classroom demonstrations, and field trips to prominent Bay Area landscapes. 0109.00
(C-ID: AG-EH 108L)

LANHT 4E
Plant Materials: Shrubs ID and Culture (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 4. Identification and culture of shrubs used in Bay Area landscapes: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

LANHT 5A
Plant Materials: Fall Native Plant ID and Culture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 5EA. Identification and culture of fall native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; pruning and propagation. Lab includes classroom demonstrations and field trips to prominent Bay Area landscapes. 0109.00

LANHT 5B
Plant Materials: Spring Native Plant ID and Culture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 5EB. Identification and culture of spring native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. 0109.00
(C-ID: AG-EH 108 108 L)

LANHT 5EA
Plant Materials: Fall Native Plant ID and Culture (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 5A. Identification and culture of fall native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

LANHT 5EB
Plant Materials: Spring Native Plant ID and Culture (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 5B. Identification and culture of spring native plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

LANHT 8
Turf ID, Culture and Management with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 8E. Identification of turf plants, their role in the landscape, and turf management: Plant selection, establishment and maintenance; identification of common problems and their treatments. 0109.40

LANHT 8E
Turf ID, Culture and Management (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 8. Identification of turf plants, their role in the landscape, and turf management: Plant selection, establishment and maintenance; identification of common problems and their treatments. Slide presentations and field lectures substituted for lab. 0109.40

LANHT 9ABC
SketchUp Pro I, II, III
3 Units, 3 hours lecture (GR or P/NP)
Lanht 9A: Introduction to the SketchUp 3D drawing program: Basic operating procedures, drawing and editing tools, and 3D drawing and presentation techniques for making presentations to clients, contractors, and other professionals. Lanht 9B: Continuation of Lanht 9A: Advanced SketchUp tools including rending, landform modeling, and virtual walkthroughs. Lanht 9C: Continuation of Lanht 9B: Applied use of SketchUp for the production of student's professional projects. 0109.10

LANHT 10
Insect Pests
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E.
Acceptable for Credit CSU
Identification and management of local arthropod pests and beneficial populations particular to ornamental plants: Emphasis on non-chemical methods of control; integration of methods used, and development of approaches best suited to controlling pests. 0109.00

LANHT 11
Plant Diseases and Their Management
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E.
Acceptable for Credit CSU
Diagnosis and management of plant diseases: Landscape plants, both exotic and native. 0109.00

LANHT 12
Weeds in the Urban Landscape
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Study of nature of weeds and their interactions in the environment: Emphasis on identification and characteristics of various central California weeds, including preventive, biological, and chemical methods of weed control. 0109.00

LANHT 13
Arboriculture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 13E. Principles and practices in the management of trees and shrubs in the landscape: Planting concerns (structural and environmental), pruning and its applications, grafting and budding applications, tree-hazard management, preventive maintenance and repair, diagnosing plant problems, preserving existing plants, tree valuation and tree maintenance businesses. 0109.00

LANHT 13E
Arboriculture (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001or 1E and LANHT 023.
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in Lanht 13. Principles and practices in the management of trees and shrubs in the landscape: Planting concerns (structural and environmental), pruning and its applications, grafting and budding applications, tree-hazard management, preventive maintenance and repair, diagnosing plant problems, preserving existing plants, tree valuation and tree maintenance businesses. Slide presentations substituted for lab. 0109.00

LANHT 14
Landscape Construction with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 14E. Principles and practices of landscape construction: Construction of fences, gates, decks, patios, walkways, retaining walls; construction tools, equipment, and hardware; concrete and masonry work; and laws and regulations. 0109.10

LANHT 14E
Landscape Construction (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001, .
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 14. Principles and practices of landscape construction: Construction of fences, gates, decks, patios, walkways, retaining walls; construction tools, equipment, and hardware; concrete and masonry work; laws and regulations. Slide presentations, tool demonstrations, site analysis and model building substituted for lab. 0109.10

LANHT 16
Soil Management
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E.
Acceptable for Credit CSU, UC
Soil science and management: Biology, physics, chemistry, geological concepts, organic matter and microbiology; soil structure, classification, derivation, cultivation, use, and function; soil management; erosion control and moisture retention. 0109.00

LANHT 17
Irrigation with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Not open for credit to students who have completed or are currently enrolled in LANHT 17E. Principles and practices of irrigation design and installation: Irrigation system components, layout, hydraulics, automatic and solid-state controllers, and drip irrigation and pumps. 0109.00

LANHT 17E
Irrigation (Evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E or
Acceptable for Credit CSU
Not open for credit to student who have completed or are currently enrolled in LANHT 17. Principles and practices of irrigation design and installation: Irrigation system components, layout, hydraulics, automatic and solid-state controllers, drip irrigation and pumps. Slide presentations, tool demonstrations, and site analysis substituted for lab. 0109.00

LANHT 18A
Landscape Design
3 Units, 3 hours lecture (GR or P/NP)
Corequisite: LANHT 018LA.
Recommended Preparation: Sketching classes or drafting classes, knowledge of plants and outdoor building materials, and knowledge of landscape construction..
Acceptable for Credit CSU, UC
Introduction to landscape design: Licensing and professional practice issues, design program formation, site inventory and analysis, conceptual diagrams, and preliminary plan development for small-scale landscape designs. 0109.10

LANHT 18B
Landscape Design
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: LANHT 018A.
Corequisite: LANHT 018LB.
Acceptable for Credit CSU, UC
Introduction to landscape design: Design process for small sites, principles of low impact design, topographic measuring and design, cost estimating, shadow pattern calculations, introductory principles of planting design, plan and planometric drawing techniques. 0109.10

LANHT 18LA
Landscape Design Laboratory
1 Unit, 3 hours lab (GR or P/NP)
Corequisite: LANHT 018A.
Acceptable for Credit CSU, UC
Hands-on application of concepts presented in LANHT 18A (Landscape Design): Basic drafting techniques, site inventory and analysis exercises in the field, in-class preparation of conceptual diagrams, design development drawings, and preliminary landscape plans. 0109.10

LANHT 18LB
Landscape Design Laboratory
1 Unit, 3 hours lab (GR or P/NP)
Prerequisite: LANHT 018LA.
Corequisite: LANHT 018B.
Acceptable for Credit CSU, UC
Hands-on application of the concepts presented in LANHT 18B (Landscape Design Lecture): Principles of sustainable and low-impact design; advanced drawing techniques; horizontal and vertical measuring; cost estimating; and planting plan development. 0109.10

LANHT 19
Plant Nutrition
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Structure and functions of cells and tissues in plants: Elements and their functions; recognition of deficiency symptoms; sources of nutrients, organic and inorganic; absorption of water and minerals; translocation; photosynthesis; respiration and transpiration; nitrogen and carbon cycling; and application to composting. 0109.00

LANHT 23
Plant Terminology
2.5 Units, 2.5 hours lecture (GR or P/NP)
Eligible for credit by examination
Acceptable for Credit CSU, UC
Plant Identification Terminology: Terms relating to roots, stems, leaves, flowers and fruit. 0109.00

LANHT 24
Plant Propagation
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Survey of plant propagation: History of propagation, plant biology, sexual and asexual reproduction; principles and practices of grafting and budding, layering, division, cutting propagation, seed propagation, and micropropagation; propagation environment including media, environmental factors affecting plant growth, fertilization, and greenhouse construction. 0109.00

LANHT 25
Nursery Management
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E and LANHT 023.
Acceptable for Credit CSU
Management of retail and wholesale nurseries in relation to sales, marketing, operation, layout, and production: Principles and practices of soil mixes, fertilization, watering, and scheduling. 0109.30

LANHT 26
Pruning
.5 Units, .5 hours lecture, .5 hours lab (P/NP)
Acceptable for Credit CSU
Elements of pruning: Basic pruning methods to more advanced techniques for pruning of ornamental trees, shrubs, vines, groundcovers, and fruit trees. 0109.00

LANHT 28A
Permaculture Design I
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Strategies and techniques of applied ecology/ permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion: Emphasis on permaculture ethics and principles, soil fertility, composting, and synergistic plant associations. 0109.00

LANHT 28B
Permaculture Design II
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Strategies and techniques of applied ecology/ permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion: Emphasis on design and assessment of landscapes, zero waste, and mulching techniques. 0109.00

LANHT 28C
Permaculture Design III
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Strategies and techniques of applied ecology/ permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, ecovillages, water and nutrient recycling in the landscape, food preservation, team student designs, and an introduction to the Bay Area bioregion. 0109.00

LANHT 28D
Permaculture Design IV
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Strategies and techniques of applied ecology/ permaculture design and application for designing livable human communities: Observation of natural patterns, gardening in urban settings, water and nutrient recycling in the landscape, and an introduction to the Bay Area bioregion: Emphasis on harvesting wild energies, appropriate technology, orchards, and individual student designs. 0109.00

LANHT 29
Planting Design with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 018A.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 29E. 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. 0109.10

LANHT 29E
Planting Design (Evening)
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 018A.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in LANHT 29. Plants as landscape design elements: Ecological design criteria, functional use of plants in design, plants as spatial delineators, visual and aesthetic qualities of plants, and planting design styles. Slide presentations and site analysis substituted for lab. 0109.10

LANHT 33A
Design Evaluation of Bay Area Landscapes
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Investigation of selected San Francisco Bay Area landscapes: Evaluation of plants and materials, compositional elements, history, site factors (climate, topography, soils), and social uses. 0109.10

LANHT 33B
Design Evaluation of Bay Area Landscapes
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continuation of LANHT33A: Investigation of selected San Francisco Bay Area landscapes with focus on city form, cognitive mapping, behavior mapping, legibility and cultural factors. 0109.10

LANHT 34A
Computer-Assisted Landscape Design
3 Units, 3 hours lecture, 1 hour lab (GR or P/NP)
Recommended Preparation: LANHT 018A, LANHT 018LA.
Acceptable for Credit CSU
Principles and techniques of 2D and 3D computer-assisted landscape design: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs. 2D drawing and editing tools; organizational and calculation tools; section and elevation drawings. 0109.10

LANHT 34B
Computer-Assisted Landscape Design
3 Units, 3 hours lecture, 1 hour lab (GR or P/NP)
Prerequisite: LANHT 034A.
Acceptable for Credit CSU
Continuation of LANHT 34A: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs; constructing and editing 3D models and landforms, and perspective and axonometric plans. 0109.10

LANHT 34C
Computer-Assisted Landscape Design
3 Units, 3 hours lecture, 1 hour lab (GR or P/NP)
Prerequisite: LANHT 034B.
Acceptable for Credit CSU
Continuation of LANHT 34B: Layering, dimensioning, technical computations, free-hand techniques, symbol libraries, and preparation of completed designs; constructing object and plant reference libraries and plant databases; advanced landscape design drawings (grading and drainage plans, layout plans, construction details). 0109.10

LANHT 35A
Advanced Landscape Design
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 018A.
Acceptable for Credit CSU
Topographic form and design: Grading and drainage principles and practices, erosion control, cut and fill calculations, preparing and interpreting contour maps, and designing walls, stairs, and terraces. 0109.10

LANHT 35B
Advanced Landscape Design
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Prerequisite: LANHT 018LB.
Acceptable for Credit CSU
Advanced landscape design topics: Layout and dimensioning plans, lighting design, water feature design, and custom structural detailing. 0109.00

LANHT 40
Plant Materials: Mediterranean, South African and Australian Plant ID and Culture with Lab (Day)
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001or 1E and LANHT 023.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in Lanht 40E. Identification and culture of Mediterranean, South African and Australian plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. The lab includes classroom demonstrations and field trips to prominent Bay Area landscapes. 0109.00

LANHT 40E
Plant Materials: Mediterranean, South African and Australian Plant ID and Culture (evening)
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LANHT 001 or LANHT 001E, LANHT 023.
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in Lanht 40. Identification and culture of Mediterranean, South African and Australian plants used in the landscape: Climate, soil, and water preferences; garden culture; pest and disease problems; and pruning and propagation. Slide presentations substituted for lab. 0109.00

LANHT 45A
Mushroom Cultivation I
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Study of mushrooms in the landscape and garden for food, medicine, aesthetics, soil building, composting, and bioremediation: Relationships with plants, taxonomy, and lore; how these organisms function similarly and differently with plants. 0109.00

LANHT 45B
Mushroom Cultivation II
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Continued study of mushrooms in the landscape and garden: Emphasis on applying skills and design techniques to development of individual and group mushroom cultivation projects. 0109.00

LANHT 45C
Mushroom Cultivation III
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Advanced study of mushrooms in the landscape and garden: Emphasis on the development of a presentation portfolio of mushroom cultivation projects. 0109.00

LANHT 49
Independent Study in Landscape Horticulture
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Landscape Horticulture. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 0109.00

LANHT 50
Plant Taxonomy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Techniques taught to recognize and properly explain the variation of plants and to systematically organize this information: Cataloging, identifying, and classifying species used in horticulture, both exotic and native plants. 0109.00

LANHT 52
Special Projects in Plant Propagation
3 Units, 2.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: LANHT 024.
Acceptable for Credit CSU
In-depth study of concepts in plant propagation: Seeds, cuttings, layering, and grafting; highlighted by field trips and guest speakers. A semester long propagation project of each student's choosing is also required. 0109.00

LANHT 53
Alpines Lab
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Observation of nature's effect on natural rock-garden formation and application of these principles in the design and installation of local artificial rock gardens: Native and exotic alpine species, natural rock-garden environments, and plant habitat composition. 0109.10

LANHT 55
History of Gardens and Gardening
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Historical evolution of gardens from the earliest cultivation of plants by humans to the present day: History of the theory and practice of garden design, horticulture, and cultivation of plants (both useful and ornamental), and of the artistic, social, philosophical, and literary contexts of garden-making through the ages; examination of the lives of people who have contributed to the creation of gardens by designing them, creating and cultivating plants to grow in them, writing about them, and depicting them in art, literature and music. 0109.00

LANHT 57
Form and Composition in Landscape Design
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: LANHT 018A and LANHT 018LA.
Acceptable for Credit CSU, UC
Principles of composition underlying landscape design: Dynamics of space and scale; visual order; form relationships; aesthetic and experiential dimensions of materials and plants. 0109.10

LANHT 60A
Freehand Drawing for Landscape Designers I
3 Units, 2.5 hours lecture, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Freehand drawing techniques to assist landscape designers in producing three-dimensional images of their designs: Basic line-drawing techniques depicting profiles and texture, light, shade, tone, value, and volume; drawing horizon-line perspective sketches; rendering plants and landscape materials. 0109.10

LANHT 60B
Freehand Drawing for Landscape Designers II
3 Units, 2.5 hours lecture, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU
Freehand drawing techniques to assist landscape designers to produce three-dimensional images of their designs: Constructing freehand gridded perspective drawings of existing landscapes, converting plan-view landscape design drawings into freehand perspective and axonometric views, depicting complex terrain and elevation changes. 0109.00

LANHT 60C
Freehand Drawing for Landscape Designers III
3 Units, 2.5 hours lecture, 2 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Freehand drawing techniques to assist landscape designers to produce three-dimensional images of their designs: Advanced freehand drawing techniques, isometric sketching techniques, mixed-media presentations, rapid visualization methods, presentation-quality perspective drawings. 0109.00

LANHT 64
Sketching the Cultural Landscape
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Sketching as a tool for evaluating and recording how people interact with places in the Bay Area: Urban patterns, social, ethnic and historical influences, and the interaction of built and natural landscapes; readings, discussions, and keeping annotated sketchbooks. 0109.10
Peralta GE Areas 2, 3; CSU area C1, D; IGETC area 3A, 4;

LANHT 76
Edible Landscaping
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: LANHT 001Basic gardening experience.
Acceptable for Credit CSU
Use of food producing plants in the constructed landscape for homeowners, renters, school gardens, community gardens, senior centers, and micro-farms. 0109.00

LANHT 77
Crop Production, Marketing and Sales
1.5 Units, .5 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Plant production from seed to sale: Crop production including propagation techniques, soil mixes, fertilizers, light and water, sales and marketing strategies. 0109.00

LANHT 80
Urban Forestry
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Foundations of urban and community forestry: Arborist field technology; valuation and appraisal of urban vegetation; development, management and application of work practices; policies and vegetation ordinances; community resources and best practices for urban and community forestry practitioners. 0109.00

LANHT 81
Arborist Equipment Fundamentals
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Fundamentals of equipment used in the arborist trade: Chain saws, chippers, plant health care equipment, and aerial lift; truck driving and bucket truck operations; equipment maintenance; equipment safety and safe work practices. 0109.00

LANHT 82
Tree Health Care
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Exploration of tree health care: Tree management, treatment options, and prescriptions; integrated pest management; plant nutrition; equipment for treatment applications; soil amendment; managing tree construction damage; integrated vegetation management standards; tree risk assessment; and tree hazard management. 0109.00

LANHT 84
Applied Structural Pruning
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Principles and practices in structural pruning for urban and community forestry: Tree care pruning standards and application of those standards to various tree care situations; tree assessment for pruning needs; types of pruning cuts and how to perform the cuts properly; commercial, municipal, and utility applications for pruning; application of pruning practices for specific tree species. 0109.00

LANHT 85
Introduction to Climbing and Aerial Tree Work
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Practices and techniques of tree climbing and aerial tree work: Pre-climb inspections; climbing equipment for safety; rope installations; ascending skills; re-positioning skills; maneuvering techniques; descending skills; knots for various situations and applications; emergency response procedures including aerial rescue basic concepts. 0109.00

LANHT 86
Applied Aerial Tree Work
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Prerequisite: LANHT 085.
Acceptable for Credit CSU
Strategies and techniques of applied aerial tree work: Safe work practices; operating chain saws in an aerial situation; performing pruning cuts at heights; rigging loads during aerial work; climbing in spurs; decision-making for aerial pruning cuts and tree care; aerial rescue training. 0109.00

LANHT 88
Tree Care Capstone Seminar
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Integration of occupational skills: Tree care operations, communications, and planning, engaging in opportunities to report work performed, manage resources, and apply communication and interpersonal skills to a variety of occupational situations. Upon completion of the course, students will be able to provide clients with ethical and appropriate arboricultural scenarios. 0109.00

LANHT 201
Landscape Maintenance Practices
3 Units, 3 hours lecture (GR or P/NP)
Day-to-day aspects of maintenance gardening: Organizational skills, advertising, tool selection, generating business, estimating strategies, setting rates, client relations, efficiency strategies, and good maintenance habits. 0109.10

LANHT 206
Landscape Business Practices
3 Units, 3 hours lecture (GR or P/NP)
Eligible for credit by examination
Business practices for landscape professionals: Bookkeeping, tax records, licensing, insurance, contracts and agreements, employee management, marketing, and job tracking and costing. 0109.10

LANHT 208A
Growing and Using Herbs in the Landscape I
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Comprehensive study of growing and using herbs for culinary, medicinal, utilitarian, and ornamental use: Herb identification and usage; planting, care, and propagation of herbs; harvesting, preparing, creating, and safely applying herbal products. 0109.00

LANHT 210A
Landscape Design Forum I
2 Units, 2 hours lecture (GR or P/NP)
Professional practices in landscape design: Review of student design; client presentation design and review; basics of contracts and professional licensing options; development of landscape design and services marketing portfolio; and presentations from guest speakers in the trade. 0109.10

LANHT 210B
Landscape Design Forum II
2 Units, 2 hours lecture (GR or P/NP)
Professional practices in landscape design: Review of student design; client presentation design and review; strategies for developing landscape design fees, installation costs and estimates; management of project budgets; and presentations from guest speakers in the trade. 0109.10

LANHT 210C
Landscape Design Forum III
2 Units, 2 hours lecture (GR or P/NP)
Professional practices in landscape design: Review of student design; development of designs, planning boards and client presentations; development of nursery, supplier, and subcontractor resource lists; continuing education opportunities in landscape design; and presentations from guest speakers in the trade. 0109.10

LANHT 230
Introduction to Cannabis Production
3 Units, 3 hours lecture (GR or P/NP)
Principles and practical application of commercial cannabis production techniques in the greenhouse and outdoor environment: Overview of the California cannabis industry with emphasis on crop selection and scheduling, market cycles, greenhouse controls and media, watering, basic hydroponics techniques, pest control, post-harvest handling, and marketing. 0109.00

LANHT 233
Cannabis Careers
1 Unit, 1 hour lecture (GR or P/NP)

Career development strategies and exploration of emerging cannabis industry fields: Exploration of horticulture jobs in cannabis cultivation, nursery and propagation, and harvest and post-harvest sectors, with hands-on training in interviewing and job application preparation. 0109.00

LANHT 234
Cannabis History and Genetics
3 Units, 3 hours lecture (GR or P/NP)

History of cannabis use and the effect of prohibition on selective breeding: Overview of world history of cannabis; cannabis drug uses; fiber and food production; and selection for desirable traits including various cannabinoids and terpene profiles. 0109.00

LANHT 235
Cannabis Pruning, Harvesting, and Trimming
.5 Units, .5 hours lecture, .5 hours lab (P/NP)

Principles of cannabis pruning, harvesting, and trimming: Best practices for pruning to increase yield and prevent pests and diseases; harvesting timing and technique; and trimming including post-harvest processing. 0109.00

LANHT 237
Spring Cannabis Lab
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)

Application of Spring cannabis cultivation techniques: Starting plants from seed and clones, preparing growing areas, transplanting to field or greenhouse, pest control, and plant nutrition and watering during vegetative growth. 0109.00

LANHT 238
Summer Cannabis Lab
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)

Application of Summer cannabis cultivation techniques: Sexing plants, taking vegetative cuttings, nutrition and watering during remainder of vegetative growth and transition to flowering, identifying male flowers on female plants, and monoecious tendency. 0109.00

LANHT 239
Fall Cannabis Lab
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)

Application of Fall cannabis cultivation techniques: Pest control during flowering, final pruning to increase yield, nutrition and watering during flowering, stress anther identification, harvesting best practices, trimming, drying and curing, and evaluating finished cannabis. 0109.00

LANHT 240
Personal Use Cannabis Garden Cultivation
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)

Principles and practical application of home-based cannabis cultivation techniques: Organic, environmentally friendly and sustainable methods for outdoor production in soil and containers at home; including basic propagation techniques; organic pest control methods, nutrients, and building healthy soil; and harvest and storage best practices. 0109.00

LANHT 501
Urban Community Garden
0 Units, 1 hour lecture, 3 hours lab (P/NP)

Urban community gardening: Benefits, skills for design and implementation, raised-bed garden techniques, garden maintenance, plant/crop selection, and community organizational skills. 0109.00

LANHT 530
Introduction to Cannabis Production
0 Units, 2.43 hours lecture (SP or P/NP)

Principles and practical application of commercial cannabis production techniques in the greenhouse and outdoor environment: Overview of the California cannabis industry with emphasis on crop selection and scheduling, market cycles, greenhouse controls and media, watering, basic hydroponics techniques, pest control, post-harvest handling, and marketing. 0109.00

LANHT 533
Cannabis Careers
0 Units, .5 hours lecture (SP or P/NP)

Career development strategies and exploration of emerging cannabis industry fields: Exploration of horticulture jobs in cannabis cultivation, nursery and propagation, and harvest and post-harvest sectors, with hands-on training in interviewing and job application preparation. 0109.00

LANHT 535
Cannabis Pruning, Harvesting, and Trimming
0 Units, .5 hours lecture, .5 hours lab (SP or P/NP)

Principles of cannabis pruning, harvesting, and trimming: Best practices for pruning to increase yield and prevent pests and diseases; harvesting timing and technique; and trimming including post-harvest processing. 0109.00

Learning Resources (LRNRE)

LRNRE 30
Introduction to Tutoring
1 Unit, 1 hour lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to the methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning style and strategies study skills and strategies, leading small group sessions, cultural awareness, and tutoring in specific subject areas. 0802.00

LRNRE 31
Advanced Tutor Training
1 Unit, 1 hour lecture (GR or P/NP)
Prerequisite: LRNRE 030.
Acceptable for Credit CSU
Methods of effective tutoring: Questioning and modeling techniques, learning styles and strategies, study skills and strategies, leading small group sessions, cultural awareness, tutoring in specific subject areas and problem solving. 0802.00

LRNRE 211
Computer Access
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended for students with disabilities; no prior computer experience necessary. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per title 5, section 56029. Computer basics for individuals with visual, physical, or learning disabilities: Use of adaptive programs as appropriate, and screen-reading software to assist in editing and proofreading written work; introductory Internet skills, including e-mail and Canvas, and locating resources on the web; introduction to WORD and PPT. 4930.30

LRNRE 214
Adaptive Technology for Web Page Design
1 Unit, 1 hour lecture, 1 hour lab (P/NP)
Recommended for students with physical and developmental disabilities; adaptive equipment available. Utilization of Microsoft FrontPage: Development of simple web and intermediate websites using adaptive technology, how to obtain free web space to upload the website, and how to market a website and list it with search engines. 4930.30

LRNRE 261
English for Life and Career Success
3 Units, 3 hours lecture (GR or P/NP)
(Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per Title 5, section 56029.) Introduction and practice in reading and writing skills for life/career success: Vocabulary development; reading documents in community life and the work place; basic writing for community, life and employment purposes; and Internet and library use. 4930.32

LRNRE 262
Mathematics for Life and Career Success
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: LRNRE 272.
Mathematics for daily use in community, home and work: Addition, subtraction, multiplication and division with and without a calculator; banking and credit cards; wages and benefit statements; budget planning. It is recommended that students see a Student Accessibility Services counselor before enrolling. 4930.32

LRNRE 272
Computer Access Projects
.5 - 2 Units, 1.5 - 6 hours lab (P/NP)
Open-entry/open-exit. Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per title 5, Sec 56029. Introduction to assistive software: Use of screen reading, image enlargement, speech recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

LRNRE 280
Study Skills
.5 - 3 Units, .5 - 3 hours lecture, 1.5 - 9 hours lab (P/NP)
Systematic approach to understanding principles of learning for all academic disciplines: Effective study techniques to give confidence in coping with the college environment; psychological awareness and self-esteem. 4930.14

LRNRE 281
Career Awareness, Disability and Success
3 Units, 3 hours lecture (GR or P/NP)
(Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per title 5, section 56029.) Introduction of career and job awareness and readiness for students with a disability: Focus on career and job related interests, aptitudes, and personality characteristics; addresses impact of disability on job related tasks and how to work around or accommodate such issues; discussion on disability related community agencies, disability benefits versus employment salaries. 4930.32

LRNRE 297A
Metacognitive Learning I
1 Unit, 1 hour lecture (P/NP)

Recommended for students with learning disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per title 5, section 56029. Overview of issues relating to learning disabilities: Aptitude-achievement discrepancies, processing strengths and deficits, adaptive technology, study strategies, services and accommodations, disability laws, title 5, and the California Community Colleges Learning Disabilities Eligibility Service Model. 4930.32

LRNRE 501
Supervised Tutoring
0 Units, 1 - 15 hours lab (P/NP)

Supervised tutoring: Individual or small group tutoring to improve student success in college courses. 4930.09

LRNRE 502A
Tutor Training I
0 Units, .75 hours lecture, .2 hours lab (P/NP)

Introduction to methods of effective tutoring: Responsibilities, questioning and modeling techniques, learning style and strategies, study skills and strategies, cultural awareness, and tutoring in specific subject areas. 0802.00

LRNRE 561
Basic English for Life and Career Success
0 Units, 3 hours lecture (SP or P/NP)

(Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per Title 5, section 56029.) Introduction and practice in reading and writing skills for life/career success: Vocabulary development; reading documents in community life and the workplace; basic writing for the community, life, and employment purposes; and Internet and library use. 4930.32

LRNRE 562
Basic Math for Life and Career Success
0 Units, 3 hours lecture (SP or P/NP)

Basic mathematics for daily use in community, home and work: Addition, subtraction, multiplication and division with and without a calculator; banking and credit cards; wages and benefit statements; budget planning. (Recommended for Students with Disabilities. It is recommended that students see a Disability Services Program Counselor before enrolling.) 4930.32

LRNRE 566
Career Awareness, Disability and Success
0 Units, 3 hours lecture (SP or P/NP)

Introduction of career and job awareness and readiness for students with a disability: Focus on career and job related interests, aptitudes, and personality characteristics; addresses impact of disability on job related tasks and how to work around or accommodate such issues; discussion on disability related community agencies, disability benefits versus employment salaries. 4930.32

LRNRE 572
Computer Access Projects
0 Units, 1.5 - 6 hours lab (SP or P/NP)

Open-entry/open-exit. Recommended for students with disabilities. It is recommended that students see a Student Accessibility Services counselor before enrolling. Course may be repeated as necessary per title 5, Sec 56029. Introduction to assistive software: Use of screen reading, image enlargement, speech recognition, scan/read or other software appropriate to the student's disability; application of assistive software to complete assignments for mainstream courses. 4930.30

Library Information Studies (LIS)

LIS 85
Introduction to Information Resources
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the basic concepts and tools used in information research: Emphasis on how to develop a research topic, find, locate, evaluate and use information; search strategies for print and online resources including reference books, catalogs, indexes, specialized databases and the Internet. 1699.00
CSU area E;

LIS 511
Research Skills I
0 Units, .172 hours lecture (SP or P/NP)
Introduction to research: Information literacy skills, research process, topic selection and development, and overview of appropriate information sources. 4930.14

LIS 512
Research Skills II
0 Units, .172 hours lecture (SP or P/NP)
Recommended Preparation: LIS 511.
Continuation of LIS 511: Identifying search terms, locating information sources, and evaluating information sources. 4930.14

LIS 513
Research Skills III
0 Units, .172 hours lecture (SP or P/NP)
Recommended Preparation: LIS 511 and LIS 512.
Continuation of LIS 512: Presenting research and data, citations, and academic integrity. 4930.14

Mathematics (MATH)

MATH 1
Pre-Calculus
4 Units, 4 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or MATH 230.
Acceptable for Credit CSU, UC
Preparation for the calculus sequence or other courses requiring a sound algebraic background: Inequalities, theory of equations, sequences and series, matrices, functions and relations, logarithmic and exponential functions; function concept used as a unifying notion. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;

MATH 2
Precalculus with Analytic Geometry
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 050.
Acceptable for Credit CSU, UC
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
Peralta GE Areas 4b; CSU area B4; IGETC area 2;

MATH 3A
Calculus I
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 001 or MATH 002 and MATH 050 or Appropriate placement through multiple measures assessment process.
Acceptable for Credit CSU, UC
Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 210)

MATH 3B
Calculus II
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 003A.
Acceptable for Credit CSU, UC
Applications of the definite integral: Methods of integration, polar coordinates, parametric equations, infinite series and power series. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 220)

MATH 3C
Calculus III
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 003B.
Acceptable for Credit CSU, UC
Partial differentiation: Jacobians, transformations, multiple integrals, theorems of Green and Stokes, differential forms, vectors and vector functions, geometric coordinates, and vector calculus. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 230)

MATH 3E
Linear Algebra
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 003A.
Acceptable for Credit CSU, UC
MATH 3E and 3F are equivalent to MATH 3D. Not open for credit to students who have completed or are currently enrolled in MATH 3D. Linear Algebra: Gaussian and Gauss-Jordan elimination, matrices, determinants, vectors in R2 and R3, real and complex vector spaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and applications. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 250)

MATH 3F
Differential Equations
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 003B, MATH 003E.
Recommended Preparation: MATH 003C.
Acceptable for Credit CSU, UC
Ordinary differential equations: First-order, second-order, and higher order equations; separable and exact equations, series solutions, LaPlace transformations, system of differential equations. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 240)

MATH 11
Discrete Mathematics
4 Units, 4 hours lecture (GR)
Prerequisite: MATH 003B.
Acceptable for Credit CSU, UC
Mathematical induction, finite series, sets, relations and functions, introduction to trees, combinatorics, algebraic structures, and probability. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;

MATH 13
Introduction to Statistics
4 Units, 4 hours lecture (GR)
Prerequisite: MATH 203 or MATH 206 Algebra for Statistics or MATH 211D or MATH 230 or MATH 240.
Acceptable for Credit CSU, UC
Introduction to the theory and practice of statistics: Collecting data: Sampling, observational and experimental studies. Organizing data: Univariate and bivariate tables and graphs, histograms. Describing data: Measures of location, spread, and correlation. Theory: Probability,random variables; binomial and normal distributions. Drawing conclusions from data: Confidence intervals, hypothesis testing, z-tests, t-tests, and chi-square tests; one-way analysis of variance. Regression and nonparametric methods. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 110)

MATH 15
Mathematics for Liberal Arts Students
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or Placement by multiple measures or
Acceptable for Credit CSU, UC
Fundamental ideas underlying modern mathematics: Elements from logic, sets, and number systems; concepts of elementary algebra, geometry, topology, and combinatorics. 1701.00
Peralta GE Areas 4b; CSU area B4;

MATH 16A
Calculus for Business and Life & Social Sciences
4 Units, 4 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or Appropriate placement through multiple measures assessment process..
Recommended Preparation: MATH 001.
Acceptable for Credit CSU, UC
Introduction to analytic geometry, and differential and integral calculus of algebraic functions: Particular attention paid to simple applications. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;
(C-ID: MATH 140)

MATH 16B
Calculus for Business and Life/Social Sciences
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 016A, MATH 003A.
Acceptable for Credit CSU, UC
Continuation of differential and integral calculus: Transcendental functions, methods of integration, partial differentiation, and multiple integration; particular attention to applications. 1701.00
Peralta GE Areas 4b; CSU area B4; IGETC area 2;

MATH 49
Independent Study in Mathematics
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mathematics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1701.00

MATH 50
Trigonometry
3 Units, 3 hours lecture (GR)
Prerequisite: MATH 203 or MATH 211D or MATH 230.
Recommended Preparation: MATH 202.
Acceptable for Credit CSU
Introduction to functional trigonometry: Basic definitions, identities, graphs, inverse functions, trigonometric equations and applications, solution of triangles and applications, polar coordinates, complex numbers, and De Moivre's Theorem. 1701.00
Peralta GE Areas 4b; CSU area B4;

MATH 113
Math Workshop for Statistics
1 Unit, 1 hour lecture (P/NP)
Prerequisite: MATH 203 or MATH 211D.
Recommended Preparation: MATH 013Recommended to be taken concurrently.
Acceptable for Credit CSU
Reinforcement of problem-solving skills in Statistics: Workshop in solving routine problems dealing with theory and practice of statistics; Collection of data: sampling, observational and experimental studies; Organizing data: univariate and bivariate to table and graphs, histograms; Describing data: measures of location, spread and correlation; Theory: probability, random variables, binomial and normal distribution; Drawing conclusions from data: confidence intervals, hypothesis testing, z-tests, t-tests and chi-square tests, one-way analysis of variances; and regression and nonparametric methods. 1701.00

MATH 202
Geometry
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: MATH 201 or MATH 210D - Elementary Algebra (Lab) or Appropriate placement through multiple-measures assessment process..
Introduction to plane geometry emphasizing mathematical logic and proofs: Geometric constructions, congruent triangles, parallel lines and parallelograms, proportions, similar triangles, circles, polygons, and area. 1701.00
Peralta GE Areas 4b;

MATH 203
Intermediate Algebra
5 Units, 5 hours lecture (GR)
Prerequisite: MATH 201 or MATH 210D - Elementary Algebra (Lab) or Appropriate placement through multiple-measures assessment process..
Eligible for credit by examination
Intermediate algebraic operations: Real number properties and operations; solutions and graphs of linear equations in one and two variables; absolute value equations; advanced factoring; complex numbers; quadratic equations and systems of quadratic equations; conics; determinants; solutions and graphs of first-degree, quadratic. and rational inequalities; exponential and logarithmic functions; and sequences and series. 1701.00
Peralta GE Areas 4b;

MATH 213
Support for Statistics
2 Units, 2 hours lecture (P/NP)
Corequisite: MATH 013.
Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics; descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

MATH 215
Support for Pre-Calculus
2 Units, 2 hours lecture (P/NP)
Corequisite: MATH 001.
Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

MATH 216
Support for Trigonometry
1 Unit, 1 hour lecture (P/NP)
Corequisite: MATH 050.
Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

MATH 507
Math for Allied Health
0 Units, 2 hours lecture (SP or P/NP)
Review of core prerequisite math skills for Allied Health programs: Fraction and decimal arithmetic, order of operations, proportions, percent, measurement systems, unit conversion, and basic dosage calculations. Intended for students enrolled in or planning to enroll in a program in an Allied Health field. 1701.00

MATH 513
Support for Statistics
0 Units, 2 hours lecture (SP or P/NP)
Corequisite: MATH 013.
Competencies and concepts needed in statistics: Arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics: Descriptive data analysis, solving and graphing linear equations, and modeling with linear functions. Intended for students who are concurrently enrolled in MATH 13. 1701.00

MATH 515
Support for Pre-Calculus
0 Units, 2 hours lecture (SP or P/NP)
Corequisite: MATH 001.
Review of the core prerequisite skills, competencies, and concepts needed in pre-calculus: Factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. Intended for students majoring in business, science, technology, engineering, and mathematics and concurrently enrolled in MATH 1. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

MATH 516
Support for Trigonometry
0 Units, 1 hour lecture (SP or P/NP)
Corequisite: MATH 050.
Review of the core prerequisite skills, competencies, and concepts needed in trigonometry: Geometry, transformations of graphs, trigonometric functions and applications, conic sections, polar coordinates including the complex plane and analytic geometry. Intended for students majoring in science, technology, engineering, and mathematics and who are concurrently enrolled in MATH 50, Trigonometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. 1701.00

Medical Assisting (MEDAS)

MEDAS 101A
Introduction to Medical Assisting
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to foundational theory and skills in medical assisting: Scope of practice, law and ethics, HIPAA compliance, professional and therapeutic communication, telehealth applications, and employment preparation. 1208.00

MEDAS 101B
Disorders of the Body Systems in Primary Care
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: MEDAS 101A or
Acceptable for Credit CSU
Fundamentals of disorders of the body systems and organs of the human body: Emphasis on becoming familiar with the most common disorders encountered by medical assistants working in ambulatory care medical offices. 1208.10

MEDAS 102A
Clinical Medical Assisting I
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: MEDAS 101B and MEDAS 101A and
Acceptable for Credit CSU
Fundamentals of clinical medical assisting: Medical aseptic procedures; vital signs measurement; assisting with physical examinations, positioning, and draping; height, weight, vision, and hearing testing; obtaining patient history; and eye and ear procedures. 1208.10

MEDAS 102B
Clinical Medical Assisting II
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: MEDAS 102A or
Acceptable for Credit CSU
Intermediate Clinical Medical Assisting: Minor office surgery; cardiopulmonary procedures with emphasis on skills to perform twelve lead EKG; troubleshooting source of instrumentation error; explaining procedure results; recognizing basic dysrhythmia; special examinations and procedures. Introduction to the clinical laboratory, urinalysis and medical microbiology. 1208.10

MEDAS 102C
Clinical Medical Assisting III
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Recommended Preparation: MEDAS 102B.
Acceptable for Credit CSU
Advanced clinical medical assisting: Basic pharmacology; principles of drug action and side effects on medications; drug dosage calculations; administration of medications in primary care (oral, intradermal, subcutaneous, and intramuscular routes); drug addiction in primary health; and applied phlebotomy skills. 1208.10

MEDAS 103A
Administrative Medical Assisting I
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: MEDAS 101A or
Corequisite: MEDAS 101A.
Acceptable for Credit CSU
Fundamentals of administrative medical assisting: Appointment scheduling; communication skills and record management, HIPAA and Electronic Health Records (EHR) confidentiality; professional decision-making and computer skills; practice management; and simulation of EHR to facilitate the office visit. 1208.20

MEDAS 103B
Administrative Medical Assisting II
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Prerequisite: MEDAS 103A.
Acceptable for Credit CSU
Intermediate administrative medical assisting: Understanding major health insurance plans as related to medical office billing and multiple EHR Applications. 1208.20

MEDAS 103C
Administrative Medical Assisting III
2 Units, 1.5 hours lecture, 1.5 hours lab (GR or P/NP)
Recommended Preparation: MEDAS 103A and MEDAS 103B.
Acceptable for Credit CSU
Advanced administrative medical assisting: Procedural coding practice management, applying billing to EHR, introduction to the Current Procedural Terminology (CPT) medical coding system and practice finance, claims processing and reimbursement, and role of office manager. 1208.20

MEDAS 202
Review for Certification for Medical Assistants
4 Units, 4 hours lecture (P/NP)
Prerequisite: MEDAS 102A, , MEDAS 102C.
Corequisite: .
Preparation for certification for medical assistant program: Administrative and clinical certification that will systematically lead the student though a review of program topics, and impart updated information on topics from the curriculum that may be included in a national certification exam: Students will learn the preparation and test-taking techniques required to complete a certification exam. The course end point will be to complete a national certification exam, either the CMA or RMA. 1208.10

MEDAS 470F
Work Experience in Medical Assisting
1 - 4 Units, 3 - 12 hours lab (GR or P/NP)
Prerequisite: MEDAS 101A and MEDAS 101B and MEDAS 102A and MEDAS 102B.
Recommended Preparation: MEDAS 102C and Acceptable for Credit CSU
Supervised employment providing opportunities in Medical Assisting or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. A maximum of 14 units may be earned during one enrollment period. 1208.00

MEDAS 503
The Language of Medicine
0 Units, 3 hours lecture (SP)
Study of essential medical terms: Basic tools necessary to communicate in the medical field and succeed in advanced medical course work. 1208.00

MEDAS 504
Introduction to Medical Assisting
0 Units, 3 hours lecture (SP)
Introduction to theory and foundational skills in medical assisting: Role of the medical assistant, medical terminology, anatomy and physiology, medical office emergencies, safety, patient education and communication. 1208.00

MEDAS 505
Introduction to Pharmacology
0 Units, 3 hours lecture (SP)
Introduction to basic pharmacology: Principles of drug administration and preparation, administration of medications by oral, intradermal, subcutaneous, and intramuscular routes; basic math calculations and conversions for administration of medication; identification of drugs by clinical use, mechanism of action, side effects, and adverse reactions; risk factors for drug and alcohol abuse, drug addiction and withdrawal symptoms. 1208.00

MEDAS 506
Administrative Skill
0 Units, 3 hours lecture (SP)
Introduction to medical office procedures: Receiving, registering and scheduling appointments, organizing and sustaining medical records, medical billing and coding, electronic medical records, business operations, and financial management. 1208.00

MEDAS 507
Clinical Skill
0 Units, 3 hours lecture (SP)
Prerequisite: MEDAS 503, MEDAS 504, MEDAS 505.
Introduction to back office procedures: Theory and laboratory instruction in assisting the physician/ practitioner in exam-room procedures, laboratory procedures, pharmacology, providing medications, minor office surgery, and nutrition. 1208.00

MEDAS 508
Heartsaver First Aid -CPR & AED
0 Units, 1 hour lecture (P/NP)
American Heart Association (AHA) Heartsaver: First Aid with CPR and AED for first responders; Basic first aid procedures, including first aid skills recommended by OSHA, CPR and AED. Students who complete the course qualify for the AHA Heartsaver First Aid with CPR and AED course completion card. 1201.00

Mexican & Latin American Studies (M/LAT)

M/LAT 6
Racism in the United States
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin-American and Native American perspectives. Also offered as AFRAM 19, ASAME 19, and NATAM 19. Not open for credit to students who have completed or are currently enrolled in AFRAM 19, ASAME 19, or NATAM 19. 2203.00
Peralta GE Areas 2, 5; CSU area D, F; IGETC area 4, 7; (C-ID: SJS 110)

M/LAT 12
United States Relations with Mexico and Latin America
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Analysis of United States relations with Mexico and Latin America from colonial times to the present: U.S. involvement as it relates to the economic, cultural, and political situations of Mexico and Latin America through the years. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

M/LAT 17B
Race, Class, Gender, Sexuality, Migration and Hip-Hop
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey of the historical growth, political implication, and communal influence of hip-hop: Socioeconomic, cultural, and political narratives of people of color through the lens of hip-hop and its platform of resistance. 2203.00
Peralta GE Areas 2, 3, 5, 5; CSU area C2; IGETC area 3B;

M/LAT 19
History of the Mexican-American
3 Units, 3 hours lecture (GR or P/NP)
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. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

M/LAT 23
Introduction to Psychology of the Mexican-American
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Principles of psychology as they relate to the Mexican-American community: Selected social problems such as prejudice, racial conflict, and deviancy in the Mexican-American community from a Mexican-American perspective. 2203.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;

M/LAT 28
Survey of Third World through Films
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as AFRAM 28. Not open for credit to students who have completed or are currently enrolled in AFRAM 28. Survey of third world people through films: Emphasis on themes related to African, Mexican/Latino, Asian, and Native American experiences in the U.S. and elsewhere; films viewed as to their content, artistic quality, and relevance for people of color in the modern world. 2203.00
Peralta GE Areas 3, 5; CSU area C2; IGETC area 3B;

M/LAT 30A
Survey of Latin-American Films
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Critical examination of historical and contemporary film images of Latinos/Americanos as a result of cultural encounters within the United States: traditional and emerging objectives of film makers and producers; and common themes and cultural elements in films by and about Latinos in the United States. 2203.00
Peralta GE Areas 3, 5; CSU area C2; IGETC area 3B;

M/LAT 30B
Survey of Latin-American Films
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Critical examination of cinema from throughout Latin America and Spain that relate to Latino cultural experiences, and especially those films that educate viewers about Latino encounters with majority and minority cultures within Latin America. 2203.00
CSU area C2; IGETC area 3B;

M/LAT 32
African Heritage of Latin America
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as AFRAM 18. Not open for credit to students who have completed or are currently enrolled in AFRAM 18. Survey of the influence of African people throughout Latin America: Culture; music, language, religion and dance; examination of slavery, colonialism, resistance and independence movements in the region. 2203.00
Peralta GE Areas 2, 3; CSU area C2, D; IGETC area 3B, 4;

M/LAT 49
Independent Study in Mexican and Latin-American Studies
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Mexican and Latin-American Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2203.00

Music (MUSIC)

MUSIC 9
Introduction to World Music
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Understanding and appreciation of world music through informed listening, analysis and discernment of musical elements, form and repertoire: Covers a rich diversity of styles (popular, folk, classical), periods and cultures. 1004.00
Peralta GE Areas 3, 5; CSU area C1; IGETC area 3A;

MUSIC 10
Music Appreciation
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Survey designed to enhance the enjoyment of music with emphasis on listening: Historical overview and development of musical forms and genres through the centuries. 1004.00
Peralta GE Areas 3; CSU area C1; IGETC area 3A;
(C-ID: MUSIC 100)

MUSIC 11
African-American Music
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Historical survey from the African heritage and Colonial time to the present: Types, forms, and styles of African-American music in relation to the African-American experience. 1004.00
Peralta GE Areas 3, 5; CSU area C1; IGETC area 3A;

MUSIC 15A
Jazz, Blues, and Popular Music in the American Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Historical and critical analysis of unique American music: Focus on environments from which its many forms have emerged and its role in social history; development of blues, folk, jazz, rock and other popular music forms in the twentieth century. 1004.00
Peralta GE Areas 3, 5; CSU area C1; IGETC area 3A;

MUSIC 15B
Jazz, Blues, and Popular Music in the American Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of contemporary music scene with in-depth investigation of trends in artistic expression: Music as a revolutionary force, the role of the music industry, analysis of performances and interviews. 1004.00
Peralta GE Areas 3, 5; CSU area C1; IGETC area 3A;

MUSIC 19
Music of America's Musical Theater
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Historical and cultural development and major contributors of America's musical theater: History of the integration of popular music, dance, and drama in America's musical theater from its roots in European opera and merger with the American vaudeville stage, through its Golden Age (1920's) to the latest offerings of the twenty-first century; and an examination of the social themes that inform, entertain, and challenge audiences. 1004.00
Peralta GE Areas 3; CSU area C1; IGETC area 3A;

MUSIC 24
Jazz History
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Evolutionary development of jazz music and the artists responsible for its creation: Historical, cultural, and sociological analysis of each style period through extensive guided listening. 1004.00
Peralta GE Areas 3, 5; CSU area C1; IGETC area 3A;

MUSIC 30
College Orchestra
2 Units, 1 hour lecture, 3 hours lab (GR or P/NP)
Other: Ability to play an orchestral instrument.
Acceptable for Credit CSU, UC
Study and performance of orchestral music: Selections from standard works of the classics and modern schools leading to public performance. 1004.00

MUSIC 49
Independent Study in Music
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Music. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1004.00

MUSIC 100
Music Fundamentals and Culture
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to the notation and primary elements of tonal music of music from history and global culture: Example from music literature will demonstrate staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Development of skills in handwritten notation is expected. History and social context of the above concepts will be discussed. 1004.00
Peralta GE Areas 3; CSU area C1; IGETC area 3A; (C-ID: MUS 110)

MUSIC 130
Elementary Piano Method I
1 Unit, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU, UC
Individualized study of beginning piano techniques and theory: Five-finger technique in C Major and D Minor, elementary rhythm, legato, staccato, coordination of both hands, beginning theory related to keyboard music, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 131
Elementary Piano Method II
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 130.
Acceptable for Credit CSU, UC
Individualized study of level II beginning piano techniques and theory: Five-finger technique in G Major, F Major and E Minor extending to a sixth, finger crossing and chord playing, use of damper pedal, meters with half note and eighth note beats, beginning theory related to level II keyboard music, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 132
Elementary Piano Method III
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 131.
Acceptable for Credit CSU, UC
Individualized study of level III beginning piano techniques and theory: Scale playing and performance in C, G, F and D Major, level III finger technique including intervals of the seventh and octave, techniques for changing positions, recognition and performance of primary triads and seventh chords, progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 133
Elementary Piano Method IV
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 132.
Acceptable for Credit CSU, UC
Individualized study of level IV beginning piano techniques and theory: Scale-playing, reading of notation, and performance in Bb and A Major; A, E, B, D, and G Minor; introduction to chromaticism, diminished, and augmented triads; reading and performance of rhythms including sixteenth notes and triplets; Music History relating to keyboard music; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 134
Intermediate Piano Literature I
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 133.
Acceptable for Credit CSU, UC
Individualized study of intermediate piano literature, techniques, and theory: All major scales, keyboard history of Renaissance and Baroque Eras; level I intermediate rhythms, including syncopation, simple and compound meters, sixteenth notes, and triplets; playing duets; progressive development of skills needed for performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 135
Intermediate Piano Literature II
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 134.
Acceptable for Credit CSU, UC
Individualized study of level II piano literature, techniques, and theory: All harmonic minor scales, keyboard history pertaining to the Classical Era; triad inversions, and seventh chords; cadences and basic chord progressions; duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 136
Intermediate Piano Literature III
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 135.
Acceptable for Credit CSU, UC
Individualized study of level III piano literature, techniques, and theory: All melodic minor scales, keyboard history pertaining to the Romantic Era; ornamentation; interpretation and execution of tuplets, duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

MUSIC 137
Intermediate Piano Literature IV
1 Unit, 3 hours lab (GR or P/NP)
Recommended Preparation: MUSIC 136.
Acceptable for Credit CSU, UC
Individualized study of level IV piano literature, techniques, and theory: Chromatic, octatonic, and whole-tone scales; Twentieth Century piano literature; piano voicing; interpretation and execution odd and changing meter, duets; progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. 1004.00

Native American Studies (NATAM)

NATAM 19
Racism in the United States
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Also offered as AFRAM 19, ASAME 19, and M/LAT 6. Not open for credit to students who have completed or are currently enrolled in AFRAM 19, ASAME 19, or M/LAT 6. Exploration of the development of modern racism in the United States: Economic, socio-cultural, and psychological implications; and resistances to its effects from African-American, Asian-American, Mexican and Latin-American and Native American perspectives. 2203.00
Peralta GE Areas 2, 5; CSU area D, F; IGETC area 4, 7; (C-ID: SJS 110)

NATAM 76E
California Indian Ecology on the Central Coast
1.5 Units, 1.5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Native American relationships to the California Central Coast: Pre-Indian environment; abundance; Human-environment interactions; adaptations; challenges; environmentally situated lives; ethnoecology of specific tribal groups; beliefs and worldviews; norms and practices; ecological knowledge bases; resource management. 0302.00
Peralta GE Areas 5;

Nursing (NURS)

NURS 1
Fundamentals in Nursing: Beginning Principles of Health Care
9 Units, 4 hours lecture, 15 hours lab (GR)
Prerequisite: BIOL 002 or BIOL 020A and BIOL 004 or BIOL 020B and BIOL 003 and MATH 203 and HLTED 011 or
Corequisite: NURS 011 and NURS 012 and
Other: American Heart Association (AHA) certification for Basic Life Support (BLS) and Health clearances: physical examination, negative TB test results.
Acceptable for Credit CSU
Fundamental theoretical nursing concepts and clinical practices for medical-surgical patients experiencing disruption in homeostasis: Development of nursing and diagnostic skills; emerging trends in the promotion and conservation of health for individuals, families, and communities; history of health care and changing concepts of health and illness. 1230.10

NURS 3A
Perinatal Nursing
4 Units, 2 hours lecture, 6 hours lab (GR)
Prerequisite: NURS 001, NURS 011, NURS 012, NURS 013 or
Corequisite: NURS 013.
Acceptable for Credit CSU
Theory and guided practice of comprehensive care to child-bearing families in perinatal hospital settings: Nursing and health-team work protocol; use of homeostasis in the planning, implementation, and evaluation of nursing care; and nursing processes as tools for intervention. 1230.10

NURS 3B
Pediatric Nursing
4 Units, 2 hours lecture, 6 hours lab (GR)
Prerequisite: NURS 001, NURS 011, NURS 012 and NURS 013 or
Corequisite: NURS 013.
Eligible for credit by examination
Acceptable for Credit CSU
Pediatric illness, disease and guided practice in hospital and clinic settings: Nursing and health-team work protocol; use of homeostasis in the assessment, planning, implementation, and evaluation of nursing care to infants, children and their families; and nursing processes as tools for evidence-based intervention. 1230.10

NURS 4A
Intermediate Medical-Surgical Nursing
4 Units, 2 hours lecture, 6 hours lab (GR)
Prerequisite: NURS 001, NURS 011, NURS 012, NURS 013.
Acceptable for Credit CSU
Theory and guided practice in working with nursing and health-team members in providing comprehensive care of adults in medical, surgical and geriatric clinical settings. Clinical experience focuses on assuming responsibility for planning, implementing and evaluating care of patients with increasingly complex levels of physical, social and emotional disruption and adaptation of homeostasis. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

NURS 4B
Psychiatric Nursing
4 Units, 2 hours lecture, 6 hours lab (GR)
Prerequisite: NURS 001, NURS 011, NURS 012, NURS 013 or
Corequisite: NURS 013.
Acceptable for Credit CSU
Theory and guided practice in working with nursing and health-team members to provide comprehensive care of adults in psychiatric clinical settings: Clinical experience focused on assuming responsibility for planning, implementing and evaluating care of patients with increasingly complex levels of physical, social and emotional disruption and adaptation of homeostasis. 1230.10

NURS 5
Advanced Medical-Surgical Nursing: Disruption in Homeostasis
9 Units, 4 hours lecture, 15 hours lab (GR)
Prerequisite: NURS 003A, NURS 003B, NURS 004A, NURS 004B, NURS 014.
Corequisite: NURS 010.
Acceptable for Credit CSU
Introduction to advanced medical-surgical nursing: Clinical practices for critically ill patients with disruption in homeostasis; study of illness and patient care management; development of leadership skills applicable to clinical settings. 1230.10

NURS 10
Leadership and Management
1 Unit, 1 hour lecture (GR)
Corequisite: NURS 005.
Acceptable for Credit CSU
Leadership, Management Styles, and Politics in Healthcare Delivery Systems: Theoretical principles of leadership behavior and management skills; organizational structure, resource management, collaboration, team building, delegation, and conflict resolution. 1230.10

NURS 11
Ethics and Law
1 Unit, 1 hour lecture (GR)
Corequisite: NURS 001, NURS 012.
Acceptable for Credit CSU
Legal rights of patients and ethical issues confronting nursing professionals: Legal boundaries of nursing conduct; legal issues encountered by nurses and methods of resolution; and the examination of culture on patient's value system and nurses' ethical conflicts. 1230.10

NURS 12
Calculation of Drug Dosages for Health Professionals
1 Unit, 1 hour lecture (GR)
Corequisite: NURS 001.
Eligible for credit by examination
Acceptable for Credit CSU
Calculation of prescribed medication and fluids: Weights and measures used in the prescription and administration of medications; mathematical skills in calculating medication dosages. 1230.10

NURS 13
Pharmacology in Nursing
3 Units, 3 hours lecture (GR)
Prerequisite: NURS 001, NURS 011 and and
Acceptable for Credit CSU
Pharmacokinetics and pharmacodynamics of drugs: General pathophysiology of diseases; drug classifications, therapeutic uses and dosages;indications and usage of medications; drug side effects, adverse reactions and toxicity; 1230.10

NURS 14
Nutrition and Diet Therapy in Nursing
2 Units, 2 hours lecture (GR)
Prerequisite: NURS 001.
Acceptable for Credit CSU
Basic principles of human nutrition and fundamentals of diet therapy: Nutrients, their function and food sources, and problems of excess and deficiency; dietary guidelines for health promotion and disease prevention; screening for nutritional risk, assessment of dietary needs, care planning, modified needs of the life cycle, and dietary modifications for common and uncommon health conditions. Course includes in-class lecture and discussion and online and distance learning components. 1230.10

NURS 20
Critical Thinking and Clinical Judgment in Nursing
2 Units, 2 hours lecture (P/NP)
Prerequisite: NURS 001.
Acceptable for Credit CSU
Assessment, implementation and evaluation of clinical data: Observation and assessment of presenting situations; identification of client concerns and analysis of cues; analysis of information from different sources (e.g., medical history, vital signs); evaluation and prioritization of hypotheses; definition of a set of interventions; generation and implementation of evidence-based solutions; and evaluation of outcomes. 1230.10

NURS 260A
Nursing Skills Lab
.5 - 1 Units, 1.5 - 3 hours lab (P/NP)
Nursing skills lab for AD Nursing students to practice and improve skills in a self-paced, controlled environment: Nursing diagnosis and nursing care plans, vital signs, infection control/asepsis (basic hygiene and dressing changes), communication techniques, patient safety and comfort, medications, feeding techniques. 1230.10

NURS 260B
Nursing Skills Lab
.5 - 1 Units, 1.5 - 3 hours lab (P/NP)
Nursing skills lab for AD Nursing students to practice and improve skills in a self-paced, controlled environment: physical assessment skills; fluids, elimination, mobility, case studies; review of skills taught in 260A. 1230.10

Nutrition & Dietetics (NUTR)

NUTR 1
Survey of Nutrition and Dietetics
1 Unit, 1 hour lecture (GR or P/NP)
Acceptable for Credit CSU
Exploration of the professional scope of practice and career and educational opportunities in the nutrition and dietetics field: History of the profession; legal issues; roles, skills and required competencies in the field; professional code of ethics; program requirements and plan of completion; and career planning and development of a career portfolio. 1306.00

NUTR 10
Nutrition
4 Units, 4 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in BIOL 28 or BIOL 31. Basic principles of human nutrition: Nutrients, their function, requirements, and food sources, metabolism, problems of excess and deficiency; dietary guidelines for health promotion, disease prevention, weight management, and lifecycle nutrition. 1306.60
CSU area E;
(C-ID: C-ID NUTR 110)

NUTR 12
Nutrition and Disease
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: NUTR 010 or BIOL 028: Human Nutrition or BIOL 031: Nutrition.
Acceptable for Credit CSU, UC
Fundamentals of nutrition needs for common and uncommon health conditions/diseases including lifecycle variations, diabetes, cancer, kidney disease, liver disease: Review of the Nutrition Care Process (NCP), scope of practice, screening for nutritional risk, assessment of dietary needs, medical nutrition therapy interventions, modified diets, meal planning, and menu writing. 1306.20
CSU area E;

NUTR 30
Sanitation and Safety
2 Units, 2 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basic principles of sanitation and safety in the purchasing, storage, and preparation of food from a management perspective: Emphasis on the principles of Hazard Analysis Critical Control Point (HACCP) as applied to a healthcare food-production system, including accident prevention, crisis management, and current regulations. 1306.20

NUTR 31
Food-Production Systems
3 Units, 2 hours lecture, 3 hours lab (GR or P/NP)
Acceptable for Credit CSU
Functions of institutional food-service operations and production: Menu development and standardization; forecasting, purchasing, storage, preparation and service; staffing, equipment selection and maintenance; evaluation of the food-service system; medical diets including texture and nutrient modifications; information technology in food-service settings including budgeting, cost/inventory control, nutritional analysis, recipe development, forecasting, menu production; and selecting or upgrading systems software. 1306.20

NUTR 32
Supervision and Training
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Fundamentals of human relations (communication, leadership, direction), operations management (laws, regulations, policies and procedures), institutional development (planning, marketing, evaluating), and professional development (ethics, career planning, portfolio development). 1306.20

NUTR 70A
Seminar in Supervised Practice, Level A
2 Units, 2 hours lecture (GR)
Prerequisite: NUTR 010 and NUTR 012 and NUTR 030 and NUTR 031, NUTR 032.
Corequisite: NUTR 071A.
Acceptable for Credit CSU
Advanced study of the specific competencies required of the Dietary Manager and Dietetic Technician in a healthcare or community setting: Assessment, development, practicum, and evaluation of individual skills in nutrition care, sanitation and food safety, supervision, food production, delivery, and service. 1306.20

NUTR 70B
Seminar in Supervised Practice, Level B
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: NUTR 070A and NUTR 071A and NUTR 010, NUTR 012, NUTR 030, NUTR 031, NUTR 032.
Corequisite: NUTR 071B.
Acceptable for Credit CSU
Advanced study of the specific competencies required of the Dietetic Technician in a healthcare or community setting: Assessment, development, practicum, and evaluation of individual dietary skills. Focuses on clinical skills in a healthcare facility and public health nutrition skills in a community site. 1306.20

NUTR 70C
Seminar in Supervised Practice, Level C
3 Units, 3 hours lecture (GR or P/NP)
Corequisite: NUTR 071C.
Acceptable for Credit CSU
Advanced study of the specific competencies required of the Dietetic Technician in a healthcare or community setting: Assessment, development, practicum, and evaluation of individual dietary skills. Focuses on advanced clinical skills in an acute-care facility and management skills in dietetics. 1306.20

NUTR 71A
Rotations in Supervised Practice, Level A
2 Units, 6 hours lab (GR)
Corequisite: NUTR 070A.
Acceptable for Credit CSU
Supervised application of dietetic principles: Total of 150 hours in a healthcare facility and a community site to practice public health competencies. 1306.20

NUTR 71B
Rotations in Supervised Practice, Level B
2 Units, 6 hours lab (GR or P/NP)
Corequisite: NUTR 070B.
Acceptable for Credit CSU
Supervised application of dietetic principles: Total of 150 hours in a healthcare facility and a community site to practice public health competencies. 1306.20

NUTR 71C
Rotations in Supervised Practice, Level C
2 Units, 6 hours lab (GR or P/NP)
Corequisite: NUTR 070C.
Acceptable for Credit CSU
Supervised application of dietetic principles: Total of 150 hours in a healthcare facility and a community site to practice public health competencies. 1306.20

Paralegal Studies (PARLG)

PARLG 1
Law and the Legal Profession
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Introduction to basic legal concepts, structure, and procedures of the American court system: 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

PARLG 4
Law Office Management
2 Units, 2 hours lecture (GR)
Acceptable for Credit CSU
Operation and organization of a law office: Structure, procedures, systems, organizational theory, personnel administration, and law office equipment. 1402.00

PARLG 6
Legal Research
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
Legal research tools and materials: Law library, computerized legal research techniques, locating and utilizing source of state and federal law, public records; organization and management of law office library; preparation of legal bibliography; citation form and cite checking; preparation of legal memorandum, and other written assignments in conjunction with legal research problems. 1402.00

PARLG 8
Introduction to Civil Procedure and Litigation Practice
3 Units, 3 hours lecture (GR)
Prerequisite: PARLG 001 and PARLG 006.
Acceptable for Credit CSU
California and federal rules of civil procedure, and litigation practice from the beginning of the lawsuit through the end of a lawsuit: Initial pleadings, responsive pleadings, motions, discovery requests, pretrial, trial and post-trial practice, and settlement. 1402.00

PARLG 9
Introduction to Tort Law
3 Units, 3 hours lecture (GR)
Prerequisite: PARLG 001, PARLG 006.
Acceptable for Credit CSU
Analysis and examination of tort law: Negligence, intentional torts, strict liability, product liability, defamation and other torts; and analysis of the facts of a particular client's case to determine whether they has a valid case/cause of action. 1402.00

PARLG 10
Family Law
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU
California family law: Dissolutions/divorces, legal separations, adoptions, paternity, termination of parental rights, spousal support, child support, child custody and other interspousal rights and obligations. 1402.00

PARLG 11
Advanced Legal Research and Writing
3 Units, 2 hours lecture, 1 hour lab (GR)
Prerequisite: PARLG 001 and PARLG 006.
Acceptable for Credit CSU
Systematic approach to learning legal problem analysis and organization for written and oral communication: Drafting legal documents and letters, and developing listening skills and interviewing techniques. 1402.00

PARLG 12
Estate Planning and Probate Procedure
3 Units, 3 hours lecture (GR)
Prerequisite: PARLG 001, PARLG 006.
Acceptable for Credit CSU
Wills, Trusts, Probate procedure and Estate Administration: Purpose and need for a Will; the distinction between Wills and Trusts; process and procedure of Estate Administration; duties of personal representative, including drafting and identifying all forms required for probate and estate administration. 1402.00

PARLG 15
Criminal Law
3 Units, 3 hours lecture (GR)
Prerequisite: PARLG 001, PARLG 006.
Acceptable for Credit CSU
Analysis and examination of Criminal Law and Criminal Procedure: Elements of crimes; crimes against the person; crimes against property; crimes against the public; defenses to crimes, searches, seizures, arrests, interrogation; pretrial practice; trial; sentencing; and appeals. 1402.00

PARLG 16
Seminar in Paralegal Studies Internship
1 Unit, 1 hour lecture (GR)
Prerequisite: PARLG 006 and
Corequisite: COPED 474A, PARLG 008, PARLG 011.
Recommended Preparation: PARLG 001.
Acceptable for Credit CSU
Study of the specific competencies required of the student in the Paralegal Studies Internship program: Assessment, development, practicum, and evaluation of individual skills in a paralegal setting. Course accompanies COPED 474A, Occupational Work Experience in Paralegal Studies, and provides students with the additional tools needed to have a successful and productive internship experience. 1402.00

PARLG 49
Independent Study in Paralegal Studies
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Paralegal Studies. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1402.00

Philosophy (PHIL)

PHIL 1
Introduction to Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of selected classic examples of original works of philosophers: Literature of the discipline and analytical methods, aims, goals, and types of problems peculiar to philosophers and philosophical inquiry; metaphysics, epistemology, valuing and axiology, aesthetics, and religion. 1509.00
Peralta GE Areas 3; CSU area C2; IGETC area 3B;
(C-ID: PHIL 100)

PHIL 2
Social and Political Philosophy
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Focus on classic examples of social and political philosophy in Western civilization: Original writings by classic Greeks (Plato and Aristotle), Americans (Hamilton, Madison, and Jefferson), modern Europeans (Marx and Mill), and appropriate contemporary philosophers. 1509.00
Peralta GE Areas 3; CSU area C2; IGETC area 3B;

PHIL 10
Logic
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Consideration of logical problems of language: Deduction and induction, fallacies, theory of argument and the scientific method, and study of correct reasoning in Aristotelian and modern logic. 1509.00
Peralta GE Areas 3; CSU area A3;

PHIL 49
Independent Study in Philosophy
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Philosophy. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1509.00

Physics (PHYS)

PHYS 2A
General Physics
5 Units, 4 hours lecture, 3 hours lab (GR)
Prerequisite: MATH 050.
Acceptable for Credit CSU, UC
Comprehensive study of general physics: Mechanics, properties of matter, thermodynamics, heat, wave motion, and sound. 1902.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A;

PHYS 2B
General Physics
5 Units, 4 hours lecture, 3 hours lab (GR)
Prerequisite: PHYS 002A.
Acceptable for Credit CSU, UC
Comprehensive study of general physics: Light, optics, electricity, magnetism, atomic physics, and modern physics. 1902.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A;

PHYS 4A
General Physics with Calculus
5 Units, 4 hours lecture, 3 hours lab (GR)
Prerequisite: MATH 003A and MATH 003B or
Corequisite: MATH 003B.
Recommended Preparation: PHYS 010.
Acceptable for Credit CSU, UC
Comprehensive study of major topics of physics: Motion, forces, gravity, energy, momentum, rotation, equilibrium, fluids, oscillations, waves, and sound. 1902.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: PHYS 205)

PHYS 4B
General Physics with Calculus
5 Units, 4 hours lecture, 3 hours lab (GR)
Prerequisite: PHYS 004A and MATH 003B and MATH 003C or
Corequisite: MATH 003C.
Acceptable for Credit CSU, UC
Comprehensive study of major topics in physics: Thermodynamics, electric forces and fields, magnetic forces and fields, electricity, and AC and DC circuits. 1902.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5C, 5A; (C-ID: PHYS 210)

PHYS 4C
General Physics with Calculus
5 Units, 4 hours lecture, 3 hours lab (GR)
Prerequisite: PHYS 004B and MATH 003C and MATH 003E or MATH 003F or
Corequisite: MATH 003E and MATH 003F.
Acceptable for Credit CSU, UC
Comprehensive study of major topics in physics: Light, interference, relativity, quantum physics, atoms, molecules, and nuclei. 1902.00
Peralta GE Areas 1; CSU area B1, B3; IGETC area 5A; (C-ID: PHYS 215)

PHYS 10
Introduction to Physics
4 Units, 4 hours lecture (GR or P/NP)
Recommended Preparation: MATH 201 or MATH 202 or MATH 210D.
Acceptable for Credit CSU, UC
Elementary study of major topics of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C. 1902.00
Peralta GE Areas 1; CSU area B1; IGETC area 5A;

PHYS 10L
Introduction to Physics Laboratory
1 Unit, 3 hours lab (GR or P/NP)
Prerequisite: PHYS 010 or
Corequisite: PHYS 010.
Recommended Preparation: MATH 201 or or Math 210D - Elementary Algebra (Lab).
Acceptable for Credit CSU, UC
Not open for credit to students who have completed or are currently enrolled in PHYS 2A-2B, 3A-3B, or 4A-4B-4C. Practical application of basic concepts and principles of physics: Motion, forces, gravity, matter, energy, momentum, rotation, oscillation, sound, heat, thermodynamics, electromagnetism, light, quantum physics, atoms, nuclei, and relativity. 1902.00
CSU area B3; IGETC area 5C;

PHYS 49
Independent Study in Physics
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Physics. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 1902.00

Political Science (POSCI)

POSCI 1
Government and Politics in the United States
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to principles and the political process of national, state, and local government: Emphasis on national government and the Constitution. 2207.00
CSU area D, US2, US3; IGETC area 4;
(C-ID: POLS 110)

POSCI 2
Comparative Government
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Comparative analysis in government and politics: Political leadership, citizenship participation, centers of power, and political problems of selected governments. 2207.00
CSU area D; IGETC area 4;

POSCI 3
International Relations
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Nature of relations among nation-states: Analysis of basic forces affecting the formulation of foreign policy, dynamics of international politics, survey of rise and development of the nation-state system, problems of nationalism and imperialism with emphasis on development since World War II, and evolution and operation of the United Nations. 2207.00
IGETC area 4;

POSCI 4
Political Theory
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories and ideologies, relevance of theory to contemporary problems, and new approaches to political thought. 2207.00
IGETC area 4;

POSCI 5
American Politics and Minority Groups
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Role and experience of ethnic groups in the American political system: Expression and resolution of political conflicts, contemporary political experiences, problems of selected ethnic groups, proposed solutions to these problems, and practical political techniques for the achievement of such solutions. 2207.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

Psychology (PSYCH)

PSYCH 1A
Introduction to General Psychology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Scientific principles of psychology: Application of scientific research in understanding learning, human development, biological processes, personality, behavior disorders, social psychology, and adjustment of the human organism. 2001.00
Peralta GE Areas 2; CSU area D, E; IGETC area 4;
(C-ID: PSY 110)

PSYCH 6
Social Psychology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Psychological aspects of human social life involved in the relationship between identity and social structure: Human behavior in the context of the individual as an acting and interacting member of various groups in society. 2001.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

PSYCH 10
Psychology and Life: Basic Principles
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Basic principles of psychology: Human interactions and contemporary psychological issues; recent research developments in the field of psychology. 2001.00
Peralta GE Areas 2; CSU area D; IGETC area 4;

PSYCH 12
Human Sexuality
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Exploration and analysis of the multifaceted aspects of human sexuality: Psychological, physiological, anatomical, sociological, legal, medical, educational, and cultural experiences of sex, gender, sexual orientations, birth control devices, and pregnancy, while emphasizing diversity. Not open to students who have completed or are currently enrolled in BIOL 27 or HLTED 27. 2001.00
Peralta GE Areas 2; CSU area D, E; IGETC area 4;
(C-ID: PSY 130)

PSYCH 21
Lifespan Human Development
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Human development from conception to death: Theories of development, research methods; physical, cognitive, social, and emotional changes of the life span with developmental issues; nature vs. nurture, continuity vs. discontinuity, stability vs. instability. 2001.00
Peralta GE Areas 2; CSU area D, E; IGETC area 4;
(C-ID: PSY 180)

PSYCH 24
Abnormal Psychology
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: PSYCH 001A.
Acceptable for Credit CSU, UC
Survey of the major psychological disorders: Historical perspectives of various theoretical models (biological, psychodynamic, behavioral, cognitive, humanistic, existential, socio-cultural); review of research for understanding origins and most promising treatments. 2001.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: PSY 120)

PSYCH 28
Introduction to Research Methods in Psychology
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: PSYCH 001AAs required in course descriptors in C-ID as identified for AA-T in Psychology and MATH 013As required in course descriptors in C-ID as identified for AA-T in Psychology .
Acceptable for Credit CSU, UC
Introduction to research methods for psychology: Research design; experimental procedures; descriptive methods; instrumentation; collection, analysis, and reporting of research data; review of research design and methodology in various sub-disciplines of psychology. 2001.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: PSY 200)

PSYCH 31
Latino Psychology
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Introduction to understanding the psychology of Latinos/as in the United States: study of biological, psychological, environmental, and cultural factors that impact and shape the behavior of Latino/a groups living in the U.S. 2001.00
CSU area D; IGETC area 4;

PSYCH 49
Independent Study in Psychology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Psychology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2001.00

Radiologic Science (RADSC)

RADSC 1A
Survey of Radiologic Science
1.5 Units, 1.5 hours lecture (GR)
Acceptable for Credit CSU
Exploration of educational/career options in diagnostic radiologic science: Includes policy for program entry, the job functions of a radiologic technologist and observations in a clinical setting; introduction to medical terminology, radiographic examinations, basic radiation safety principles, standard precautions, patient care, ethics and medical-legal issues, and advanced specialty modalities. Covers both positive and negative aspects of the field regarding the pursuit of a career in this area. 1225.00

RADSC 1B
Introduction to Medical Imaging
2 Units, 2 hours lecture (GR)
Prerequisite: RADSC 001A.
Acceptable for Credit CSU
Overview of allied health professions with specific attention to the medical imaging technologist: Allied health education, ethical behavior, medical-legal issues and liabilities, interpersonal communications, radiation safety, and preparation for clinical experience. 1225.00

RADSC 1C
Introduction to Medical Imaging Clinic
2.5 Units, 12 hours lab (GR)
Prerequisite: RADSC 001Btaken first during same term as RADSC 001C, Background check, Drug screen, Health clearances: Physical examination, and recent negative TB (PPD) skin test or chest X-ray test results, and recent immunizations 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): Emphasis on patient care and positioning; orientation to the hospital and medical imaging department, hospital information system, radiology information system, quality assurance, equipment operation, department safety, and radiographic procedures. 1225.00

RADSC 2A
Radiographic Physics I
2 Units, 1.5 hours lecture, 2 hours lab (GR)
Prerequisite: CIS 001 and MATH 203.
Acceptable for Credit CSU
Introduction to principles of radiographic physics and radiographic quality factors: X-ray imaging systems, X-ray tube characteristics, X-ray beam production and X-ray emission; X-ray interaction with matter, basic control panel elements, and grids. Emphasis is placed on radiographic image quality, scatter radiation and basic imaging factors that include: patient position, tube position, distance, grid ratio and exposure factors. 1225.00

RADSC 2B
Radiographic Physics II
4 Units, 3 hours lecture, 4 hours lab (GR)
Prerequisite: RADSC 002A.
Acceptable for Credit CSU
Continuation of RADSC 2A: Radiographic quality factors, radiologic quantities and units; structure of matter, electromagnetic energy, magnetism, electricity, electromagnetism; x-ray imaging system, circuitry, x-ray tube, x-ray production, x-ray emission spectrum, and x-ray interactions with matter. 1225.00

RADSC 2C
Digital Applications in Medical Imaging
4 Units, 3 hours lecture, 4 hours lab (GR)
Prerequisite: RADSC 002B.
Corequisite: RADSC 009C.
Acceptable for Credit CSU
Continuation of Radsc 2B: Technology applicable to specialized operation of computed/digital radiography and fluoroscopy, picture archiving and communication and radiology information systems; hands-on applications of software packages used to simulate job skills needed in a hospital clinical environment. 1225.00

RADSC 3A
Positioning I
4 Units, 3 hours lecture, 4 hours lab (GR)
Prerequisite: RADSC 001A, BIOL 024 or and or BIOL 020A and .
Corequisite: RADSC 001C, RADSC 002A.
Recommended Preparation: CIS 001, HLTOC 201or equivalent course, Healthcare and/or customer service work experience or business or professional communications courses.
Acceptable for Credit CSU
Terminology, accessory devices, and equipment used in radiographic procedures: Application of protective devices; anatomy review and positioning for examinations of the chest, abdomen, and upper and lower extremities to include the shoulder, bony thorax, and pelvis. 1225.00

RADSC 3B
Positioning II
4 Units, 3 hours lecture, 4 hours lab (GR)
Prerequisite: RADSC 001B, RADSC 002A, RADSC 003A, RADSC 005A.
Acceptable for Credit CSU
Continuation of RADSC 3A: Anatomy review and positioning for examinations of the bony thorax, upper and lower gastrointestinal tracts, urinary system, spine, cranium, facial bones, and sinuses. 1225.00

RADSC 4A
Radiation Protection
2 Units, 2 hours lecture (GR)
Prerequisite: RADSC 002B and RADSC 003B and RADSC 009A.
Acceptable for Credit CSU
Physics of ionizing radiation: Photon and particle interaction with living tissue, protective materials and barriers, state and federal regulations governing radiation and consumer protection, practical methods and principles used in producing optimum images while limiting patient exposure, instrumentation in detecting and monitoring radiation, and measurement of useful scatter radiation. 1225.00

RADSC 4B
Radiobiology
2 Units, 2 hours lecture (GR)
Prerequisite: RADSC 002B and RADSC 003B and RADSC 009A.
Acceptable for Credit CSU
Continuation of RADSC 4A focusing on a study of the effects of ionizing-radiation exposure on human and animal populations: Photon and particulate ionizing-radiation interactions with living tissue at the atomic, molecular, cellular, organic, and whole-body levels; physical and biologic factors affecting radiosensitivity; risk estimates/perspectives for patients subject to diagnostic and interventional radiology procedures and radiation therapy procedures; early and late radiation effects and acute radiation syndrome; and scientific basis for current radiation protection philosophies and regulations. 1225.00

RADSC 5A
Patient Care I
3 Units, 3 hours lecture, 1 hour lab (GR)
Prerequisite: BIOL 020A and BIOL 020B or BIOL 002 and BIOL 004.
Recommended Preparation: ENGL 001A.
Acceptable for Credit CSU
Ethical and interpersonal responsibilities of the health-team members: Theory and practice in assessing patient care, evaluation of radiographic orders, medical terminology related to all major body systems, medical asepsis, standard precautions techniques, and contrast preparation and administration techniques. 1225.00

RADSC 5B
Patient Care II
3 Units, 3 hours lecture (GR)
Prerequisite: RADSC 003B, RADSC 005A.
Acceptable for Credit CSU
Advanced patient-care skills: Complex clinical problem-solving skills; cultural sensitivity; radiography and care for patients with central venous lines, chest tubes, endotracheal tubes, enteric tubes, and urinary catheters; medical emergencies in the radiology department; pharmacology; contrast media and associated hazards; venipuncture for contrast-media administration; special care needs for patients with chronic disabilities. 1225.00

RADSC 6
Quality Management/Fluoroscopy
2.5 Units, 2 hours lecture, 2 hours lab (GR)
Prerequisite: RADSC 002C, RADSC 004A, RADSC 009C.
Corequisite: RADSC 009D.
Acceptable for Credit CSU
Quality management/fluoroscopy concepts: Equipment monitoring and maintenance programs for radiography, fluoroscopy and image processing; artifact causes and repeat analysis programs; demonstrations and performance of quality assurance procedures in both radiographic and fluoroscopic areas emphasizing high quality patient care; and preparations for taking the California fluoroscopy permit examination. 1225.00

RADSC 7
Advanced Imaging Procedures
3 Units, 3 hours lecture (GR)
Prerequisite: RADSC 002C, RADSC 005B, RADSC 009C.
Acceptable for Credit CSU
Advanced imaging procedures and equipment: Fluoroscopy, Image Recording Systems, Angiography, Interventional Procedures, Computed Tomography, Magnetic Resonance Imaging, Diagnostic Medical Sonography, and Nuclear Medicine; present and future medical imaging trends. 1225.00

RADSC 8
Sectional Anatomy and Radiographic Pathology
4 Units, 4 hours lecture (GR)
Prerequisite: RADSC 002C, RADSC 005B, RADSC 009C.
Acceptable for Credit CSU
Systematic classification of disease: Signs and symptoms of common diseases, radiographic examination and treatment of diseases, application of plain and special imaging modalities in the diagnostic process utilizing sagittal, axial and coronal imaging planes of head, neck, spine, chest, abdominal and pelvic cavities and joints. Anatomic reference points, intersecting planes and medical terminology used to identify relationships of organs as well as pathological conditions. 1225.00

RADSC 9A
Clinical Experience I
4 Units, 16 hours lab (GR)
Prerequisite: RADSC 002C.
Acceptable for Credit CSU
Clinical practicum in a medical-imaging department of an affiliated clinical education center. 1225.00

RADSC 9B
Clinical Experience II
4 Units, 16 hours lab (GR)
Prerequisite: RADSC 002B, RADSC 003B, RADSC 009A.
Acceptable for Credit CSU
Continuation of RADSC 9A: Clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

RADSC 9C
Clinical Experience III
6 Units, 24 hours lab (GR)
Prerequisite: RADSC 004B and RADSC 009B and RADSC 010A.
Acceptable for Credit CSU
Continuation of RADSC 9B: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

RADSC 9D
Clinical Experience IV
6 Units, 24 hours lab (GR)
Prerequisite: RADSC 003B, RADSC 005B, RADSC 009C.
Acceptable for Credit CSU
Continuation of RADSC 9C: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

RADSC 9E
Clinical Experience V
6 Units, 24 hours lab (GR)
Prerequisite: RADSC 009D.
Acceptable for Credit CSU
Continuation of RADSC 9D: Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center. 1225.00

RADSC 10A
Seminar
1.5 Units, 1.5 hours lecture (GR)
Prerequisite: RADSC 002B and RADSC 003B and RADSC 009A.
Acceptable for Credit CSU
Discussion and analysis of topics relevant to the radiologic sciences: Imaging procedures in the OR, special considerations for the pediatric patient, ethical and patient care case studies, advances in infection control, and new developments in the field including equipment and techniques. 1225.00

RADSC 10B
Seminar
1.5 Units, 1.5 hours lecture (GR)
Prerequisite: RADSC 007 and RADSC 008.
Acceptable for Credit CSU
Preparation for state licensing and national registry examinations: Assistance with job-interview skills and resume preparation, updates of CAL OSHA regulations, California and national radiologic health regulations regarding radiation/occupational safety and patient care; exploration of other topics, and problem solving related to patient care and medical imaging in clinical and community settings. 1225.00

RADSC 251
Clinical Experience for the Returning Student (First Year)
4 Units, 16 hours lab (GR)
Prerequisite: RADSC 001B and Background check, drug screening, and health clearances [physical examination, and recent negative TB (PPD) skin test or chest X-ray test results, and recent immunization against diphtheria, tetanus, polio, rubeola, rubella, mumps, and chicken pox (varicella)].
Clinical practicum in medical imaging: Review of clinical skills for returning students. 1225.00

RADSC 252
Clinical Experience for the Returning Student (Second Year)
4 Units, 16 hours lab (GR)
Prerequisite: RADSC 001B and RADSC 003A and RADSC 005A and RADSC 002A and Background check, drug screen and health clearances. .
Advanced clinical practicum in a medical-imaging department of an affiliated clinical training center for the returning student. Recommended for students in the second year of the program. 1225.00

Real Estate (RLEST)

RLEST 2A
Principles of Real Estate
3 Units, 3 hours lecture (GR or P/NP)
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

RLEST 3
Real Estate Brokerage Management
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: RLEST 002A.
Acceptable for Credit CSU
Successful operation of a real estate office: Management, leadership, communications, staffing, market analysis, and finance. 0511.00

RLEST 4A
Legal Aspects of Real Estate
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Legal aspects of real estate: Study of methods and techniques to determine how real estate and the law interact; emphasis on federal tax laws, arbitration and mediation concepts, electronically transmitted contracts and registration systems. 0511.00

RLEST 5
Real Estate Practice
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Comprehensive presentation of daily activities of brokers and salespersons: Selling, listing, advertising, taking and presenting offers, qualifying buyers; appraisal, finance, and escrow procedures; taxation, investment property, and exchanges. 0511.00

RLEST 6A
Real Estate Finance - Residential
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basic real estate finance: Study and analysis of money markets, interest rates, real estate financing, lending policies, and problems involved in financing real property; and emphasis on homes with brief introduction to multi-family units. 0511.00

RLEST 6B
Advanced Real Estate Finance - Commercial
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Advanced real estate finance: Detailed study of financing for multi-family units, commercial properties, and special-purpose projects. 0511.00

RLEST 7A
Real Estate Appraisal
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basic real estate appraisal: Study of methods and techniques used to determine value; emphasis on residential property with brief introduction to multi-family units. 0511.00

RLEST 8
Property Management
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: RLEST 002Aor corequisite.
Acceptable for Credit CSU
Real estate management: Neighborhood analysis and trends, rent schedules, leases, accounting, maintenance, and landlord/tenant relations; the business of property management. 0511.00

RLEST 9
Real Estate Economics
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: RLEST 002Aor corequisite.
Acceptable for Credit CSU
Basic real estate economics: Study of methods and techniques used in the current economic markets during real estate transactions; emphasis on real estate economics principles and practices in California. 0511.00

RLEST 10
Real Estate Mathematics
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Real estate mathematics: Study to assist the student with the mathematics portion of the licensing examination and to assist the agent in his/her everyday transactions. 0511.00

RLEST 11
Real Estate Escrow Procedures
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: RLEST 002Aor corequisite.
Acceptable for Credit CSU
Basic real estate escrow procedures: Study of methods and techniques used around the natural flow and sequence of events in a real estate transaction; emphasis on the escrow dynamics and recent changes in modern real estate escrow procedures. 0511.10

RLEST 14
Real Estate Investments
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basic real estate investments: Study of methods and techniques used to analyze economic values; emphasis on the key factors and financial analysis involved in making real estate investments. 0511.00

RLEST 18
Common Interest Developments (Homeowners Associations Management
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to the basics of managing, purchasing, and selling of common interest developments (CIDs) governed by homeowners associations (HOA): Condominiums, stock cooperatives, community apartment projects, and planned developments; applicable federal and state laws. 0511.00

RLEST 20
Computer Applications in Real Estate
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Basic real estate computer applications: Study of internet and computer hardware and software applications used in the day-to-day life of the real estate practitioner; emphasis on searching for residential homes, real estate contracts, and comparable analysis. 0511.00

RLEST 21
Uniform Standards of Professional Appraisal Practice (USPAP)
1 Unit, 1 hour lecture (P/NP)
Recommended Preparation: RLEST 007A, RLEST 007B.
Acceptable for Credit CSU
Appraisal practice seeking competency in USPAP, especially those subject to licensing and certification requirements as established by the Appraisal Foundation and the California Office of Real Estate Appraisers(OREA).

RLEST 22
Residential Appraisal Report Writing & Case Studies
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: RLEST 007A.
Acceptable for Credit CSU
Appraisal of form reports completed for portfolio presentation along with practical case studies. Required course for the Trainee Appraiser License offered by the state of California Office of Real Estate Appraisers:

RLEST 250
BRE Salesperson/Broker Exam Preparation
1 Unit, 1 hour lecture (P/NP)
Recommended Preparation: RLEST 002A.
California Salesperson/Broker Licensing Exam preparation: Simulated exam and review of essential course content from all courses in real estate. 0511.00

Sociology (SOC)

SOC 1
Introduction to Sociology
3 Units, 3 hours lecture (GR or P/NP)
Recommended Preparation: ENGL 001A or ENGL 001AS.
Acceptable for Credit CSU, UC
Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics. 2208.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: SOC 110)

SOC 2
Social Problems
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Study of society through application of sociological principles and critical thinking skills to the identification and analysis of selected social problems: Poverty, racism/sexism, drug abuse, crime, and population control. 2208.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: SOCI 115)

SOC 3
Sociology of Women
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
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
Peralta GE Areas 2; CSU area D; IGETC area 4;

SOC 5
Minority Groups
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Analysis of racial, religious, and ethnic minority groups: General principles of dominant-minority group relations. 2208.00
Peralta GE Areas 2, 5; CSU area D; IGETC area 4;
(C-ID: SJS 110)

SOC 13
Sociology of the Family
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Social factors which contribute to marriage and family: Changing historic, economic, and socio-cultural forces that shape intimate and familial relationships. 2208.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: SOCI 130)

SOC 45
Sociology of Sports
3 Units, 3 hours lecture (GR)
Acceptable for Credit CSU, UC
Critical analysis/survey of sports in America: The interrelationship between the athlete and traditional social institutions (education, politics, economics, and the media). 2208.00
CSU area D; IGETC area 4;

SOC 49
Independent Study in Sociology
.5 - 5 Units, .5 - 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU
In-depth exploration of an area or problem of the student's choice not covered by regular catalog offerings in Sociology. Student must obtain approval from an appropriate faculty member. For more details, see the section on independent study in the college catalog. 2208.00

SOC 120
Introduction to Research Methods
3 Units, 3 hours lecture (GR or P/NP)
Prerequisite: SOC 001As required in course descriptors in C-ID as identified for AA-T in Sociology.
Acceptable for Credit CSU, UC
Introduction to empirical research for the social sciences: Nature of theory, hypotheses, variables, ethics of research; application of qualitative and quantitative analytic tools including survey, observational, experimental, case study, and comparative historical research. 2201.00
Peralta GE Areas 2; CSU area D; IGETC area 4;
(C-ID: SOC 120)

Spanish (SPAN)

SPAN 1A
Elementary Spanish
5 Units, 5 hours lecture (GR or P/NP)
Acceptable for Credit CSU, UC
Development and application of language skills and cultural exploration of the Spanish speaking world: Study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. This course is the equivalent of two years of high school Spanish. 1105.00
Peralta GE Areas 3; CSU area C2; IGETC area 6A;
(C-ID: SPAN 100)

SPAN 1B
Elementary Spanish
5 Units, 5 hours lecture (GR or P/NP)
Prerequisite: SPAN 001A.
Acceptable for Credit CSU, UC
Continuation of SPAN 1A: Development and application of language skills and cultural exploration of the Spanish speaking world; study and practice in understanding, speaking, reading and writing Spanish; readings in Spanish and Latin-American life and culture; course conducted with Spanish as the primary language of instruction. 1105.00
Peralta GE Areas 3; CSU area C2; IGETC area 3B, 6A;
(C-ID: SPAN 110)

SPAN 30A
Beginning Conversational Spanish
3 Units, 3 hours lecture (GR or P/NP)
Acceptable for Credit CSU
Introduction to conversational Spanish: Use of modern colloquial Spanish in conversation, and elementary grammar. 1105.00
Peralta GE Areas 3; CSU area C2;

Programs

Administration of Justice (ADJUS)

ADMINISTRATION OF JUSTICE - AS-T DEGREE

Program Description

The Associate in Science in Administration of Justice for Transfer (AS-T) degree program is for students who plan to transfer and complete a bachelor's degree at a California State University (CSU) or another four-year college or university. Successful completion of this degree affords students specific guarantees for admission to the CSU system with junior status to a program or major in Administration of Justice or a similar major such as Law Enforcement, Correctional Administration, Social Science, and Pre-Law.

The program is for those preparing for a career in criminal justice. It is also for those currently employed in an administration of justice agency who seek training for career advancement. A set of core courses provides knowledge of the criminal justice system and the training necessary to enter various careers in the criminal justice sector including jobs in public law enforcement agencies, municipal police, probation officers, county deputy sheriffs, correctional offices, game wardens, state parks, and private security.

To qualify for the Associate in Science in Administration of Justice for Transfer (AS-T) degree, students are required to complete the following Major course and General Education requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
    A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
    B. A minimum of 18 semester units (or 27 quarter units) in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a minimum grade of "C" (or "P") for each course in the major.

See the *Transfer Information* section of this catalog for more information on AS-T requirements and CSU GE-Breadth or IGETC.

Career Opportunities

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

Learning Outcome(s)

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

4. Create and contribute to an environment conducive and accepting of in-depth analysis and critique of social policy and social justice issues as it relates to socioeconomic status, race, gender, ethnicity, and culture.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0-19.0**
Select 18 - 19 Major Requirement Units from the courses below:		
Core Courses:		**6.0**
ADJUS 021	Introduction to Administration of Justice	3
ADJUS 022	Concepts of Criminal Law	3
Choose Two:		**6.0**
List A: Select two courses for 6 units from the following:		
ADJUS 023	Principles and Procedures of the Justice System	3
ADJUS 024	Legal Aspects of Evidence	3
ADJUS 025	Community Relations	3
ADJUS 026	Introduction to Forensic Investigation	3
ADJUS 051	Juvenile Law and Procedures	3
ADJUS 056	Criminal Investigation	3
ADJUS 063	Introduction to Corrections	3
Choose Two:		**6.0-7.0**
List B: Select Two courses for 6-7 units from the following or from any Group A course not already used.		
MATH 013	Introduction to Statistics	4
PSYCH 001A	Introduction to General Psychology	3
SOC 001	Introduction to Sociology	3
	Major Requirement Units:	**18-19**
	Units that may be double-counted for General Education:	**12**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**9-11**
	Total Degree Units:	**60**

ADMINISTRATION OF JUSTICE: CORRECTIONS - A.A. DEGREE

Program Description

The Associate in Arts (AA) Administration of Justice: Corrections degree program provides preparatory instruction necessary for persons who wish entry into four-year institutions for careers as Correctional Officers, Counselors, or Probation and Parole Officers with federal, state, and county agencies. Entry-level employment may be available after satisfactory completion of the AA degree requirements.

To qualify for the Associate in Arts Administration of Justice: Corrections degree, students must satisfactorily complete the Degree Major requirements and the local AA/AS General Education requirements. The minimum time for completion of this AA degree is 4 semesters. Completion time will vary based on student preparation and the number of units completed per semester. See the Associate Degree section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

This AA degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 21 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major
4. A minimum grade of "C" (or "P") for ENGL 1A or ENGL 1AS or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

The program prepares students for positions such as correctional officer, deputy sheriff, state or county probation officer, state or federal parole agent, correctional aide, juvenile institutional officer, group home counselor, reentry counselor, as well as manager and supervisor in these individual fields. Placement may depend on job availability and the successful completion of an entrance examination.

Learning Outcome(s)

1. Recall, list, and define common terms used in the field of corrections
2. Compare and contrast the various historical efforts and contemporary trends in corrections as they apply to punishment and reduction of recidivism
3. Articulate the purposes and importance of the ethical application of laws, policies, procedures, and operational techniques to the investigation, detection, rehabilitation, or punishment of criminal offenders.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**33.0**
Select 33 Major Requirement Units from the courses below:		
Core Courses:		**18.0**
ADJUS 021	Introduction to Administration of Justice	3

ADJUS 022	Concepts of Criminal Law	3
ADJUS 023	Principles and Procedures of the Justice System	3
ADJUS 024	Legal Aspects of Evidence	3
ADJUS 025	Community Relations	3
ADJUS 063	Introduction to Corrections	3
Choose One:		**3.0**
PSYCH 001A	Introduction to General Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
Choose One:		**3.0**
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
Choose Three:		**9.0**
ADJUS 051	Juvenile Law and Procedures	3
ADJUS 056	Criminal Investigation	3
COSER 010	Community Resources and Social Policy	3
COSER 016B	Communication: Families in Crisis	3
COSER 022	Social Psychology of Substance/Drug Abuse	3
COSER 041	Substance Abuse and the Law	3
COSER 042	Counseling Skills and Substance Abuse	3
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3
	Major Requirement Units:	**33**
	General Education and Elective Course Units:	**27**
	Total Units:	**60**

ADMINISTRATION OF JUSTICE: CORRECTIONS - CERTIFICATE OF ACHIEVEMENT

Program Description

The Administration of Justice: Corrections Certificate of Achievement program provides preparatory instruction necessary for persons who wish entry into four-year institutions for careers as Correctional Officers, Counselors, or Probation and Parole Officers with federal, state, and county agencies. Entry-level employment may be available after satisfactory completion of the certificate requirements.

A Certificate of Achievement will be awarded upon satisfactory completion of the 37-38 units specified for this certificate. The minimum time for completion of this certificate is 4 semesters. Completion time will vary based on student preparation and the number of units completed per semester.

Career Opportunities

The program prepares students for positions such as correctional officer, deputy sheriff, state or county probation officer, state or federal parole agent, correctional aide, juvenile institutional officer, group home counselor, reentry counselor, as well as manager and supervisor in these individual fields. Placement may depend on job availability and the successful completion of an entrance examination.

Learning Outcome(s)

1. Recall, list, and define common terms used in the field of corrections
2. Compare and contrast the various historical efforts and contemporary trends in corrections as they apply to punishment and reduction of recidivism
3. Articulate the purposes and importance of the ethical application of laws, policies, procedures, and operational techniques to the investigation, detection, rehabilitation, or punishment of criminal offenders.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**37.0-38.0**
Select 37 - 38 Major Requirement Units from the courses below:		
Core Courses:		**18.0**
ADJUS 021	Introduction to Administration of Justice	3
ADJUS 022	Concepts of Criminal Law	3
ADJUS 023	Principles and Procedures of the Justice System	3
ADJUS 024	Legal Aspects of Evidence	3
ADJUS 025	Community Relations	3
ADJUS 063	Introduction to Corrections	3
Choose One:		**4.0-5.0**
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5
Choose One:		**3.0**
PSYCH 001A	Introduction to General Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
Choose One:		**3.0**
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
Choose Three:		**9.0**
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3

ADJUS 051	Juvenile Law and Procedures	3
ADJUS 056	Criminal Investigation	3
COSER 010	Community Resources and Social Policy	3
COSER 016B	Communication: Families in Crisis	3
COSER 022	Social Psychology of Substance/Drug Abuse	3
COSER 041	Substance Abuse and the Law	3
COSER 042	Counseling Skills and Substance Abuse	3
	Total Units:	**37-38**

ADMINISTRATION OF JUSTICE: POLICE SCIENCE - A.A. DEGREE

Program Description

The Administration of Justice: Police Science Associate in Arts Degree program provides practical and technical instruction to meet the requirements of law enforcement agencies at the local, state, and federal levels. The program is designed for those who are interested in careers in law enforcement 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, detecting, and arresting violators of the law, crime prevention, and protecting life and property.

To qualify for the Associate in Arts Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AA degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

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

Learning Outcome(s)

1. Identify and summarize the Constitutional Amendments of Special Significance to the American System of Justice
2. Summarize the historical development of policing in America and the characteristics of each stage/era.
3. Explain and employ chain-of-command and paramilitary management structure.
4. Analyze the issues and challenges faced in policing including but not limited to police subculture, stressors, civil liability, professionalism, and ethics.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**36.0**
Select 36 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
ADJUS 021	Introduction to Administration of Justice	3

ADJUS 022	Concepts of Criminal Law	3
ADJUS 023	Principles and Procedures of the Justice System	3
ADJUS 024	Legal Aspects of Evidence	3
ADJUS 025	Community Relations	3
ADJUS 057	Report Writing for Public Safety Personnel	3
HLTED 001	Exploring Health Issues	3
Choose One:		**3.0**
PSYCH 001A	Introduction to General Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
Choose One:		**3.0**
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
Choose Three:		**9.0**
ADJUS 051	Juvenile Law and Procedures	3
ADJUS 056	Criminal Investigation	3
ADJUS 063	Introduction to Corrections	3
COSER 010	Community Resources and Social Policy	3
COSER 016B	Communication: Families in Crisis	3
COSER 041	Substance Abuse and the Law	3
	Major Requirement Units:	**36**
	General Education and Elective Course Units:	**24**
	Total Units:	**60**

ADMINISTRATION OF JUSTICE: POLICE SCIENCE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Administration of Justice: Police Science Certificate of Achievement program provides practical and technical instruction to meet the requirements of law enforcement agencies at the local, state, and federal levels. The program is designed for those who are interested in careers in law enforcement 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, detecting, and arresting violators of the law, crime prevention, and protecting life and property.

A Certificate of Achievement will be awarded upon satisfactory completion of the 31-32 units specified for the certificate.

Career Opportunities

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

Learning Outcome(s)

1. Identify and summarize the Constitutional Amendments of Special Significance to the American System of Justice
2. Summarize the historical development of policing in America and the characteristics of each stage/era.
3. Explain chain-of-command and paramilitary management structure.
4. Analyze the issues and challenges faced in policing including but not limited to police subculture, stressors, civil liability, professionalism, and ethics.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**31.0-32.0**
Select 31 - 32 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
ADJUS 021	Introduction to Administration of Justice	3
ADJUS 022	Concepts of Criminal Law	3
ADJUS 023	Principles and Procedures of the Justice System	3
ADJUS 024	Legal Aspects of Evidence	3
ADJUS 025	Community Relations	3
ADJUS 057	Report Writing for Public Safety Personnel	3
HLTED 001	Exploring Health Issues	3
Choose One:		**3.0**
PSYCH 001A	Introduction to General Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
Choose One:		**3.0**
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
Choose One:		**4.0-5.0**
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5

ENGL 001B	Composition and Reading	4
	Total Units:	**31-32**

HOMELAND SECURITY - CERTIFICATE OF ACHIEVEMENT

Program Description

The Homeland Security Certificate of Achievement provides foundational knowledge of local, national and international security. The program examines national security threats related to domestic and international terrorism while exploring the roles and responsibilities of local and national security agencies when preparing for emergencies. The program is designed to prepare students for employment in entry-level and advanced positions in public and private security sectors.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Career Opportunities

Career opportunities – TSA Officer, Security Guard, Port Security, School Security, Bank Guard, Company Guard, Hospital Guard, Mall Security. Successful completion of the Security Guard course, the attainment of a Guard Card, and completion of the California Powers to Arrest Exam allows immediate entry into the security field.

Learning Outcome(s)

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

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**
ADJUS 021	Introduction to Administration of Justice	3
ADJUS 070	Introduction to Homeland Security	3
ADJUS 071	Intelligence Analysis and Security Management	3
ADJUS 072	Introduction to Terrorism/WMD	3
ADJUS 115	Transportation and Border Security	3
ADJUS 116	Security Guard	1
	Total Units:	**16**

African-American Studies (AFRAM)

AFRICAN AMERICAN STUDIES - A.A. DEGREE

Program Description

The Associate in Arts (AA) degree in African American Studies examines, from numerous disciplinary perspectives, questions of race, culture, and modern struggles for equality centering on the experiences of people of African descent in Black Atlantic societies including the United States, the Caribbean, Latin America, Europe, and Africa, including the global impact of those experiences. Students in the program explore the historical, cultural, political, economic, and social development of Black Atlantic societies.

To qualify for the Associate in Arts Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. The minimum time for completion of this AA/AS degree is 4 semesters. Completion time will vary based on student preparation and the number of units completed per semester. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AA degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or 1AS or their equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

Equal to any liberal arts degree with transfer emphasis

Learning Outcome(s)

1. Critical Thinking (Prepare) Students will be able to examine research, ideologies, issues and text from an African Centered point of view that illuminates the uniqueness of the Black experience in a wholistic and contextualized manner.
2. Organizing Ideologies and Tactics (Apply and Engage) Students will be able to compare, contrast and evaluate different philosophies and means for addressing issues of concern in the African world community. Students will engage in organizations and methods that empower African people.
3. Global Pan-African Perspective (Speak, Engage) Students will recognize and apply their identity and activism from a unified understanding of the race, culture and heritage of African people.
4. Cultural Pride and Racial Identity (Define and Maintain) Students will exhibit a positive self and collective awareness in their race and heritage.
5. African Centered Perspective in All Areas of Life and Work (Observe and Respond) Students will develop a perspective and behavior that incorporates African Centered thought into all areas of life; including family, work, community commitment and social justice activities.

6. College Level Performance in Writing and Reading (Prepare) Students will be able to read and write with intellectual integrity; accessing, critically evaluating and synthesizing information from scholarly resources and expressing them in written form.
7. Applying Knowledge to Advanced Study (Prepare) Students will be prepared to successfully complete academic work at the institution they transfer to.
8. Community Involvement and Activism (Contribute) Students will understand the role they must play in combating oppression in the African world community. They will have an enhanced self-awareness about the power of collective action and the role of the individual in collective justice.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**21.0-22.0**
Select 21 - 22 Major Requirement Units from the courses below:		
Choose Two:		**6.0**
Group 1: Family and Society		
AFRAM 005	The African-American Family in the United States	3
AFRAM 008	African-American Politics	3
AFRAM 010	Sociology of African-Americans	3
AFRAM 012	Psychology of African-Americans	3
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3
AFRAM 014B	Social Psychology of African-American Male/Female Relationships	3
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3
AFRAM 019	Racism in the United States	3
AFRAM 038	Environmental Racism and Justice	3
Choose 6-7 units from the following:		**6.0-7.0**
Group 2: History and Economics		
AFRAM 002	Black Economics	3
AFRAM 004	The Black Panther Party: Strategies on Organizing the People	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 032	African-American History: 1945 to Present	3
AFRAM 200	Africana Learning Lab	1
Choose One:		**3.0**
Group 3: Africa and the Diaspora		
AFRAM 025	Classical African Civilizations	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 003	Ghana: Pan African Thought and the Struggle for Africa's Liberation	3
AFRAM 018	African Heritage of Latin America	3
M/LAT 032	African Heritage of Latin America	3
Choose Two:		**6.0**
Group 4: Culture and Creativity		
AFRAM 033	The Roots of African-American Culture	3
AFRAM 039	Black World Films	3
AFRAM 041	African-American Writers (Fiction)	3
AFRAM 042	African-American Writers (Non-Fiction)	3
AFRAM 043	African-American Writers (Poetry)	3
AFRAM 045	Religion and the African-American Church in America	3
	Major Requirement Units:	**21-22**

General Education and Elective Course Units:	**38-39**
Total Units:	**60**

Anthropology (ANTHR)

ANTHROPOLOGY - A.A. DEGREE

Program Description

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

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**23.0**
Select 23 Major Requirement Units from the courses below:		
Core Courses:		**17.0**
ANTHR 001	Introduction to Physical Anthropology	3
ANTHR 001L	Physical Anthropology Laboratory	1
ANTHR 002	Introduction to Archeology and Prehistory	3
ANTHR 003	Introduction to Social and Cultural Anthropology	3
ANTHR 005	American Indian History and Culture	3
MATH 013	Introduction to Statistics	4
Choose Two:		**6.0**
ANTHR 004	Ancient Civilizations: Aztec, Inca, Maya	3
ANTHR 007	Magic, Religion and Witchcraft	3
ANTHR 008	Anthropology through Film: Ethnographic Studies	3
ANTHR 013	Urban Anthropology	3
ANTHR 016	Sex and Society	3
Strongly Recommended Courses:		
BIOL 010	Introduction to Biology	4
CIS 001	Introduction to Computer Information Systems	4
OR		
CIS 005	Introduction to Computer Science	5
	Major Requirement Units:	**23**
	General Education and Elective Course Units:	**37**
	Total Units:	**60**

ANTHROPOLOGY - AA-T DEGREE

Program Description

The Associate in Arts in Anthropology for Transfer (AA-T) degree is intended to meet the lower division requirements for anthropology majors or majors that have been deemed similar in the California State University (CSU) system. A study of anthropology at Merritt College is intended to provide students with knowledge and appreciation of the diversity of cultural and biological contributions to human adaptations, in the past and in the present. Successful completion of the degree affords students specific guarantees for transfer to the CSU system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in anthropology or similar major. Students transferring to a CSU campus will be required to complete no more than 60 semester or 90 quarter units after transfer to earn a bachelor's degree. To qualify for the Associate in Arts in Anthropology for Transfer (AA-T) degree, students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The California State University General Education – Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) and (2) 19-22 semester units with a grade of "C" or better, or "P" if the course is taken on a "Pass/No-Pass" basis, in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (Some universities may have limits on the number of Pass/No-Pass units they will accept for transfer. See a counselor for more information.) See the Transfer to Four-Year Colleges and Universities section of this catalog for more information on AA-T overall requirements and CSU GE-Breadth or IGETC. Note: students should see a counselor at least once each semester to plan for their educational goal(s).

Career Opportunities

Anthropology is valuable for people seeking careers in business, private and non-profit sectors, education, community service, criminal justice (and with further study, forensics and law), and government. With added academic study and degrees, and anthropology degree is a useful for study in healthcare and medicine (epidemiology, public health, nursing, pre-medicine for a career as a doctor), museology, international development, city planning, linguistics, psychology, ecology, and archaeology and cultural resource management.

Learning Outcome(s)

1. Analyze human biological and cultural adaptations, including the different factors that have affected and continue to affect humans biologically and culturally.
2. Analyze the factors that cause modern human biological and cultural diversity and demonstrate an appreciation for, and sensitivity to, human biological and cultural diversity.
3. Understand and apply the scientific and methodological approaches necessary for conducting research in the interdisciplinary fields of anthropology.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**19.0-22.0**
Select 19 - 22 Major Requirement Units from the courses below:		
Core Courses:		**13.0**
ANTHR 001	Introduction to Physical Anthropology	3
ANTHR 002	Introduction to Archeology and Prehistory	3
ANTHR 003	Introduction to Social and Cultural Anthropology	3
MATH 013	Introduction to Statistics	4
Choose One:		**3.0-5.0**
List A- Select one course from the following:		
BIOL 002	Human Anatomy	5
GEOL 001	Introduction to Physical Geology	4
PSYCH 028	Introduction to Research Methods in Psychology	3
SOC 120	Introduction to Research Methods	3

Choose One:		**3.0**
List B- Select one course from the following or any 3 unit course from List A not already used.		
ANTHR 005	American Indian History and Culture	3
ANTHR 007	Magic, Religion and Witchcraft	3
ANTHR 016	Sex and Society	3
	Major Requirement Units:	**19-22**
	Units that may be double-counted for General Education:	**13-16**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**12-20**
	Total Degree Units:	**60**

Art (ART)

ART FUNDAMENTALS - CERTIFICATE OF ACHIEVEMENT

Program Description

The Art Fundamentals Certificate of Achievement program prepares students to enter programs and fields of study that require knowledge of basic drawing, painting, ceramics and art history.

A Certificate of Achievement will be awarded upon satisfactory completion of the requirements specified below.

Career Opportunities

The Art Fundamentals Certificate of Achievement program prepares students to advance to programs, such as Graphic Design, Illustration, Fashion Design, Industrial Design, Interior Design, Media Arts, Video, Architecture, Arts Education, and Childhood Education.

Learning Outcome(s)

1. Write a visual analysis/critique of their own and other's art on both form and content, and its relation to a historical and global context.
2. Produce artworks reflecting an understanding of basic components of design and composition such as line, shape, value, texture, space, color, scale, proportion, balance, mood, movement, mass and emphasis.
3. Assemble a portfolio of strong works of art that demonstrate skill and understanding of techniques in various media.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**17.0-18.0**
Select 17-18 Major Requirement Units from the courses below:		
Core Courses:		**15.0**
ART 001	Introduction to Art History	3
ART 020	Beginning Drawing and Composition	3
ART 050	Beginning Painting	3
ART 080	Beginning Ceramics	3
ART 137	Beginning Figure Drawing and Composition	3
Choose One:		**2.0-3.0**
ART 022	Intermediate Drawing and Composition	3
ART 026	Continuing Figure Drawing and Composition	2
ART 027	Intermediate Figure Drawing & Composition	3
ART 035	Beginning Portraiture	2
ART 052	Intermediate Painting	3
ART 060	Beginning Painting: Watercolor	2
ART 166	Beginning Botanical Drawing	2
	Total Units:	**17-18**

ARTS AND HUMANITIES - A.A. DEGREE

Program Description

The Arts and Humanities Associate in Arts (AA) degree is designed for students who wish a broad knowledge of liberal arts and sciences with an area of emphasis in Arts and Humanities. This program is an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

The courses in this program emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. Courses from Anthropology, Art, Ethnic Studies, English and Foreign Languages, Humanities, Music, and Philosophy are acceptable. Major emphasis is put on the Arts and artistic expression of human beings in this pattern. The AA degree in Arts and Humanities will prepare students for majors at four-year institutions in language arts, humanities, fine arts or music, among others.

The Arts and Humanities Associate in Arts degree will be awarded upon satisfactory completion of the Degree course requirements and the General Education requirements. Since the following degree courses appear on the General Education Course List, they may be used to meet both the degree and the General Education requirements, provided that the total is 37 or more units. A course may be used one time for the degree and one time only for the General Education requirements, even though the course may be listed in several category areas.

- Choose either CSUGE or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Computer Literacy and Ethnic Studies (see catalog for details).
- Complete 18 units from the program requirements. (Note: These courses may also be counted toward a GE area; those with an (*) are listed in more than one area but may not be counted in more than one area.)
- All courses listed in the program requirements transfer to CSU. Many courses are also transferable to UC. Refer to www.ASSIST.org for transfer details or see a counselor for additional details.

Learning Outcome(s)

1. Describe the connections between specific factors (i.e., politics, religion, science, etc.) of historical periods and the artistic styles that emerged from those historical periods in essays and/or oral presentation. Use and interpret formulas, graphs, and tables.
2. Critically analyze artistic styles and ideologies in essays, oral presentations and/or individual portfolio reviews.
3. Demonstrate cultural awareness, personal responsibility, and ethical behavior within a diverse society in their communication via essays, performance and/or group critiques.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0-19.0**
Choose 18 - 19 Major Requirement Units from Group A AND Group B:		
Group A: Arts		**9.0**
Select a minimum of 9 units from at least TWO DISCIPLINES from the following:		
ART 001	Introduction to Art History	3
ART 004	History of Modern Art (1800 to Present)	3
ASAME 001	Art and Culture of Asia	3
MUSIC 009	Introduction to World Music	3
MUSIC 010	Music Appreciation	3

MUSIC 011	African American Music	3
MUSIC 015A	Jazz, Blues, and Popular Music in the American Culture	3
MUSIC 019	Music of America's Musical Theater	3
Group B: Humanities		**9.0-10.0**

Select a miniumu of 9-10 units from at least THREE DISCIPLINES from the following:

AFRAM 025	Classical African Civilizations	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 041	African-American Writers (Fiction)	3
AFRAM 042	African-American Writers (Non-Fiction)	3
AFRAM 043	African-American Writers (Poetry)	3
ANTHR 007	Magic, Religion and Witchcraft	3
ENGL 001B	Composition and Reading	4
HUMAN 002	Human Values	3
LANHT 055	History of Gardens and Gardening	3
M/LAT 028	Survey of Third World through Films	3
M/LAT 030A	Survey of Latin-American Films	3
M/LAT 030B	Survey of Latin-American Films	3
PHIL 001	Introduction to Philosophy	3
PHIL 002	Social and Political Philosophy	3
PHIL 010	Logic	3
SPAN 001A	Elementary Spanish	5
SPAN 001B	Elementary Spanish	5
	Major Requirement Units:	**18-19**
	General Education and Elective Course Units:	**41-42**
	Total Units:	**60**

BOTANICAL ILLUSTRATION - CERTIFICATE OF ACHIEVEMENT

Program Description

A Certificate of Achievement in Botanical Illustration provides students with the skills and portfolio to apply to advanced scientific illustration programs, or the basis for a career as a botanical artist. It is also an attractive resume enhancement for students in other related programs, such as landscape design, botany and biology.

A Certificate of Achievement will be awarded upon satisfactory completion of the requirements specified below.

Career Opportunities

A Certificate of Achievement in Botanical Illustration enables students to develop their skills and portfolio, to apply to advanced scientific illustration programs, or pursue a career as a botanical artist. It also provides an attractive resume enhancement for students in other programs, such as landscape design, botany and biology,and environmental studies.

Learning Outcome(s)

1. Create visually accurate renderings of diverse plant materials, demonstrating technical competence in both drawing and watercolor techniques.
2. Recognize, identify and illustrate basic plant structures relating to stems and their modifications,roots and their modifications, leaves and their modifications, flowers and their modifications, floral inflorescences and fruits.
3. Knowledge of the history of Botanical Illustration, contemporary Botanical artists and development of personal illustration style.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**17.5**
Select 17.5 Major Requirement Units from the courses below:		
Core Courses:		**14.5**
ART 060	Beginning Painting: Watercolor	2
ART 061	Continuing Painting: Watercolor	2
ART 166	Beginning Botanical Drawing	2
ART 167	Continuing Botanical Drawing	2
ART 168	Advanced Botanical Drawing	2
ART 169	Special Projects: Botanical Drawing	2
LANHT 023	Plant Terminology	2.5
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
	Total Units:	**17.5**

CROSS-CULTURAL STUDIES - A.A. DEGREE

Program Description

The Cross-Cultural Studies Associate in Arts (AA) degree program is designed for students who wish a broad knowledge of liberal arts and sciences with an area of emphasis in Cross-Cultural Studies. This program is an ideal choice for students planning on transferring to the California State University or University of California as the student can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Please consult with a counselor for specific information regarding your intended major at the specific colleges/university of your choice.

These courses emphasize the perspective, concepts, theories and methodologies typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences with particular emphasis on an understanding of cross-cultural interactions between peoples of difference cultures. Students will study about themselves and others as members of a larger society. Topics of discussion will stimulate critical thinking about ways people have acted in response to their and other societies and will allow students to evaluate how societies and social subgroups operate. Courses from Anthropology, Art, Child Development, Communication and English, Environmental Management, Ethnic Studies, Geography, Human Services, Music, Psychology, Spanish, and Sociology are acceptable. The AA degree in Cross-Cultural Studies will prepare students for majors at four-year institutions in the social sciences such as anthropology, sociology, or ethnic or cultural studies, among others.

The Cross-Cultural Studies Associate in Arts degree will be awarded upon satisfactory completion of the degree course requirements and the General Education requirements. Since the following degree courses appear on the General Education Course List, they may be used to meet both the degree and the General Education requirements, provided that the total is 37 or more units. A course may be used one time for the degree and one time only for the General Education requirements, even though the course may be listed in several category areas.

- Choose either CSUGE or IGETC for the General Education pattern related to your educational goal.
- Complete requirements in Ethnic Studies (see catalog for details).
- Complete 21 units from program requirements. (Note: These courses may also be counted toward a GE area; those with an (*) are listed in more than one area but may not be counted in more than one area.)
- All courses listed in the program requirements transfer to CSU. Many courses are also transferable to UC. Refer to www.ASSIST.org for transfer details or see a counselor for additional details.

Learning Outcome(s)

1. Critically analyze social and political phenomena based on social constructs of race, ethnicity, gender, sexuality, and identity.
2. Articulate the values, experiences and contributions of historically marginalized populations.
3. Demonstrate cultural awareness, personal responsibility, and ethical behavior within a diverse society in their communication.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
Select 18 Major Requirement Units from the courses below:		
Core Courses:		**6.0**
ANTHR 003	Introduction to Social and Cultural Anthropology	3
COMM 006	Intercultural Communication	3
Choose One:		**3.0**
AFRAM 019	Racism in the United States	3

ASAME 019	Racism in the United States	3
M/LAT 006	Racism in the United States	3
NATAM 019	Racism in the United States	3

Choose One:	**3.0**

Group A: Women and Gender

ANTHR 016	Sex and Society	3
COMM 010	Gender and Communication	3
PSYCH 012	Human Sexuality	3
SOC 003	Sociology of Women	3

Choose One:	**3.0**

Group B: Race and Ethnicity

AFRAM 013	Ethnic Perceptions in the Mass Media	3
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3
ANTHR 005	American Indian History and Culture	3
COMM 020	Interpersonal Communication Skills	3
COSER 029	Working with Diverse Populations	3
POSCI 005	American Politics and Minority Groups	3
SOC 002	Social Problems	3
SOC 005	Minority Groups	3
AFRAM 038	Environmental Racism and Justice	3
OR		
ENVMT 012	Environmental Racism and Justice	3

Choose One:	**3.0**

Group C: Regional and National Identities

AFRAM 005	The African-American Family in the United States	3
AFRAM 012	Psychology of African-Americans	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 032	African-American History: 1945 to Present	3
ANTHR 013	Urban Anthropology	3
ASAME 032	Asian-American Psychology	3
ASAME 045A	Asian-American History to 1945	3
ASAME 045B	Asian-American History from 1945 to the Present	3
GEOG 002	Cultural Geography	3
M/LAT 012	United States Relations with Mexico and Latin America	3
M/LAT 019	History of the Mexican-American	3
M/LAT 023	Introduction to Psychology of the Mexican-American	3
PSYCH 006	Social Psychology	3

Choose One:	**3.0**

Group D: Cultural Expressions

AFRAM 033	The Roots of African-American Culture	3
AFRAM 041	African-American Writers (Fiction)	3
AFRAM 042	African-American Writers (Non-Fiction)	3
AFRAM 043	African-American Writers (Poetry)	3
ANTHR 008	Anthropology through Film: Ethnographic Studies	3
ASAME 001	Art and Culture of Asia	3

ASAME 030	Asians and Asian-Americans Through Films	3
M/LAT 028	Survey of Third World through Films	3
M/LAT 030A	Survey of Latin-American Films	3
MUSIC 009	Introduction to World Music	3
MUSIC 011	African American Music	3
MUSIC 015A	Jazz, Blues, and Popular Music in the American Culture	3
	Major Requirement Units:	**18**
	General Education and Elective Course Units:	**42**
	Total Units:	**60**

CSU GE-BREADTH - CERTIFICATE OF ACHIEVEMENT

Program Description

If you plan to transfer to the California State University system (CSU) and want to complete and have certified the CSU General Education Breadth Requirements, you are encouraged to pursue a Liberal Arts: CSU GE-Breath Certificate of Achievement. Consult with a counselor to develop your own program of study. You will select courses that fulfill the CSU General Education Breadth Requirements (completing at least 30 units with a "C" or better to include areas A-1, A-2, A-3 and B-3 and an overall GPA of 2.0), for a total of 39 transferable semester units.

Upon completion of these requirements students file a "Petition for a Certificate of Achievement" form and certify completion of requirements with the Admissions and Records Office.

CERTIFICATION: Merritt College provides full certification (completion of requirements in every area) or partial certification (completion of requirements in one or more areas). Students should request GE certification when asking that their transcript be sent to the CSU of their choice during the final term before transfer. **Certification may be done only once.**

Program Requirements

SUBJECT #	TITLE	UNITS
THESE COURSES ARE SUBJECT TO CHANGE. SEE A COUNSELOR EACH SEMESTER TO STAY CURRENT. Courses with an (*) are listed in more than one area but may not be counted in more than one area.		
Area A - English Language Communication and Critical Thinking		
Select three courses for a minimum of 9 units with at least one course each from Oral Communication (A1), Written Communication (A2), and Critical Thinking (A3), with a grade of "C-" or better.		
A1. Oral Communication		
COMM 003	Introduction to Human Communication	3
COMM 004	Dynamics of Group Discussion	3
COMM 020	Interpersonal Communication Skills	3
COMM 045	Public Speaking	3
A2. Written Communication		
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5
A3. Critical Thinking		
ENGL 005	Critical Thinking in Reading and Writing	3
PHIL 010	Logic	3
Area B - Scientific Inquiry and Quantitative Reasoning		
Select three courses for a minimum of 9 units with at least one course each from Physical Sciences (B1), Life Sciences (B2), Laboratory Activity (B3), and Math/Quantitative Reasoning (B4). One of the two science courses from B1 or B2 must include a lab; lab courses are shown with (L):		
B1. Physical Sciences		
ASTR 001	Introduction to Astronomy	3
ASTR 010	Descriptive Astronomy	3
ASTR 011A	Introduction to Observational Astronomy	2
CHEM 001A	General Chemistry	5
CHEM 001B	General Chemistry	5
CHEM 012A	Organic Chemistry	5

CHEM 012B	Organic Chemistry	5
CHEM 030A	Introductory General Chemistry	4
CHEM 030B	Introductory Organic and Biochemistry	4
ENVMT 101	Introduction to Climate Change	3
GEOG 001	Physical Geography	3
GEOL 001	Introduction to Physical Geology	4
GEOL 012	Environmental Geology	3
PHYS 002A	General Physics	5
PHYS 002B	General Physics	5
PHYS 004A	General Physics with Calculus	5
PHYS 004B	General Physics with Calculus	5
PHYS 004C	General Physics with Calculus	5
PHYS 010	Introduction to Physics	4

B2. Life Sciences

ANTHR 001	Introduction to Physical Anthropology	3
BIOL 001A	General Biology	5
BIOL 001B	General Biology	5
BIOL 002	Human Anatomy	5
BIOL 003	Microbiology	5
BIOL 004	Human Physiology	5
BIOL 005	Botany	4
BIOL 009	Marine Biology	4
BIOL 010	Introduction to Biology	4
BIOL 015	Environmental Biology	3
BIOL 020A	Human Anatomy and Physiology	5
BIOL 020B	Human Anatomy and Physiology	5
BIOL 023	Introduction to the Human Body	3
BIOL 024	Basic Human Anatomy and Physiology	4
BIOL 025	Human Biology	3
BIOL 029	Introduction to Biodiversity	4
BIOL 036	Human Genetics	4
BIOL 042	Basic Pathophysiology	3
BIOSC 053	Genetics of Neuroscience	4

B3. Laboratory Activity

Select at least one course shown with (L) in Areas B1 or B2 OR one of the following:

ANTHR 001L	Physical Anthropology Laboratory	1
GEOG 001L	Physical Geography Laboratory	1
PHYS 010L	Introduction to Physics Laboratory	1

B4. Math/Quantitative Reasoning

MATH 001	Pre-Calculus	4
MATH 002	Precalculus with Analytic Geometry	5
MATH 003A	Calculus I	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III	5
MATH 003E	Linear Algebra	3
MATH 003F	Differential Equations	3
MATH 013	Introduction to Statistics	4
MATH 015	Mathematics for Liberal Arts Students	3
MATH 016A	Calculus for Business and Life/Social Sciences	3

MATH 016B	Calculus for Business and Life/Social Sciences	3
MATH 050	Trigonometry	3

Area C - Arts and Humanities

Select three courses for a minimum of 9 units with one course from Arts (C1), one course from Humanities (C2), and one course from either Arts or Humanities:

C1. Arts

AFRAM 052	Hip Hop: A Culture Beyond Beats and Rhymes	3
ART 001	Introduction to Art History	3
ART 004	History of Modern Art (1800 to Present)	3
ART 007	History of African American Art (Past to Present)	3
ART 009	History of World Ceramics: Past and Present	3
ASAME 001	Art and Culture of Asia	3
LANHT 064	Sketching the Cultural Landscape	3
MUSIC 009	Introduction to World Music	3
MUSIC 010	Music Appreciation	3
MUSIC 011	African American Music	3
MUSIC 015A	Jazz, Blues and Popular Music in the American Culture	0
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3
MUSIC 019	Music of America's Musical Theater	3
MUSIC 024	Jazz History	3
MUSIC 100	Music Fundamentals and Culture	3

C2. Humanities

AFRAM 018	African Heritage of Latin America	3
AFRAM 025	Classical African Civilizations	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 032	African-American History: 1945 to Present	3
AFRAM 033	The Roots of African American Culture	3
AFRAM 039	Black World Films	3
AFRAM 041	African-American Writers (Fiction)	3
AFRAM 042	African-American Writers (Non-Fiction)	3
AFRAM 043	African-American Writers (Poetry)	3
ASAME 030	Asians and Asian-Americans Through Films	3
ASAME 045A	Asian-American History to 1945	3
ASAME 045B	Asian-American History from 1945 to the Present	3
ENGL 001B	Composition and Reading	4
ENGL 010A	Creative Writing	3
ENGL 010B	Creative Writing	3
HIST 002A	History of Europe to 1500	3
HIST 002B	History of Europe Since 1500	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3
M/LAT 028	Survey of Third World through Films	3
HUMAN 002	Human Values	3
M/LAT 017B	Race, Class, Gender, Sexuality, Migration and Hip-Hop	3
M/LAT 030A	Survey of Latin-American Films	3
M/LAT 030B	Survey of Latin-American Films	3
M/LAT 032	African Heritage of Latin America	3
PHIL 001	Introduction to Philosophy	3

PHIL 002	Social and Political Philosophy	3
SPAN 001A	Elementary Spanish	5
SPAN 001B	Elementary Spanish	5
SPAN 030A	Beginning Conversational Spanish	3

Area D - Social Sciences

Select two courses for a minimum of 6 units with courses from 1 or 2 disciplines (2 disciplines are recommended but not required).

ADJUS 021	Introduction to Administration of Justice	3
ADJUS 022	Concepts of Criminal Law	3
ADJUS 025	Community Relations	3
ADJUS 063	Introduction to Corrections	3
AFRAM 002	Black Economics	3
AFRAM 003	Ghana: Pan African Thought and the Struggle for Africa's Liberation	3
AFRAM 004	The Black Panther Party: Strategies on Organizing the People	3
AFRAM 005	The African-American Family in the United States	3
AFRAM 008	African-American Politics	3
AFRAM 010	Sociology of African-Americans	3
AFRAM 011	Perceptions of the African-American Male in America	3
AFRAM 012	Psychology of African-Americans	3
AFRAM 013	Ethnic Perceptions in the Mass Media	3
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3
AFRAM 014B	Social Psychology of African-American Male/Female Relationships	3
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3
AFRAM 018	African Heritage of Latin America	3
AFRAM 019	Racism in the United States	3
AFRAM 023	Perceptions of African-American Women	3
AFRAM 025	Classical African Civilizations	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 032	African-American History: 1945 to Present	3
AFRAM 033	The Roots of African-American Culture	3
AFRAM 035	Women of Color	3
AFRAM 038	Environmental Racism and Justice	3
AFRAM 045	Religion and the African-American Church in America	3
ANTHR 002	Introduction to Archeology and Prehistory	3
ANTHR 003	Introduction to Social and Cultural Anthropology	3
ANTHR 005	American Indian History and Culture	3
ANTHR 007	Magic, Religion and Witchcraft	3
ANTHR 013	Urban Anthropology	3
ANTHR 016	Sex and Society	3
ASAME 001	Art and Culture of Asia	3
ASAME 019	Racism in the United States	3
ASAME 030	Asians and Asian-Americans Through Films	3
ASAME 032	Asian-American Psychology	3
ASAME 045A	Asian-American History to 1945	3
ASAME 045B	Asian-American History from 1945 to the Present	3
BUS 052	Psychology and Human Relations	3
CHDEV 051	Child Growth and Development	3
CHDEV 053	The Child, the Family and the Community	3
CHDEV 080	Teaching in a Diverse Society	3

COMM 006	Intercultural Communication	3
COMM 010	Gender and Communication	3
COMM 019	Survey of Mass Media	3
COSER 010	Community Resources and Social Policy	3
COSER 022	Social Psychology of Substance/Drug Abuse	3
COSER 029	Working with Diverse Populations	3
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
ENVMT 002	Introduction to Sustainable Environmental Systems	4
ENVMT 003	Social Issues in Agriculture	3
ENVMT 012	Environmental Racism and Justice	3
GEOG 001	Physical Geography	3
GEOG 002	Cultural Geography	3
HIST 002A	History of Europe to 1500	3
HIST 002B	History of Europe Since 1500	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3
LANHT 064	Sketching the Cultural Landscape	3
M/LAT 006	Racism in the United States	3
M/LAT 012	United States Relations with Mexico and Latin America	3
M/LAT 019	History of the Mexican-American	3
M/LAT 023	Introduction to Psychology of the Mexican-American	3
M/LAT 032	African Heritage of Latin America	3
NATAM 019	Racism in the United States	3
POSCI 001	Government and Politics in the United States	3
POSCI 001	Government and Politics in the United States	3
POSCI 002	Comparative Government	3
POSCI 003	International Relations	3
POSCI 005	American Politics and Minority Groups	3
PSYCH 001A	Introduction to General Psychology	3
PSYCH 006	Social Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
PSYCH 012	Human Sexuality	3
PSYCH 021	Lifespan Human Development	3
PSYCH 024	Abnormal Psychology	3
PSYCH 028	Introduction to Research Methods in Psychology	3
PSYCH 031	Latino Psychology	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 003	Sociology of Women	3
SOC 005	Minority Groups	3
SOC 013	Sociology of the Family	3
SOC 045	Sociology of Sports	3
SOC 120	Introduction to Research Methods	3

Area E - Lifelong Learning and Self-Development

Select a minimum of 3 units. Some of these courses are less than 3 units; courses totaling 3 units are required to clear this area. Also, this area cannot be cleared using only KIN or ATHL activity courses. Military discharge documents (DD-214) may be used to completely clear this area.

ASAME 032	Asian-American Psychology	3
ATHL 001	Intercollegiate Women's Basketball	1.5
ATHL 006	Intercollegiate Men's Basketball	1.5
ATHL 007	Basketball Team Pre-Season Preparation	0.5

ATHL 030	Intercollegiate Men's Soccer	3
ATHL 031	Intercollegiate Men's Soccer Nontraditional Season Preparation	3
ATHL 033	Preseason Intercollegiate Soccer	0.5
ATHL 059	Intercollegiate Track and Field	3
ATHL 060	Track and Field Foundations	3
ATHL 066	Intercollegiate Men and Women's Cross Country	3
ATHL 067	Cross Country Foundation	3
ATHL 075	Intercollegiate Women's Soccer	3
BUS 052	Psychology and Human Relations	3
CHDEV 051	Child Growth and Development	3
CHDEV 074	Health, Safety and Nutrition	3
COSER 020	Group Dynamics: Working with Small Groups	2
COSER 022	Social Psychology of Substance/Drug Abuse	3
COSER 029	Working with Diverse Populations	3
COUN 024	College Success	3
COUN 030	Personal Growth and Development	3
COUN 057	Career and Life Planning	3
HLTED 001	Exploring Health Issues	3
HLTED 020	Health and Wellness: Personal Change	1
KIN 036	Aerobic Circuits	0.5
KIN 037A	Core and Restore I - Fundamentals	0.5
KIN 051A	Yoga I - Fundamentals	0.5
KIN 051B	Yoga II - Beginning	0.5
KIN 051C	Yoga III - Intermediate	0.5
KIN 054A	Cross Fitness I - Fundamentals	1
KIN 054B	Cross Fitness II - Beginning	1
KIN 054C	Cross Fitness III - Intermediate	1
KIN 054D	Cross Fitness IV - Experienced	1
KIN 058A	Fitness Center Strength Training I-Fundamentals	0.5
KIN 058B	Fitness Center Strength Training II-Beginning	0.5
KIN 058C	Fitness Center Strength Training III - Intermediate	0.5
KIN 058D	Fitness Center Strength Training IV - Experienced	0.5
KIN 060A	Circuit Training for Strength I-Fundamentals	1
KIN 060B	Circuit Training for Strength II-Beginning	1
KIN 060C	Circuit Training for Strength III-Intermediate	1
KIN 060D	Circuit Training for Strength IV-Experienced	1
KIN 067A	Sports Training I-Fundamental	0.5
KIN 067B	Sports Training II-Beginning	0.5
KIN 067C	Sports Training III-Intermediate	0.5
KIN 067D	Sport Training IV-Experienced	0.5
KIN 070A	Speed Training I - Fundamentals	0.5
KIN 074A	Badminton I - Fundamentals	0.5
KIN 074B	Badminton II - Beginning	0.5
KIN 074C	Badminton III - Intermediate	0.5
KIN 074D	Badminton IV - Competitive	0.5
KIN 080A	Basketball I - Fundamentals	0.5
KIN 080B	Basketball II-Beginning	0.5
KIN 080C	Basketball III - Intermediate	0.5
KIN 080D	Basketball IV- Competitive	0.5
KIN 086A	Flag Football	1
KIN 086B	Flag Football II - Beginning	1
KIN 086C	Flag Football III - Intermediate	1

KIN 086D	Flag Football IV - Advanced	1
KIN 100A	Golf I - Fundamentals	0.5
KIN 100B	Golf II - Beginning	0.5
KIN 100C	Golf III- Intermediate	0.5
KIN 100D	Golf IV- Advanced	0.5
KIN 103A	Soccer I-Fundamentals	0.5
KIN 103B	Soccer II-Beginning	0.5
KIN 103C	Soccer III-Intermediate	0.5
KIN 103D	Soccer IV - Experienced	0.5
KIN 107A	Tennis I Fundamentals	0.5
KIN 107B	Tennis II Beginning	1
KIN 110A	Track and Field I Fundamentals	0.5
KIN 110B	Track and Field II Beginning	0.5
KIN 110C	Track and Field III Intermediate	0.5
KIN 110D	Track and Field IV - Experienced	0.5
KIN 150	Introduction to Kinesiology	3
KIN 153A	Fitness for Public Safety Personnel I - Fundamentals	1.5
KIN 153B	Fitness for Public Safety Personnel II - Beginning	1.5
LIS 085	Introduction to Information Resources	2
NUTR 010	Nutrition	4
NUTR 012	Nutrition and Disease	3
PSYCH 001A	Introduction to General Psychology	3
PSYCH 012	Human Sexuality	3
PSYCH 021	Lifespan Human Development	3

Area F - Ethnic Studies

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

AFRAM 019	Racism in the United States	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
ASAME 019	Racism in the United States	3
M/LAT 006	Racism in the United States	3
NATAM 019	Racism in the United States	3

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

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

Group 1

AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3

Group 2

POSCI 001	Government and Politics in the United States	3
POSCI 005	American Politics and Minority Groups	3

Group 3

POSCI 001	Government and Politics in the United States	3

Total Units: 39

IGETC - INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM - CERTIFICATE OF ACHIEVEMENT

Program Description

Students are encouraged to pursue an Intersegmental General Education Curriculum (IGETC) Certificate of Achievement if they plan to transfer to either the University of California system or the California State University system and want to fulfill lower-division general education requirements. Completion of IGETC satisfies all lower division general education requirements at most CSU and UC campuses, and at some Independent Colleges and Universities. It is not an admission requirement nor is it the only way to fulfill lower division general education requirements.

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

CERTIFICATION: Merritt College can provide full certification (completion of requirements in every area) or partial certification (completion of requirements in one or more areas). All courses MUST be completed with a grade of "C" or better. Students should request GE certification when asking that their transcript be sent to the UC or CSU campus of their choice during the final term before transfer. See a counselor for more information.

Program Requirements

SUBJECT #	TITLE	UNITS
THESE COURSES ARE SUBJECT TO CHANGE. SEE A COUNSELOR EACH SEMESTER TO STAY CURRENT. Courses with an (*) are listed in more than one area but may not be counted in more than one area.		
AREA 1 - ENGLISH COMMUNICATION		
UC requires two courses, one from Group A and one from Group B. CSU requires three courses, one from Group A, one from Group B, and one from Group C.		
Group A - English Composition:		
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5
Group B - Critical Thinking - English Composition:		
ENGL 005	Critical Thinking in Reading and Writing	3
Group C - Oral Communication (CSU only):		
COMM 003	Introduction to Human Communication	3
COMM 004	Dynamics of Group Discussion	3
COMM 020	Interpersonal Communication Skills	3
COMM 045	Public Speaking	3
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING		
Select one course for 3 units from the following:		
MATH 001	Pre-Calculus	4
MATH 002	Precalculus with Analytic Geometry	5
MATH 003A	Calculus I	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III	5
MATH 003E	Linear Algebra	3
MATH 003F	Differential Equations	3

MATH 013	Introduction to Statistics	4
MATH 016B	Calculus for Business and Life/Social Sciences	3
MATH 016A	Calculus for Business and Life/Social Sciences	3

AREA 3 - ARTS AND HUMANITIES

Select at least three courses for 9 units with one course from Arts (3A), one course from Humanities (3B), and one course from either Arts or Humanities.

3A. Arts

AFRAM 052	Hip Hop: A Culture Beyond Beats and Rhymes	3
ART 001	Introduction to Art History	3
ART 004	History of Modern Art (1800 to Present)	3
ART 007	History of African American Art (Past to Present)	3
ART 009	History of World Ceramics: Past and Present	3
ASAME 001	Art and Culture of Asia	3
LANHT 064	Sketching the Cultural Landscape	3
MUSIC 009	Introduction to World Music	3
MUSIC 010	Music Appreciation	3
MUSIC 011	African American Music	3
MUSIC 015A	Jazz, Blues, and Popular Music in the American Culture	3
MUSIC 015B	Jazz, Blues, and Popular Music in the American Culture	3
MUSIC 019	Music of America's Musical Theater	3
MUSIC 024	Jazz History	3
MUSIC 100	Music Fundamentals and Culture	3
M/LAT 030A	Survey of Latin-American Films	3

3B.Humanities

AFRAM 018	African Heritage of Latin America	3
AFRAM 025	Classical African Civilizations	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 032	African-American History: 1945 to Present	3
AFRAM 033	The Roots of African American Culture	3
AFRAM 039	Black World Films	3
AFRAM 041	African-American Writers (Fiction)	3
AFRAM 042	African-American Writers (Non-Fiction)	3
AFRAM 043	African-American Writers (Poetry)	3
ASAME 030	Asians and Asian-Americans Through Films	3
ASAME 045A	Asian American History to 1945	3
ASAME 045B	Asian-American History from 1945 to the Present	3
ENGL 001B	Composition and Reading	4
HIST 002A	History of Europe to 1500	3
HIST 002B	History of Europe Since 1500	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3
HUMAN 002	Human Values	3
M/LAT 017B	Race, Class, Gender, Sexuality, Migration and Hip-Hop	3
M/LAT 028	Survey of Third World through Films	3
M/LAT 030B	Survey of Latin-American Films	3
M/LAT 032	African Heritage of Latin America	3
PHIL 001	Introduction to Philosophy	3
PHIL 002	Social and Political Philosophy	3

SPAN 001B	Elementary Spanish	5

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

Select at least two courses from at least two disciplines:

AFRAM 002	Black Economics	3
AFRAM 003	Ghana: Pan African Thought and the Struggle for Africa's Liberation	3
AFRAM 005	The African-American Family in the United States	3
AFRAM 008	African-American Politics	3
AFRAM 010	Sociology of African-Americans	3
AFRAM 012	Psychology of African-Americans	3
AFRAM 013	Ethnic Perceptions in the Mass Media	3
AFRAM 014A	Social Psychology of African American Male/Female Relationships	3
AFRAM 014B	Social Psychology of African-American Male/Female Relationships	3
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3
AFRAM 018	African Heritage of Latin America	3
AFRAM 019	Racism in the United States	3
AFRAM 025	Classical African Civilizations	3
AFRAM 027	Afro-Caribbean History, Politics, and Culture	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 032	African-American History: 1945 to Present	3
AFRAM 033	The Roots of African-American Culture	3
AFRAM 038	Environmental Racism and Justice	3
AFRAM 045	Religion and the African-American Church in America	3
ADJUS 021	Introduction to Administration of Justice	3
ADJUS 022	Concepts of Criminal Law	3
ADJUS 063	Introduction to Corrections	3
ANTHR 002	Introduction to Archeology and Prehistory	3
ANTHR 003	Introduction to Social and Cultural Anthropology	3
ANTHR 004	Ancient Civilizations: Aztec, Inca, Maya	3
ANTHR 005	American Indian History and Culture	3
ANTHR 007	Magic, Religion and Witchcraft	3
ANTHR 013	Urban Anthropology	3
ANTHR 016	Sex and Society	3
ASAME 001	Art and Culture of Asia	3
ASAME 019	Racism in the United States	3
ASAME 030	Asians and Asian-Americans Through Films	3
ASAME 045	ASAME045	0
ASAME 045B	Asian-American History from 1945 to the Present	3
CHDEV 051	Child Growth and Development	3
COMM 006	Intercultural Communication	3
COMM 010	Gender and Communication	3
COMM 013	Ethnic Perceptions in the Mass Media	3
COMM 018	Aging and Communication	3
COMM 019	Survey of Mass Media	3
COSER 010	Community Resources and Social Policy	3
COSER 024	Human Development	3
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
ENVMT 002	Introduction to Sustainable Environmental Systems	4
ENVMT 003	Social Issues in Agriculture	3

ENVMT 012	Environmental Racism and Justice	3
ENVMT 019	Civilization's Impact on the Environment: Psychology of Trashing the Earth	3
GEOG 002	Cultural Geography	3
HIST 002A	History of Europe to 1500	3
HIST 002B	History of Europe Since 1500	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3
HIST 019	History of California	3
LANHT 064	Sketching the Cultural Landscape	3
M/LAT 006	Racism in the United States	3
M/LAT 012	United States Relations with Mexico and Latin America	3
M/LAT 019	History of the Mexican-American	3
M/LAT 023	Introduction to Psychology of the Mexican-American	3
M/LAT 032	African Heritage of Latin America	3
NATAM 019	Racism in the United States	3
POSCI 001	Government and Politics in the United States	3
POSCI 002	Comparative Government	3
POSCI 003	International Relations	3
POSCI 004	Political Theory	3
POSCI 005	American Politics and Minority Groups	3
PSYCH 001A	Introduction to General Psychology	3
PSYCH 003	Introduction to Personality Theory	3
PSYCH 006	Social Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
PSYCH 012	Human Sexuality	3
PSYCH 019	Civilization's Impact on the Environment: Psychology of Trashing the Earth	3
PSYCH 024	Abnormal Psychology	3
PSYCH 028	Introduction to Research Methods in Psychology	3
PSYCH 031	Latino Psychology	3
PSYCH 033	Personal and Social Adjustment	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 003	Sociology of Women	3
SOC 005	Minority Groups	3
SOC 013	Sociology of the Family	3
SOC 045	Sociology of Sports	3
SOC 120	Introduction to Research Methods	3

AREA 5 - PHYSICAL SCIENCES AND BIOLOGICAL SCIENCES

Select at least two courses for 7-9 semester with one course from Physical Science and one course from Biological Science; one course must include a lab (lab courses are shown with (L).

5A. Physical Sciences

ASTR 001	Introduction to Astronomy	3
ASTR 010	Descriptive Astronomy	3
CHEM 001A	General Chemistry	5
CHEM 001B	General Chemistry	5
CHEM 012A	Organic Chemistry	5
CHEM 012B	Organic Chemistry	5
CHEM 030A	Introductory General Chemistry	4

CHEM 030B	Introductory Organic and Biochemistry	4
ENVMT 101	Introduction to Climate Change	3
GEOG 001	Physical Geography	3
GEOL 001	Introduction to Physical Geology	4
GEOL 012	Environmental Geology	3
PHYS 002A	General Physics	5
PHYS 002B	General Physics	5
PHYS 004A	General Physics with Calculus	5
PHYS 004B	General Physics with Calculus	5
PHYS 004C	General Physics with Calculus	5
PHYS 010	Introduction to Physics	4

5B. Biological Sciences

ANTHR 001L	Physical Anthropology Laboratory	1
BIOL 001A	General Biology	5
BIOL 001B	General Biology	5
BIOL 002	Human Anatomy	5
BIOL 003	Microbiology	5
BIOL 004	Human Physiology	5
BIOL 005	Botany	4
BIOL 009	Marine Biology	4
BIOL 010	Introduction to Biology	4
BIOL 015	Environmental Biology	3
BIOL 020A	Human Anatomy and Physiology	5
BIOL 020B	Human Anatomy and Physiology	5
BIOL 023	Introduction to the Human Body	3
BIOL 024	Basic Human Anatomy and Physiology	4
BIOL 025	Human Biology	3
BIOL 029	Introduction to Biodiversity	4
BIOL 036	Human Genetics	4
BIOL 042	Basic Pathophysiology	3
BIOSC 053	Genetics of Neuroscience	4

5C. Laboratory Activity

Select at least one course shown with (L) in Areas 5A or 5B OR one of the following:

ANTHR 001L	Physical Anthropology Laboratory	1
GEOG 001L	Physical Geography Laboratory	1
PHYS 010L	Introduction to Physics Laboratory	1

Area 6 - LANGUAGE OTHER THAN ENGLISH (LOTE) (UC Requirement Only)

Demonstrate proficiency as follows:

1. Complete 1 college course equal to 2 years HS LOTE with “C” or better (or P if = C). Merritt Course: SPAN 1A. (Note: Courses above proficiency level [1 or 1A] meet this requirement and may clear another IGETC area). Non-Merritt course or

2. Complete the 2nd semester of the 2nd year or the 2nd level of a HS course in a LOTE with "C-" or better; or

3. Complete 2 years of formal schooling at the 6th grade level or higher, with “C” (2 .0) or better, in an institution where the language of instruction is not English (appropriate documentation must be presented); or

4. Earn a qualifying score on an approved external exam (AP,IB, GCE, etc.).

See a counselor for more information.

Area 7 – ETHNIC STUDIES

Select one course for 3 units from the following:

AFRAM 019	Racism in the United States	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
ASAME 019	Racism in the United States	3
M/LAT 006	Racism in the United States	3
NATAM 019	Racism in the United States	3

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

Note: Courses used for this requirement may also be counted in either Areas 3B or 4 (at the option of the receiving campus; check with Admissions at the receiving campus to confirm). However, the units are counted only once. Select one course from each group below:

Group 1:

AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3

Group 2:

POSCI 001	Government and Politics in the United States	3
POSCI 005	American Politics and Minority Groups	3

Group 3:

POSCI 001	Government and Politics in the United States	3

Total Units: 37

Biology (BIOL)

NATURAL HISTORY AND RESOURCES - CERTIFICATE OF ACHIEVEMENT

Program Description

The Natural History and Resources Certificate of Achievement educates students on the biodiversity of the Bay Area and beyond and how that biodiversity interacts with humans in different ecosystems and scales. Coursework provides a foundation on local flora, fauna, and geology, as well as an ecosystem-driven approach to explore natural resources such as water, forests, and ecosystem services. Graduates of the program can expect to be prepared for entry-level employment in the field of natural resources and the environment.

Students in the Natural History and Resources program will:

- Discover the vast diversity of animals, plants, fungi, and microscopic organisms through courses in botany, ornithology, entomology, herpetology, and more.
- Learn the principles of biogeography and the interplay between biology and geology.
- Participate in field trips and field courses around the Bay Area and beyond.
- Prepare for the following careers: Environmental educator, environmental consultant, habitat restoration technician, parks maintenance technician, ranger, biologist, curatorial assistant, or collections manager.

Career Opportunities

The Natural History and Resources Certificate of Achievement prepares students for careers focused on organismal diversity and ecosystem functioning, specifically the positions of biological technician, ecological technician, ecological restoration technician, nature interpreter, field technician, biological consultant, and environmental consultant working for natural resource government agencies, environmental non-profits, and environmental consulting firms.

Learning Outcome(s)

1. Provide an overview of the form and function of local biodiversity (flora and fauna) and understand the ecological roles of these organisms.
2. Demonstrate an understanding of the various ecosystems and natural resources in the Bay Area and their importance.
3. Demonstrate practical skills, such as species identification, field documentation, and environmental impact report preparation, used by professionals in the field.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**26.0-31.0**
Select 26 - 31 Major Requirement Units from the courses below:		
Core Courses:		**15.0**
BIOL 029	Introduction to Biodiversity	4
ENVMT 001	Environmental Careers	1
ENVMT 002	Introduction to Sustainable Environmental Systems	4
GEOG 001	Physical Geography	3
Choose One:		**3.0**
ENVMT 012	Environmental Racism and Justice	3
AFRAM 038	Environmental Racism and Justice	3
Choose 9 - 12 Units:		**9.0-12.0**
ART 166	Beginning Botanical Drawing	2

BIOL 005	Botany	4
BIOL 009	Marine Biology	4
BIOL 015	Environmental Biology	3
GEOL 001	Introduction to Physical Geology	4
GEOL 012	Environmental Geology	3
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 010	Insect Pests	3
LANHT 016	Soil Management	3
LANHT 023	Plant Terminology	2.5
NATAM 076E	California Indian Ecology on the Central Coast	1.5
ENVMT 060A	Natural History of the Bay Area: The Local Parks	0.5-3
ENVMT 060B	Natural History of the Bay Area: Mt. Diablo State Park	0.5-3
ENVMT 060C	Natural History of the Bay Area: Herpetology	0.5-2
ENVMT 060E	Natural History of the Bay Area: Biogeography	0.5-2
ENVMT 061E	Natural History of the Tide Pools of the Greater Bay Area	0.5-2
ENVMT 061H	Natural History of the Bay Area: Butterflies and Moths	0.5-2
ENVMT 061I	Natural History of the Bay Area: Bryophytes	0.5-2
ENVMT 061K	Natural History of the Bay Area: Lichens	0.5-2
ENVMT 062S	Natural History of the Islands of California	0.5-2
ENVMT 080A	Raptors of Central California and the Bay Area	0.5-2
ENVMT 080B	Bird Songing: The Ecology of Bird Songs and Identification by Ear	0.5-2
ENVMT 080C	Fundamentals of Ornithology and Birding in Central California/Bay Area	0.5-2
ENVMT 101	Introduction to Climate Change	3
Choose 2 - 4 Units:		**2.0-4.0**
ENVMT 005	Bay Area Food Culture	3
ENVMT 008	Introduction to Outdoor Education	3
ENVMT 014	Environmental Impact Reports	2
ENVMT 035	Introduction to Urban Agroecology	3
ENVMT 039C	Geographical Information Systems Applications	4
ENVMT 044	Introduction to Creek and Watershed Restoration: General Aspects	3
ENVMT 056	Conservation and Management of Parks and Public Lands	3
ENVMT 057	Park Operations: Concepts and Practices	4
ENVMT 476F	Work Experience in Environmental Management	1-4
Students are required to take 3 units of this course to satisfy program requirements.		
GEOL 021	Bay Area Field Studies	1-2
LANHT 053	Alpines Lab	1
LANHT 081	Arborist Equipment Fundamentals	2
	Total Units:	**26-31**

Bioscience/Biotechnology (BIOSC)

FLUORESCENCE BIOSCIENCE MICROSCOPY - CERTIFICATE OF ACHIEVEMENT

Program Description

The Fluorescence Bioscience Microscopy Certificate of Achievement program prepares students for entry- and mid-level jobs in bioscience imaging, research and microscopy, including in the biotech industry. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

Career Opportunities

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

Learning Outcome(s)

1. Acquire digital images on a variety of research-level digital optical microscopes, including motorized widefield fluorescence systems, a spectral imaging confocal and a spinning disk confocal.
2. Master diverse microscopy software programs for all four main brands of research optical microscopes.
3. Design experiments, critically analyze data, and report results.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
BIOSC 103	Confocal Microscopy and Research Design	6
BIOSC 104	Bioscience Practicum Research	6
	Total Units:	**12**

HISTOTECHNICIAN - CERTIFICATE OF ACHIEVEMENT

Program Description

The Merritt College **Histotechnician Certificate of Achievement** program provides on-campus and on-site technical training in the field of histotechnology, focusing on routine tissue sample preparation, special stains and techniques such as immunohistochemistry, in situ hybridization, fluorescence microscopy and genomics. Training on campus will utilize samples routinely prepared in both clinical and research facilities. As part of their formal training, students of histotechnology will work through study guides provided by the American Society of Clinical Pathologists (ASCP) for its certification examination. Partnerships with local facilities will allow for work experience and internship sites required for certification of histotechnician graduates and will provide further training for those interested in research and/or careers in the private sector. Completion of this Program qualifies students for HT or HTL certification through ASCP.

A **Certificate of Achievement** will be awarded upon successful completion of the requirements below.

Career Opportunities

Career opportunities may include positions in hospital and clinical diagnostic labs, biotech histotechnology labs, academic research labs, agricultural and plant pathology labs, and veterinarian labs.

Learning Outcome(s)

1. Identify tissues as well as prepare tissue samples for analysis following ASCP/NAACLS guidelines.
2. Demonstrate good laboratory practices, as well as skilled handling of histotech, microscopy and genomics laboratory equipment, including trouble-shooting.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**50.0-51.0**
Select 50-51 Major Requirement Units from the courses below:		
Core Courses:		**32.0**
BIOL 003	Microbiology	5
BIOSC 009	General Histology	5
BIOSC 055	Beginning Histotechniques	5
BIOSC 056	Advanced Histotechniques	5
BIOSC 101	Theory and Practice of Microscopy	6
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
Choose One:		**4.0**
BIOSC 030	Genomics Theory	4
BIOSC 050	Genetic Diseases	4
Choose One:		**4.0-5.0**
CHEM 001A	General Chemistry	5
CHEM 030A	Introductory General Chemistry	4
Choose Group A or Group B:		**10.0**
Select two courses from Group A or Group B for 10 units:		
Group A:		
BIOL 002	Human Anatomy	5
BIOL 004	Human Physiology	5
OR		
Group B:		

BIOL 020A	Human Anatomy and Physiology	5
BIOL 020B	Human Anatomy and Physiology	5

Optional:

Enrollment in BIOSC 476G requires the approval of the BIOSC Department Chair.

BIOSC 476G	Occupational Work Experience in Histotechnology	1-4
	Total Units:	**50-51**

OPTICAL MICROSCOPY - CERTIFICATE OF ACHIEVEMENT

Program Description

The Optical Microscopy Certificate of Achievement program prepares students for entry-level jobs in bioscience microscopy and imaging, including in the biotech industry. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

Career Opportunities

Career opportunities include employment as a biotech lab assistant in biotech, academic research, and government research, imaging core assistant, imaging equipment and software vendor (field applications, inside sales, technical support).

Learning Outcome(s)

1. Confidently acquire digital images on a variety of research-level optical microscopes, including phase, DIC, and widefield epifluorescence.
2. Operate diverse microscopy software programs.
3. Prepare brightfield specimens for optical microscopy.
4. Execute basic cell and molecular biology lab techniques, including aseptic technique, following good lab practices.
5. Identify areas of the biotech industry that are relevant to their chosen career pathways.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
BIOSC 101	Theory and Practice of Microscopy	6
BIOSC 102	Fluorescence Microscopy and Specimen Prep	6
	Total Units:	**12**

Business (BUS)

ACCOUNTING - A.A. DEGREE

Program Description

The Associate in Arts Degree in Accounting is designed to prepare students to enter the business world with knowledge of accounting. Accountants play an essential role in keeping businesses within their budgets, and this program offers real-world application of skills related to private accounting, institutional accounting, certified public accounting, and other career opportunities within the private and public sectors.

To qualify for the Associate in Arts Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AA degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 21 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

Accounting is a field ripe with job opportunities within various industries in corporate, government, and nonprofit sectors. This degree prepares students for entry-level employment for careers in bookkeeping, private/public accounting, auditing, tax preparation, cost/managerial accounting, financial services, bank officer, consumer credit officer, financial analyst, financial planner, loan officer, insurance analyst, investment account executive, and payroll accounting.

Learning Outcome(s)

1. Apply knowledge of financial accounting, including content, concepts and structure of the various statements for internal and external use.
2. Understand and apply the generally accepted accounting principles to prepare financial statements.
3. Evaluate the process of identifying, gathering, measuring, summarizing, and analyzing financial data in business organizations.
4. Identify the basics of information technology and apply software applications to accounting transactions.
5. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0**

BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law	3
BUS 010	Introduction to Business	3
BUS 054	Small Business Management	3
CIS 001	Introduction to Computer Information Systems	4
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
Recommended Courses:		
BUS 005	Human Relations in Business	3
BUS 050	Principles of Management	3
BUS 076	E-Commerce/Entrepreneurship	3
	Major Requirement Units:	**27**
	General Education Units:	**21**
	Elective Units:	**12**
	Total Degree Units:	**60**

ACCOUNTING - CERTIFICATE OF ACHIEVEMENT

Program Description

This Accounting Certificate of Achievement is designed to prepare students for an entry-level position in accounting and bookkeeping. Accountants play an essential role in keeping businesses within their budgets, and this program offers real-world application of skills related to private accounting, institutional accounting, and other accounting career opportunities within the private and public sectors.

The certificate can be completed in one academic year. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below.

Career Opportunities

The Accounting Certificate of Achievement prepares students for entry level positions in different fields of accounting; small business accounting, institutional accounting, payroll accounting, account receivable and accounts payable, income tax and other related fields.

Learning Outcome(s)

1. Apply knowledge of financial accounting, including content, concepts and structure of the various statements for internal and external use.
2. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
3. Evaluate the process of identifying, gathering, measuring, summarizing and analyzing financial data in business organizations.
4. Design and complete professional assignments using computer applications such as Microsoft Excel, QuickBooks, and general ledger software to summarize business transactions

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law	3
BUS 010	Introduction to Business	3
CIS 001	Introduction to Computer Information Systems	4
Recommended Courses:		
BUS 005	Human Relations in Business	3
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
	Total Units:	**18**

BUSINESS ADMINISTRATION - A.A. DEGREE

Program Description

To qualify for the Business Administration Associate in Arts degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

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

Career Opportunities

Career opportunities may include positions in administrative services, budgeting, human resources, purchasing, sales, and supervising.

Learning Outcome(s)

1. Evaluate business functions, practices, and related theories to address business problems.
2. Synthesize quantitative and technological skills to analyze and interpret business data.
3. Write clear, concise and structured business plans with supportive documentation and data.
4. Identify and demonstrate accepted business practices that show cultural sensitivity.
5. Demonstrate knowledge of the current legal and regulatory business environment.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**21.0**
BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law	3
CIS 001	Introduction to Computer Information Systems	4
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
Recommended Courses:		
BUS 005	Human Relations in Business	3
BUS 020	General Accounting	3
BUS 070	Introduction to Marketing	3
BUS 074	Introduction to Advertising	3
	Major Requirement Units:	**21**
	General Education and Elective Course Units:	**39**
	Total Units:	**60**

BUSINESS ADMINISTRATION 2.0 - AS-T DEGREE

Program Description

The Business Administration 2.0 Associate in Science for Transfer Degree (AS-T) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an Associate Degree for Transfer (ADT) and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AS-T degree program requires students to meet the following requirements:

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

Career Opportunities

Careers opportunities may include jobs in Administrative Services, Budgeting, Human Resources, Purchasing, Sales and Supervising.

Learning Outcome(s)

1. Pursue and evaluate knowledge through the skills of inquiry, research, critical thinking and problem solving.
2. Identify and demonstrate accepted practices that show cultural sensitivity.
3. Communicate effectively in both speech and writing.
4. Write clear, concise and structured business plans with supportive documentation and data.
5. Understand and appreciate diversity and develop a worldview informed by multicultural and global perspectives,

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0**
BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
BUS 002	Introduction to Business Law	3
BUS 010	Introduction to Business	3
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
MATH 013	Introduction to Statistics	4
MATH 016A	Calculus for Business and Life/Social Sciences	3
	Major Requirement Units:	**27**
	Total Units that may be double-counted for General Education:	**9**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**4-6**
	Total Degree Units:	**60**

BUSINESS MANAGEMENT - CERTIFICATE OF ACHIEVEMENT

Program Description

The **Business Management** program involves the coordinating of efforts and resources within an office, department, organization or company to achieve defined objectives.

The certificate includes core course requirements and the choice between two areas of emphasis: Human Resources Management or Entrepreneurship/Small Business Management.

The Human Resources Management area of emphasis allows students to explore the human resources management field as a career choice and gain an entry-level support position in a human resources department. The Entrepreneurship/Small Business Management is designed to aid students who want to own their own business or who work for small or virtual businesses.

A **Certificate of Achievement** will be awarded upon satisfactory completion of the core certificate requirements and the requirements for one emphasis specified below.

Career Opportunities

General/operations manager and office manager

Learning Outcome(s)

1. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
2. Research and evaluate business plans that can be used for planning and financing.
3. Employ appropriate management, finance, accounting, and marketing techniques required to operate a business.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**22.0-23.0**
Select 22 - 23 Major Requirement Units from the courses below:		
Core Courses:		**10.0**
BUS 002	Introduction to Business Law	3
BUS 050	Principles of Management	3
CIS 001	Introduction to Computer Information Systems	4
Choose One:		**3.0-4.0**
BUS 001A	Financial Accounting	4
BUS 020	General Accounting	3
Areas of Emphasis: Choose one Area for 9 units		**9.0**
Area A: Human Resources Management		
BUS 051	Supervisory Management	3
BUS 052	Psychology and Human Relations	3
BUS 056	Human Resources Management	3
OR		
Area B: Entrepreneurship/Small Business Management:		
BUS 054	Small Business Management	3
BUS 070	Introduction to Marketing	3
BUS 076	E-Commerce/Entrepreneurship	3
	Total Units	**22-23**

DIGITAL INVESTMENT - CERTIFICATE OF ACHIEVEMENT

Program Description

The Digital Investment Certificate of Achievement prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of digital investments that is applicable to the public, private, and nonprofit sectors. This certificate program will enable students to integrate foundational investment, trading and financial concepts with practical technical skills, which ensures they gain real-world applied knowledge to be truly job-ready. It aims to develop the student's understanding of investments and provide a framework for students to think about concepts such as digital currency, blockchain, stock market, investments, and investment portfolio construction. Students will be assessed throughout the courses through exercises on the topics.

This program can be completed within one year, culminating in a Certificate of Achievement.

Career Opportunities

Completion of this certificate will provide students with the knowledge they need to work in an entry-level position at financial institutions and digital currency and blockchain companies which do not need licenses, such as client services, account management, compliance, and business operations, market analyst, researcher, and more. More information is in the LMI documents.

Learning Outcome(s)

1. Demonstrate career acceptance preparation by applying industry standard concepts in investing in both stocks and cryptocurrency markets tools and technologies such as: Tradingview, Zivolve, finviz, and Yahoo finance.
2. Exhibits career readiness by building a investment portfolios consist of stocks and crtptocurrencies using core fundamnetals,news analysis, sentiment analysis technical analysis, risk management and monitoring, as well as applying stock and crypto currency picking research skillsets

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**9.0**
BUS 020	General Accounting	3
BUS 088	Introduction to Cryptocurrency Investment	3
BUS 229	Stock Market Investing	3
	Total Units:	**9**

DIGITAL MARKETING - CERTIFICATE OF ACHIEVEMENT

Program Description

The Digital Marketing Certificate of Achievement prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of marketing that is applicable to the public, private, and nonprofit sector. This certificate program will enable students to integrate foundational marketing concepts with practical technical skills, which ensures they gain real-world applied knowledge to be truly job-ready. It aims to develop the student's understanding of marketing and provide a framework for students to think about concepts such as segmentation, targeting, value propositions, and metrics. Students will be assessed throughout the course through exercises on the topics. This program can be completed within one year, culminating in a Certificate of Achievement in addition to co-branded Facebook certification.

Career Opportunities

Completion of this certificate will provide students with the coursework they need to work in entry-level digital marketing positions such as digital marketing coordinator, online community manager, email marketing coordinator, content marketing coordinator, or social media assistant, marketing analyst.

Learning Outcome(s)

1. Demonstrate job readiness by using industry-standard marketing tools such as: Facebook Ads Manager, Google Analytics, Google Ads, Google Sheets, Google Slides, and Mailchimp.
2. Demonstrate job readiness by creating a comprehensive digital marketing plan using core frameworks, analyzing A/B test results and Google Analytics report data, executing an original ad for Facebook and Google Search and Display, and developing an email marketing campaign using Mailchimp.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0**
Select 16 Major Requirement Units from the courses below:		
Core Courses:		**13.0**
BUS 074	Introduction to Advertising	3
BUS 083	Introduction to Digital Marketing	3
BUS 090	Content Marketing and Branding	3
BUS 096	Marketing Analytics and Performance Optimization	4
Choose One:		**3.0**
BUS 092	Digital Advertising: Search and Display	3
BUS 094	Email Marketing	3
	Total Units:	**16**

ENTREPRENEURSHIP - CERTIFICATE OF PROFICIENCY

Program Description

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

Career Opportunities

Career Opportunities may include Home Based Businessperson, Intern to Film Producer/Entrepreneur, Web Developer, Writer/blogger, Social Entrepreneur, Political Entrepreneur, and Virtual Administrative Entrepreneur.

Learning Outcome(s)

1. Analyze the variety of entrepreneurial opportunities available in the United States.
2. Develop strategies to exploit entrepreneurial opportunities and evaluate and analyze alternative strategies and assess risk.
3. Identify and understand accounting concepts that enable student to interpret financial data and use it to make informed decisions about the operating performance and financial position of a company.
4. Apply leadership and workplace relationship skills that will enable them to deal with customer, employee, and supplier issues.
5. Identify successful marketing efforts that will enable the business to succeed.
6. Complete a comprehensive business plan that will enable the business to secure adequate financing by applying knowledge of computer applications, including word processing, spreadsheets, web and social media.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**15.0-17.0**
Select 15 - 17 Major Requirement Units from the courses below:		
Core Courses:		**13.0**
BUS 010	Introduction to Business	3
BUS 054	Small Business Management	3
BUS 076	E-Commerce/Entrepreneurship	3
CIS 001	Introduction to Computer Information Systems	4
Choose One:		**2.0-4.0**
BUS 001A	Financial Accounting	4
BUS 020	General Accounting	3
BUS 080	Financial Literacy	2
	Total Units:	**15-17**

HUMAN RESOURCE MANAGEMENT - CERTIFICATE OF PROFICIENCY

Program Description

The Human Resource Management certificate program allows students to explore human resource management as a career choice and gain an entry-level support position in a human resource department. Students may further their education by completing Business transfer degree requirements in Business Administration, Business Management, or related fields.

Career Opportunities

Career change and/or advancement opportunities. Possibly a specialized emphasis in a BA Business degree program (re-entry for transfer).

Learning Outcome(s)

1. Analyze how primary functions within business interact to achieve organizational goals.
2. Apply solutions and leadership to human resource management issues.
3. Identify and demonstrate accepted business practices that show cultural sensitivity.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**15.0**
BUS 002	Introduction to Business Law	3
BUS 051	Supervisory Management	3
BUS 052	Psychology and Human Relations	3
BUS 056	Human Resources Management	3
COMM 020	Interpersonal Communication Skills	3
	Total Units:	**15**

Child Development (CHDEV)

ASSISTANT TEACHER - CERTIFICATE OF PROFICIENCY

Program Description

The Assistant Teacher certificate program is designed to prepare students to complete the minimum academic certification of the Merritt College Child development department. The Assistant Teacher Certification qualifies students to obtain the Assistant Teacher Permit issued by the Commission on Teaching Credentialing.

Career Opportunities

The Assistant Teacher Certificate prepares students for the first tier of the California Commission on Credentialing Assistant Teacher permit. This permit allow students who complete the coursework to work as a teacher's aide or assistant in many Early Childhood settings.

Learning Outcome(s)

1. Differentiate between and apply the concepts of development domains (physical, cognitive, social-emotional, language/literacy) in the classroom.
2. Discuss how young children learn through play.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**6.0**
	Select a minimum of 6 units from the following:	
	Any Child Development course numbered CHDEV 001 through CHDEV 248	
	Total Units:	**6**

ASSOCIATE TEACHER - CERTIFICATE OF PROFICIENCY

Program Description

The Associate Teacher certificate of proficiency program is designed to prepare students for entry-level work in public or private childcare facilities. The Child Development program includes diverse topics covering family diversity, multicultural education, special education, infants/toddlers, home-based care, and family child care. This option under the Child Development program focuses on introductory skills needed to work in early childhood education settings, including preschool education theory and application, child growth and development, and the child and his/her place in the family and community.

The program course requirements match the course requirements on the Child Development Permit Matrix for Associate Teacher. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Career Opportunities

The Child Development Associate Teacher Certificate provides students with the minimal level of education to work with children in a group setting. Includes required classes in the core areas (development; child, family, and community; curriculum). Allows students to qualify for Assistant Teacher and Associate Teacher* permits. *Associate Teacher Permit: Associate Teacher Certificate of Proficiency requirements plus experience requirement of 50 days of 3+ hours per day within 2 years. It can be used to: Enhance career opportunities such as: Child Care Center Assistant Teacher Child Care Center Associate Teacher Elementary School Classroom Assistant Preschool Teacher Child Care Worker

Learning Outcome(s)

1. Identify developmentally and culturally appropriate practices in the physical, temporal and interpersonal environments
2. Communicate effectively orally and in writing.
3. Identify the major developmental theories in Early Childhood Education practices.
4. Apply the concepts of socialization to early care and education practices.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
Select 12 Major Requirement Units from the courses below:		
Core Courses:		**9.0**
CHDEV 051	Child Growth and Development	3
CHDEV 053	The Child, the Family and the Community	3
CHDEV 054B	Introduction to Curriculum	3
Choose One:		**3.0**
CHDEV 050	Principles and Practices of Teaching Young Children	3
CHDEV 054A	Social Emotional Foundations for Early Learning	3
	Total Units:	**12**

CHILD DEVELOPMENT - A.A. DEGREE

Program Description

This program is designed for students desiring to transfer to a four-year college or to meet requirements to work in public or private childcare facilities. The AA degree in Child Development will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements. The Child Development AA degree includes the State Curriculum Alignment Project (CAP) courses. The program conforms to regulatory agency guidelines and offers several options as specified below.

Career Opportunities

Career opportunities include jobs in the field of Early Care and Education which include work in child care centers, elementary schools, and preschools teaching children from birth to age five.

Learning Outcome(s)

1. Demonstrate developmentally and culturally appropriate practice, including managing the physical, temporal and interpersonal environments
2. Assess the learning environment and the children, using standard assessment tools to form plans of action
3. Communicate effectively orally, and in writing, in a child care setting with children, families & co-workers
4. Work independently, and as a team member, in an effective manner while continuously strengthening leadership skills
5. Apply developmentally and culturally sensitive strategies to support social-emotional competence in early childhood settings.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses- Select 32 Major Requirement Units from the courses below:		**32.0**
Core Courses:		**29.0**
CHDEV 050	Principles and Practices of Teaching Young Children	3
CHDEV 051	Child Growth and Development	3
CHDEV 052	Observation and Assessment	3
CHDEV 053	The Child, the Family and the Community	3
CHDEV 054A	Social Emotional Foundations for Early Learning	3
CHDEV 054B	Introduction to Curriculum	3
CHDEV 055A	Practicum-Field Experience	5
CHDEV 074	Health, Safety and Nutrition	3
CHDEV 080	Teaching in a Diverse Society	3
Choose One:		**3.0**
CHDEV 055C	Advanced Practicum-Field Experience	3
CHDEV 060	Emergent Literacy and Children's Literature	3
CHDEV 061	Advanced Curriculum Development	3
CHDEV 062	Overview of Operations of Family Child Care	3
CHDEV 068	Play-Based Curriculum	3
CHDEV 084	Curriculum and Strategies for Children with Special Needs	3

A maximum of 1 unit combined from any Emergent Topics course can be applied toward the Child Development AA degree major.

Major Requirement Units:	**32**
General Education and Elective Course Units:	**28**
Total Degree Units	**60**

EARLY CHILDHOOD EDUCATION - AS-T DEGREE

Program Description

The Associate in Science in Early Childhood Education (ECE) for Transfer (AS-T) degree is intended to meet the lower division requirements for ECE majors (or majors that have been deemed similar in the CSU system). It prepares students to function in a variety of early childhood programs and services and is for students who seek to transfer to a California State University institution or to prepare for a career in early childhood education by meeting the requirements to work in public or private child care facilities.

The Early Childhood Education AS-T degree includes diverse topics covering developmentally and culturally appropriate practice, assessment of the learning environment and children, effective oral and writing communication skills, collaborative work skill and leadership skills, and advocacy of children and families.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AS-T degree program requires students to meet the following requirements:

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

Career Opportunities

The Early Childhood Education AS-T program prepares students to function in a variety of early childhood programs and services. The program is for those who seek to prepare for a career in early childhood education/ child development by meeting the requirement to work in public or private child care facilities or to transfer to a four-year college or university. Those completing the AS-T in Early Childhood Education will be able to transfer to the California State University (CSU) campuses that prepare them for advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, Child Development Specialist, Program Directors and Child Life Specialists. With a BA in ECE/Child Development, students are eligible for the Master Teacher and Site Supervisor levels of the CA Child Development Permit, using the Alternative Qualifications category.

Learning Outcome(s)

1. Demonstrate developmentally and culturally appropriate practice, including managing the physical, temporal and interpersonal environments
2. Assess the learning environment and the children using standard assessment tools to form plans of action.
3. Communicate effectively orally, and in writing, in a child care setting with children, families & co-workers
4. Work independently, and as a team member, in an effective manner while continuously strengthening leadership skills.
5. Advocate within the community for continued support of children and families

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**26.0**
Select 26 Major Requirement Units from the courses below:		

CHDEV 050	Principles and Practices of Teaching Young Children	3
CHDEV 051	Child Growth and Development	3
CHDEV 052	Observation and Assessment	3
CHDEV 053	The Child, the Family and the Community	3
CHDEV 054B	Introduction to Curriculum	3
CHDEV 055A	Practicum-Field Experience	5
CHDEV 074	Health, Safety and Nutrition	3
CHDEV 080	Teaching in a Diverse Society	3
	Major Requirement Units:	**26**
	Units that may be double-counted for General Education:	**3-9**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**-4**
	Total Degree Units:	**60**

FAMILY CHILD CARE PROVIDER - CERTIFICATE OF PROFICIENCY

Program Description

The Family Child Care Provider certificate program is designed to prepare students to meet the unique demands for running a quality Family Child Care business. This specialization under the Child Development Department focuses on program, business practices and regulatory compliance. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Career Opportunities

Career opportunities include service providers in the Family Child Care Centers.

Learning Outcome(s)

1. Practice involving families in all aspects of the program, and demonstrate ability to communicate and work with families in respectful ways.
2. Apply regulatory and legal compliance requirements of a successful Family Child Care Business.
3. Implement a comprehensive approach to creating developmentally and culturally appropriate environments in the family child care setting.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
Select 12 Major Requirement Units from the courses below:		
Core Courses:		**9.0**
CHDEV 051	Child Growth and Development	3
CHDEV 053	The Child, the Family and the Community	3
CHDEV 062	Overview of Operations of Family Child Care	3
Choose One:		**3.0**
CHDEV 054B	Introduction to Curriculum	3
CHDEV 056B	Curriculum and Environments for Infants and Toddlers	3
	Total Units:	**12**

INFANT/TODDLER SPECIALIST - CERTIFICATE OF PROFICIENCY

Program Description

The Infant/Toddler Specialist Certificate of Proficiency program is designed to prepare students for work in public or private infant/toddler programs. This specialization option under the Child Development Department focuses on skills needed to work in infant/toddler settings. This program can be completed within one year, culminating in a Certificate of Proficiency upon satisfactory completion of all requirements. The Certificate of Proficiency is not indicated on the student's transcript.

Career Opportunities

Career opportunities include Infant/Toddler teacher, owner/director of Family Child Care business, Home Visitor with Early Headstart programs.

Learning Outcome(s)

1. Evaluate individual differences and the special needs of exceptional children under age three
2. Create a responsive environment and developmentally and culturally appropriate curriculum that supports infant-toddler learning in the four domains of development.
3. Practice involving families in all aspects of the program, and demonstrate ability to communicate and work with families in respectful ways.
4. Summarize the developmental sequence of infant and toddler growth and development and the methods of facilitating growth.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**6.0**
CHDEV 056A	Infant/Toddler Development and Care	3
CHDEV 056B	Curriculum and Environments for Infants and Toddlers	3
	Total Units:	**6**

INTRODUCTION TO EARLY CHILDHOOD EDUCATION FOR CHILD CARE PROVIDERS - CERTIFICATE OF COMPLETION

Program Description

The **Introduction to Early Childhood Education for Child Care Providers Certificate of Completion** is the second of two noncredit certificates intended for students who seek to enter careers in child development, further their professional development or prepare for entry into credit courses in child development at Merritt College or other community colleges. This paired certificate between the Child Development (CHDEV) and English for Speakers of Other Languages (ESOL) Departments allows for noncredit students and individuals exploring careers with children to enroll in courses that teach important child development content specific to early childhood years (0-8), paired with language and literacy development in English. Entry-level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher's aides are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children.

A student completing this program will learn the content of how to care for children in their early childhood years and the language necessary to read, write and converse in English about the basics of early childhood education and development theories. There are no prerequisites for this program though it is recommended that students complete the Introduction to Infant/Toddler Care Certificate of Completion before entering the courses for this certificate. This certificate can be earned in one semester.

Career Opportunities

Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher aides are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children. This paired certificate between the ESL and Child Development Departments allows for non-credit students, parents and individuals exploring careers with children to enroll in courses that teach important child development and child-rearing issues specific to the early childhood years, (0-8), paired with language and literacy development in English.

Learning Outcome(s)

1. Identify and provide examples of the stages of child development ages 0-8 and the philosophies and best practices that apply at each level.
2. Describe the effective principles and methods of communication and positive guidance for children ages 0-8.
3. Demonstrate the ability to communicate clearly in transitional English conversations about early childhood education.
4. Demonstrate the ability to read materials and write short descriptions about observed child behavior using transitional level English.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**36.8-52.5**
CHDEV 504	Introduction to Early Childhood Development for Family Child Care Providers	9.25-13.25
CHDEV 505	Introduction to Early Childhood Education Curriculum for Family Child Care Providers	9.25-13.25
ESOL 504	English for Early Childhood Development	9.25-13.25
ESOL 505	English for Early Childhood Education Curriculum	9.25-13.25
	Total Hours:	**36.75-52.5**

INTRODUCTION TO INFANT/TODDLER CARE - CERTIFICATE OF COMPLETION

Program Description

The **Introduction to Infant/Toddler Care Certificate of Completion** is the first of two noncredit certificates intended for students who seek to enter careers in child development, further their professional development or prepare for entry into credit courses in child development at Merritt College or other community colleges. This paired certificate between the English for Speakers of Other Languages (ESOL) and Child Development (CHDEV) Departments allows for noncredit students and individuals exploring careers with children to enroll in courses that teach important child development content specific to infant/toddler years, paired with language and literacy development in English. Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher's aides are often recruited for childcare jobs based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children.

A student completing this program will learn the content and the language necessary to read, write and converse in English about the basics of infant/toddler care theories and how to care for children in their infant/toddler years. There are no prerequisites for this program though it is recommended that students are high-beginning English Language Learners.

Career Opportunities

Entry level jobs in child development are available for English language learners and those with lower levels of basic skills. In-home caregivers, nannies, family childcare providers and teacher aides are often recruited based on proficiency in languages other than English, cultural competency and a genuine desire to work with young children. This paired certificate between the ESL and Child Development Departments allows for non-credit students, parents and individuals exploring careers with children to enroll in courses that teach important child development and child-rearing issues specific to the early childhood years, (0-3), paired with language and literacy development in English.

Learning Outcome(s)

1. Identify and provide examples of the effective principles and practices of child development for infants/toddlers.
2. Demonstrate the ability to communicate clearly in basic English conversations about infant/toddler development.
3. Demonstrate the ability to read and comprehend basic English materials about infant/toddler development theory and practice.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**36.8-52.5**
CHDEV 502	Introduction to Infant/Toddler Development	9.25-13.25
CHDEV 503	Introduction to Infant/Toddler Curriculum	9.25-13.25
ESOL 502	English for Infant/Toddler Development	9.25-13.25
ESOL 503	English for Infant/Toddler Curriculum	9.25-13.25
		Total Hours: 36.75-52.5

TEACHER - CERTIFICATE OF ACHIEVEMENT

Program Description

The Teacher certificate program is designed to prepared students for Head Teacher-level work in public or private childcare facilities. The option builds on the introductory skills and knowledge base that is needed to work in Early Care and Education through 12 additional Child Development units including observation and assessment, emergent literacy, operations of family child care, health, safety and nutrition and special needs. A Certificate of Achievement will be awarded upon satisfactory completion of the courses specified below. A Certificate of Achievement is indicated on the student's transcript.

Career Opportunities

Jobs in the field of Early Care and Education.

Learning Outcome(s)

1. Identify & evaluate developmentally and culturally appropriate practices in the physical, temporal and interpersonal environments.
2. Communicate effectively orally, and in writing on relevant topics in the field of Early Care and Education
3. Work independently, and as a team member, in an effective manner.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**40.0**
Select 40 Major Requirement Units from the courses below:		
Core Courses:		**19.0**
CHDEV 051	Child Growth and Development	3
CHDEV 053	The Child, the Family and the Community	3
CHDEV 054A	Social Emotional Foundations for Early Learning	3
CHDEV 054B	Introduction to Curriculum	3
COMM 020	Interpersonal Communication Skills	3
ENGL 001A	Composition and Reading	4
Choose a minimum of 12 units from the following courses:		**12.0**
CHDEV 050	Principles and Practices of Teaching Young Children	3
CHDEV 052	Observation and Assessment	3
CHDEV 055A	Practicum-Field Experience	5
CHDEV 055C	Advanced Practicum-Field Experience	3
CHDEV 060	Emergent Literacy and Children's Literature	3
CHDEV 068	Play-Based Curriculum	3
CHDEV 074	Health, Safety and Nutrition	3
CHDEV 084	Curriculum and Strategies for Children with Special Needs	3
CHDEV 246	Emergent Topics: Best Practices for Working with Children	0.5
CHDEV 061	Advanced Curriculum Development	3
CHDEV 062	Overview of Operations of Family Child Care	3
CHDEV 080	Teaching in a Diverse Society	3
Choose 9 units of degree-applicable courses.		9.0
	Total Units:	**40**

TRANSITIONAL KINDERGARTEN (TK) - CERTIFICATE OF ACHIEVEMENT

Program Description

The Transitional Kindergarten (TK) Certificate of Achievement program is designed to prepare students who are interested in becoming Transitional Kindergarten teachers with the necessary Early Childhood Education units required by the Department of Education to fulfill the requirements of the position. This specialization option under the Child Development Department provides comprehensive knowledge of the California Preschool Learning Foundations and Frameworks as well as instruction in effective behavior management strategies, for working with children from diverse cultural backgrounds, and knowledge of how to create quality curriculum and environments for young children. This program is designed both for credentialed teachers who want to earn the Early Childhood Education units necessary to qualify as a transitional Kindergarten teacher and for current preschool teachers who want to deepen their understanding of the Preschool Foundations and Frameworks.

A Certificate of Achievement will be awarded upon successful completion of the courses specified below. The program can be completed in two semesters.

Career Opportunities

Based on all available data, there appears to be an undersupply of Transitional Kindergarten Teachers compared to the demand for this cluster of occupations in the Bay region. The gap is about 838 students annually in the Bay region. The career opportunities for teachers with an elementary teaching credential expands to Transitional Kindergarten teacher with the addition of 24 Child Development units. The following SOC codes are relevant to this program: 399011 Childcare Workers 252011 Preschool Teachers, Except Special Education 252051 Special Education Teachers, Preschool 119031 Education Administrators, Preschool and Childcare Center/Program 251081 Education Teachers, Postsecondary 259041 Teacher Assistants

Learning Outcome(s)

1. Identify, evaluate and develop developmentally and culturally appropriate practices and curriculum for preschool aged children.
2. Expand on knowledge and ability to work with diverse children, families and communities
3. Communicate effectively orally, and in writing on relevant topics in the field of Early Care and Education specific to preschool aged children.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**10.0**
CHDEV 201	California Preschool Learning Foundations: English Language Development	1
CHDEV 202	California Preschool Learning Foundations: Literacy	1
CHDEV 203	California Preschool Learning Foundations: Math	1
CHDEV 204	California Preschool Learning Foundations: Performing Arts	1
CHDEV 205	California Preschool Learning Foundations: Science	1
CHDEV 206	California Preschool Learning Foundations: Visual Arts	1
CHDEV 207	California Preschool Learning Foundations: Social and Emotional Development	1
CHDEV 208	Strategies for Working with Challenging Behaviors	3
	Total Units:	**10**

Communication (COMM)

COMMUNICATION STUDIES 2.0 - AA-T DEGREE

Program Description

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

The Communication Studies 2.0 program prepares students to transfer to a four-year college or university to obtain a degree in Communication or a related Social Science field. The courses in the program also improve job attainment and performance skills, providing students with the training necessary for public speaking, customer service, conflict resolution, and interviewing. Students who complete the Associate in Arts for Transfer (AA-T) degree in Communication Studies 2.0 will learn and practice cultural awareness, situation analyses, and goal-oriented solutions to practical problems, giving them valuable assets in their future relationships and workplaces. Lastly, this course of study improves students' logic and reasoning skills, thus providing the foundation for understanding math and science, the world around them, and the skills and insights necessary to think through ethical issues and achieve their goals.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AA-T degree program requires students to meet the following requirements:

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

Career Opportunities

Customer Service Representative Salesperson Nonprofit Organizer Consultant Focus Group Facilitator Interviewer Human Resource Representative Negotiator Startup job in mass media organization

Learning Outcome(s)

1. Critical Listening and Thinking- Speak, listen, and think critically, to set goals for effective communication, resolve conflict, and get your message across.
2. Public Speaking- Deliver presentations that are clear in message and voice, using appropriate nonverbal communication.
3. Group Cohesion- Strengthen group cohesion through shared vision creation and development.
4. Relationship between Mass Media and Face-to-Face Communication- Analyze the impact and influence that mass media and mediated communication have on face-to-face interactions.
5. Cultural Competency- Interact with people of different cultures in ways that result in shared understanding
6. Self-Awareness and Ethics- Know how your own upbringing and cultural background affect your perceptions of yourself and others and integrate ethics in your everyday communication interactions

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0-19.0**
Select 18 - 19 Major Requirement Units from the courses below:		
Core Courses:		**6.0**
COMM 045	Public Speaking	3
COMM 020	Interpersonal Communication Skills	3
Choose Three:		**9.0**
List A- Choose Three courses for 9 units from the following:		
COMM 003	Introduction to Human Communication	3
COMM 004	Dynamics of Group Discussion	3
COMM 006	Intercultural Communication	3
Choose One:		**3.0-4.0**
List B- Choose One course for 3-4 units from the following:		
COMM 010	Gender and Communication	3
COMM 019	Survey of Mass Media	3
ENGL 001B	Composition and Reading	4
ENGL 005	Critical Thinking in Reading and Writing	3
PSYCH 001A	Introduction to General Psychology	3
SOC 001	Introduction to Sociology	3
	Major Requirement Units:	**18-19**
	Total Units that may be double-counted for General Education:	**9**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**-**
	Total Degree Units:	**60**

Community Social Service (COSER)

COMMUNITY SOCIAL SERVICES/SUBSTANCE ABUSE - A.A. DEGREE

Program Description

The Community Social Services/Substance Abuse program is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients. The program also offers further training for persons already employed in the field. The program requirements comply with CAADE (California Association on Alcohol and Drug Education) guidelines. Community Social Services/Substance Abuse is offered both for the Associate degree and the certificate. To qualify for the AA degree, students must satisfactorily complete the Major course requirements and the General Education requirements. A Certificate of Achievement will be awarded upon satisfactory completion of the major course requirements.

Career Opportunities

The Substance Abuse program is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients.

Learning Outcome(s)

1. Apply knowledge of mental health/human service trends, issues and regulations to inpatient, outpatient and other programs within the human services delivery system.
2. Display appropriate communication and interpersonal skills through active listening, sensitivity and effective responses to both verbal and non-verbal behavior.
3. Demonstrate appropriate professional behavior (e.g. timeliness) and interpersonal skills such as teamwork, leadership, and cultural diversity.
4. Establish rapport with clients, gather information about the conditions that bring clients in for a service, and refer clients to appropriate resources.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**49.0-50.0**
COSER 010	Community Resources and Social Policy	3
COSER 016B	Communication: Families in Crisis	3
COSER 020	Group Dynamics: Working with Small Groups	2-3
COSER 021	Psychology/Pharmacology of Drugs of Abuse	3
COSER 022	Social Psychology of Substance/Drug Abuse	3
COSER 025	Maintaining Sobriety and Relapse Prevention	3
COSER 026	Case Management for Substance Abuse Paraprofessionals	3
COSER 027	Crisis Management for Substance Abuse	3
COSER 028	Dual Diagnosis: Mental Illness and Drug Abuse	3
COSER 029	Working with Diverse Populations	3
COSER 040	Community Social Services Field Experience	9
COSER 040 is a 3 unit course. It must be taken three times for a total of 9 units.		
COSER 042	Counseling Skills and Substance Abuse	3
HLTED 001	Exploring Health Issues	3
KIN 058A	Fitness Center Strength Training I-Fundamentals	0.5
KIN 058B	Fitness Center Strength Training II-Beginning	0.5
Choose One:		**4.0**
ENGL 001A	Composition and Reading	4

ENGL 100	College Composition and Reading	4
	Major Requirement Units:	**49-50**
	Units that may be double-counted for General Education:	**6**
	General Education (Local AA/AS /degree) Units	**18**
	Total Units:	**62-63**

COMMUNITY SOCIAL SERVICES/SUBSTANCE ABUSE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Community Social Services/Substance Abuse program is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients. The program also offers further training for persons already employed in the field. The program requirements comply with CAADE (California Association on Alcohol and Drug Education) guidelines. Community Social Services/Substance Abuse is offered both for the Associate degree and the certificate.

To qualify for the Certificate of Achievement in Community Social Services/Substance, students must satisfactorily complete the Major course requirements.

Career Opportunities

The Substance Abuse program is designed to prepare students for employment in entry-level paraprofessional positions providing counseling, case management, crisis management, and relapse prevention services to substance abuse clients.

Learning Outcome(s)

1. Apply knowledge of mental health/human service trends, issues and regulations to inpatient, outpatient and other programs within the human services delivery system.
2. Display appropriate communication and interpersonal skills through active listening, sensitivity and effective responses to both verbal and non-verbal behavior
3. Demonstrate appropriate professional behavior (e.g. timeliness) and interpersonal skills such as teamwork, leadership, and cultural diversity.
4. Establish rapport with clients, gather information about the conditions that bring clients in for a service, and refer clients to appropriate resources.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**49.0-50.0**
COSER 010	Community Resources and Social Policy	3
COSER 016B	Communication: Families in Crisis	3
COSER 020	Group Dynamics: Working with Small Groups	2-3
COSER 022	Social Psychology of Substance/Drug Abuse	3
COSER 025	Maintaining Sobriety and Relapse Prevention	3
COSER 026	Case Management for Substance Abuse Paraprofessionals	3
COSER 027	Crisis Management for Substance Abuse	3
COSER 028	Dual Diagnosis: Mental Illness and Drug Abuse	3
COSER 021	Psychology/Pharmacology of Drugs of Abuse	3
COSER 029	Working with Diverse Populations	3
COSER 040	Community Social Services Field Experience	9
COSER 040 is a 3 unit course. It must be taken three times for a total of 9 units.		
COSER 042	Counseling Skills and Substance Abuse	3
HLTED 001	Exploring Health Issues	3
KIN 058A	Fitness Center Strength Training I-Fundamentals	0.5
KIN 058B	Fitness Center Strength Training II-Beginning	0.5
Choose One:		**4.0**
ENGL 001A	Composition and Reading	4
ENGL 100	College Composition and Reading	4

Total Units:	**49-50**

Computer Information Systems (CIS)

APPLICATIONS SECURITY - A.S. DEGREE

Program Description

The Application Security Associate of Science degree confers best practices and competencies in secure software deployment, design, management, and vulnerability mitigation. A software application delivers value through services accessible through remote connections as well as through systems directly on the local network making it a high value target for hacking attempts. Graduates of this program are able to manage and optimize software applications to ensure compliance with security controls; help prevent, detect, investigate and respond to application security threats and attacks; facilitate application security vulnerability assessments, perform penetration tests and risk assessments; investigate application security events and incidents, including forensic analysis. They are able to form and lead incident response teams and represent software application security interests in the creation of organization practices and policies.

An Associate of Science degree will be awarded upon satisfactory completion of the courses specified in the program requirements. This program can be completed in four semesters.

Career Opportunities

Career opportunities may include: • Information Security Analysts • Computer and Information Systems Managers • Computer Systems Analysts • CA-DIR Cybersecurity Technician Apprenticeship - https://www.dir.ca.gov/databases/das/results_aigdetail.asp?varOccId=9266 Career opportunities for military personnel may include: • Advanced Information Operations (IO) Planner (Marine Corps - Commissioned Officer only) • Aviation Logistics Information Management System (ALIMS) Specialist (Marine Corps - Enlisted) • Cyberspace Operations, Cyber Command and Control Mission System (Air Force - Commissioned Officer only) • Cyberspace Operations, Cyber Security and Control System (Air Force - Commissioned Officer only

Learning Outcome(s)

1. Design and secure applications and services to protect critical assets.
2. Develop, test, and implement secure applications to safeguard critical information
3. Manage ongoing maintenance and updates to applications and services to respond to changing security threats

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0-30.0**
Select 27 - 30 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
CIS 054	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 055	Hacker Techniques, Exploits, and Incident Handling	3
CIS 056	Secure Coding in Java and .NET	3
CIS 057	Web Application PEN Testing	3
CIS 059	Applications in Information Security	3
CIS 060	Computer Forensics Fundamentals	3
CIS 071	Introduction to Information Systems Security	3
Choose One:		**3.0-5.0**
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
CS 020	Python Application Programming	3

Choose One:		**3.0-4.0**
CIS 051	Introduction to Information Technology Project Management	4
CIS 098	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1-3
CIS 247	Information Systems Skills Challenge	1-4
COPED 469	Work Experience in Security Administration	1-4
	Major Requirement Units:	**27-30**
	General Education and Elective Course Units:	**30-33**
	Total Units:	**60**

APPLICATIONS SECURITY - CERTIFICATE OF ACHIEVEMENT

Program Description

The Applications Security Certificate of Achievement provides best practices and competencies for students to design, install and implement secure applications and services; manage, and optimize application to ensure compliance with security controls; help prevent, detect, investigate and respond to Applications Security threats and attacks; facilitate Applications Security vulnerability assessments, penetration tests and risk assessments; investigate Applications Security events and incidents, including forensic analysis; represent security interests on project teams by ensuring security standards and requirements; conduct security research, analysis and review of application solutions to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

A Certificate of Achievement will be awarded upon completion of the courses specified in the program requirements. This program can be completed in four semesters.

Career Opportunities

Career opportunities may include Information Security Analysts, Computer and Information Systems Managers, and Computer Systems Analysts.

Learning Outcome(s)

1. Design and secure applications and services to protect critical assets.
2. Develop, test, and implement secure applications to safeguard critical information.
3. Manage ongoing maintenance and updates to applications and services to respond to changing security threats.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses: Select 27 - 30 Major Requirement Units from the courses below:		**27.0-30.0**
Core Courses:		**21.0**
CIS 054	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 055	Hacker Techniques, Exploits, and Incident Handling	3
CIS 056	Secure Coding in Java and .NET	3
CIS 057	Web Application PEN Testing	3
CIS 059	Applications in Information Security	3
CIS 060	Computer Forensics Fundamentals	3
CIS 071	Introduction to Information Systems Security	3
Choose One:		**3.0-5.0**
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
CS 020	Python Application Programming	3
Choose One:		**3.0-4.0**
CIS 051	Introduction to Information Technology Project Management	4
CIS 098	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1-3
CIS 247	Information Systems Skills Challenge	1-4
COPED 469	Work Experience in Security Administration	1-4
	Total Units:	**27-30**

COMPUTER PROJECT MANAGEMENT - CERTIFICATE OF ACHIEVEMENT

Program Description

The Computer Project Management Certificate of Achievement Program is a workforce program providing instruction in the application of Software Engineering skills to Business projects that use computers for process improvement or innovation. This program can be completed in one year or less and qualifies the graduate to enter the designated occupation at the prevailing wage. It includes training in both principles of management and software engineering to support successful completion of these projects. It also equips the non-technical project manager to manage software projects enabling them to compete for project management positions in the software development work force.

Specifically, students will learn use of the software engineering process and application of skills, tools, and techniques to manage project activities; enumeration of project goals as sequences of tasks with clearly defined beginning, end, scope, and resources; analysis of project goals to create a prioritized task list that will lead to successful completion; analysis of budget and human resources to develop a utilization plan; and communication of progress, status, and milestones. Skills applicable to any kind of project are supplemented by instruction in software engineering to support one of the prevalent project management needs of the Silicon Valley and the Bay Area workforce. These enable the design of integrated software systems to efficiently fulfill business processes and needs.

To qualify for the Computer Project Management Certificate of Achievement Program, students must complete 12-21 units of required courses. Students who intend to pursue occupational certification as an Associate in Project Management must secure 105 hours work in project management and then enroll in 2 units of COPED 469. This provides evidence on the student transcript of applicable work experience and qualifies the student to take the Certified Associate Project Manager examination offered by the Project Management Institute.

Career Opportunities

• Computer and Information Systems Managers (SOC 11-3021): Excludes “Computer Occupations" (15-1111 through 15-1199). • Computer Systems Analysts (SOC 15-1121): • Information Security Analysts (SOC 15-1122): Excludes “Computer Network Architects” (15-1143).

Learning Outcome(s)

1. Manage activities with defined beginning and end in time, defined scope and resources accomplish a singular goal.
2. Coordinate a project team to deliver the on-time, on-budget results.
3. Prioritize activities and communicate results, milestones, and deadlines.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0-21.0**
Select 12-21 units from the courses below:		
Core Courses:		**7.0**
CIS 051	Introduction to Information Technology Project Management	4
CS 080	Software Engineering	3
Choose One for 3-5 units:		**3.0-5.0**
CS 020	Python Application Programming	3
CIS 001	Introduction to Computer Information Systems	4
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4

Choose 2-9 Units:		**2.0-9.0**
CIS 234A	World Wide Web Publishing I	2
CIS 234E	Creating an E-Commerce Web Site	2
BUS 050	Principles of Management	3
BUS 054	Small Business Management	3
BUS 070	Introduction to Marketing	3
BUS 074	Introduction to Advertising	3
BUS 076	E-Commerce/Entrepreneurship	3
BUS 083	Introduction to Digital Marketing	3

OPTIONAL- Work Experience Course: 2 units

Students who intend to pursue occupational certification as an Associate in Project Management must secure 105 hours work in project management and then enroll in 2 units of COPED 469. This provides evidence on the student transcript of applicable work experience and qualifies the student to take the Certified Associate Project Manager examination offered by the Project Management Institute.

COPED 469	Work Experience in Security Administration	1-4

Students are required to take 2 units of this course to satisfy program requirements.

OPTIONAL- AREAS OF SPECIALIZATION: Optional 7-11 units

SELECT ONE GROUP of courses below for 7-11 units

Group A: Web/ECommerce Project Management: 7 units

CIS 059	Applications in Information Security	3
CIS 234A	World Wide Web Publishing I	2
CIS 234E	Creating an E-Commerce Web Site	2

Group B: Digital Marketing Project Management: 9 units

BUS 070	Introduction to Marketing	3
BUS 074	Introduction to Advertising	3
BUS 083	Introduction to Digital Marketing	3

Group C: Cybersecurity Project Management: 9 units

CIS 055	Hacker Techniques, Exploits, and Incident Handling	3
CIS 071	Introduction to Information Systems Security	3
CIS 060	Computer Forensics Fundamentals	3

Group D: Data Science/Artificial Intelligence/Machine Learning: 11 units

CIS 074	Introduction to Data Science and Analytics	3
CIS 042	Spreadsheet Applications	4
CIS 098	Database Programming with SQL	4

Group E: Blockchain and Cryptocurrency: 10 units

CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	3
CIS 066	XML Documents and Applications	2
CIS 108	Scripting for Systems Automation and Data Analysis	3
CIS 234E	Creating an E-Commerce Web Site	2
	Required Total Units:	**12-21**

COMPUTER SCIENCE AND INFORMATION SYSTEMS CAREER READINESS - CERTIFICATE OF COMPLETION

Program Description

The Computer Science and Information Systems Career Readiness Certificate of Completion program prepares participants to present their technical qualifications to potential employers, and communicate technical topics to non-technical senior stakeholders. Employability skills include effective communication, and collaboration across interdisciplinary management teams. It equips the graduate to fulfill the role of a Technical Professional with specific expertise and authority in making recommendations and decisions. This includes instruction in conflict resolution, confidence building, time management, and problem solving.

Career Opportunities

This is a Career Preparatory program with high employment potential for the Software Developer, Information Systems Analyst, and DevOps workforce which aligns with the following occupations: Computer Systems Analysts (SOC 15-1121) Computer User Support Specialists (SOC 15-1151) Computer Network Support Specialists (SOC 15-1152) Computer and Information Systems Managers (SOC 11-3021) Computer Information Systems (TOP 0702.00*) Computer and Information Systems Security/Information Assurance (CIP 11.1003) Computer Occupations, All Other (SOC 15-1199):

Learning Outcome(s)

1. Communicate their technical qualifications to potential employers and align them with business goals.
2. Use critical thinking skills to identify points of persuasion and facilitate concurrence in technical project decisions.
3. Summarize successful and non-successful projects in terms of building and communicating their knowledge, skills, and values in preparation for next steps in their technical career.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**34.0-36.0**
CIS 520	Setting the Stage for Technical Work	4-4.5
CIS 521	Techniques and Language of Technical Communications	4.5
CIS 522	Conflict Resolution in Technical Collaboration	4.5
CIS 523	Time Management and Organization of Technical Projects	4.5
CIS 524	Job Evaluation and Self Assessment in Technology Careers	4-4.5
CIS 525	Resume Writing for Technical Careers	4.5
CIS 526	Preparing for the Technical Interview	4-4.5
CIS 527	Technical Interview Patterns and Practice	4-4.5
	Total Hours:	**34-36**

DEVOPS - DEVELOPMENT AND OPERATIONS AUTOMATION - A.S. DEGREE

Program Description

The DevOps – Development and Operations Automation Associate Degree program prepares students for a career in Computer Information Systems (CIS) or transfer for continued study. A graduate of this program is able to improve efficiency in Information Systems, CIS operations, and create software products. They are able to monitor and manage many information systems operations and software development processes by creating reusable scripts and software modules.

DevOps is the use of software **DEV**elopment tools to automate Information Systems **OP**erations. It requires Knowledge Skills and Abilities (KSA) of Information Technology (IT) components, configuration and programming that integrate IT components into Information Systems (IS), and the ability to automate the activities through use of the Application Programming Interfaces (API) published by equipment and service providers. The main characteristic of DevOps is to strongly advocate and implement automation and monitoring at all steps of software and infrastructure construction, from integration, testing, and releasing, to deployment and infrastructure management. DevOps aims at shorter development cycles, increased deployment frequency and more dependable releases in close alignment with business objectives.

Students who are interested in continuing their studies after completion of the two-year associate degree should consult with the departmental chair, read the "Transfer Information" section of the college catalog, and discuss their plans with their program advisor or counselor. Four-year universities may have additional or different course requirements for completion of lower division courses. The website www.assist.org can provide additional information about applicable courses for transfer.

Career Opportunities

Career opportunities may include Computer Systems Engineers/Architects, Computer Systems Analysts, Computer Programmers, PMI Agile Certified Practitioner, California Department of Industrial Relations (CA-DIR) IT Project Manager, Information Security Analysts, Computer and Information Systems Managers, Computer Systems Analysts, Advanced Information Operations (IO) Planner (Marine Corps - Commissioned Officer only), Aviation Logistics Information Management System (ALIMS) Specialist (Marine Corps - Enlisted), Cyberspace Operations, Cyber Command and Control Mission System (Air Force - Commissioned Officer only), Cyberspace Operations, Cyber Security and Control System (Air Force - Commissioned Officer only).

Learning Outcome(s)

1. Plan control of IT Components using Application Programming Interface (API)
2. Select operations to automate in an IT project.
3. Design Operations information flow for operations automation monitoring
4. Select Key Performance Metrics and that define baselines and norms.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**33.0-38.0**
Select 33 - 38 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
CIS 035	Microcomputer Operating Systems	4
CIS 051	Introduction to Information Technology Project Management	4
CIS 072	Systems and Network Administration	3
CIS 107	Administering Cloud Services and Containers	3
CIS 108	Scripting for Systems Automation and Data Analysis	3
CIS 110	Information and Communication Technology Essentials	4

Choose One:		**3.0-5.0**
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
CS 020	Python Application Programming	3
Choose One Group for 9 - 12 units		**9.0-12.0**
Select one group from the list below:		
Group A - Social Media and Online Community Management		
SOC 001	Introduction to Sociology	3
PSYCH 001A	Introduction to General Psychology	3
PSYCH 006	Social Psychology	3
Group B- Cybersecurity Operations		
CIS 053	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 055	Hacker Techniques, Exploits, and Incident Handling	0
CIS 060	Computer Forensics Fundamentals	3
CIS 247	Information Systems Skills Challenge	1-4
Group C - Software Engineering Automation and Continuous Integration		
CS 080	Software Engineering	3
CIS 178	Build Automation for DevOps and QA	4
CIS 179	Agile Software Management and Project Automation	3
Group D - Mobile Applications Build and Test Automation		
(Group D requires selection of CIS 6 or CIS 7 as the programming course.)		
CIS 033	Software Architectures and Algorithms	4
CIS 093	Cross Platform Mobile Application Development	4
CIS 178	Build Automation for DevOps and QA	4
Group E - Cloud Systems and Services		
CIS 062	Introduction to Systems Analysis and Design	3
CIS 052	Cloud Security Fundamentals	3
CIS 058	Hacker Guard – Baseline Training for IT Administrators and Operations	3
Group F -Site Reliability and Scaling		
(Group F requires selection of CIS 6 or CIS 7 as the programming course.)		
CIS 008	Introduction to Parallel and Cloud Programming	4
CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	3
CS 060	Applications of Artificial Intelligence and Deep Learning	3
	Major Requirement Units:	**33-38**
	General Education and Elective Course Units:	**22-27**
	Total Degree Units	**60**

DEVOPS - DEVELOPMENT AND OPERATIONS AUTOMATION - CERTIFICATE OF ACHIEVEMENT

Program Description

The DevOps – Development and Operations Automation Certificate of Achievement program prepares students for a career in Computer Information Systems (CIS) or transfer for continued study. A graduate of this program is able to improve efficiency in Information Systems, CIS operations, and create software products. They are able to monitor and manage many information systems operations and software development processes by creating reusable scripts and software modules.

DevOps is the use of software **DEV**elopment tools to automate Information Systems **OP**erations. It requires Knowledge Skills and Abilities (KSA) of Information Technology (IT) components, configuration and programming that integrate IT components into Information Systems (IS), and the ability to automate the activities through use of the Application Programming Interfaces (API) published by equipment and service providers. The main characteristic of DevOps is to strongly advocate and implement automation and monitoring at all steps of software and infrastructure construction, from integration, testing, and releasing, to deployment and infrastructure management. DevOps aims at shorter development cycles, increased deployment frequency and more dependable releases in close alignment with business objectives.

Students who are interested in continuing their studies after completion of the two-year certificate should consult with the departmental chair, read the "Transfer Information" section of the college catalog, and discuss their plans with their program advisor or counselor. Four-year universities may have additional or different course requirements for completion of lower division courses. The website www.assist.org can provide additional information about applicable courses for transfer.

Career Opportunities

Career opportunities may include Computer Systems Engineers/Architects, Computer Systems Analysts, Computer Programmers, PMI Agile Certified Practitioner, California Department of Industrial Relations (CA-DIR) IT Project Manager, Information Security Analysts, Computer and Information Systems Managers, Computer Systems Analysts, Advanced Information Operations (IO) Planner (Marine Corps - Commissioned Officer only), Aviation Logistics Information Management System (ALIMS) Specialist (Marine Corps - Enlisted), Cyberspace Operations, Cyber Command and Control Mission System (Air Force - Commissioned Officer only), Cyberspace Operations, Cyber Security and Control System (Air Force - Commissioned Officer only).

Learning Outcome(s)

1. Plan control of IT Components using Application Programming Interface (API)
2. Select IT operations for automation
3. Design Operations information flow for operations automation monitoring
4. Select and communicate key performance metrics and that define utilization baselines and operational norms.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**33.0-38.0**
Select 33 - 38 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
CIS 035	Microcomputer Operating Systems	4
CIS 051	Introduction to Information Technology Project Management	4
CIS 072	Systems and Network Administration	3
CIS 107	Administering Cloud Services and Containers	3
CIS 108	Scripting for Systems Automation and Data Analysis	3
CIS 110	Information and Communication Technology Essentials	4

Choose One:		**3.0-5.0**
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
CS 020	Python Application Programming	3
Choose One Group for 9 - 12 units:		**9.0-12.0**

Select one group of electives from the list below:

Group A - Social Media and Online Community Management		
SOC 001	Introduction to Sociology	3
PSYCH 001A	Introduction to General Psychology	3
PSYCH 006	Social Psychology	3
Group B - Cybersecurity Operations		
CIS 053	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 055	Hacker Techniques, Exploits, and Incident Handling	3
CIS 060	Computer Forensics Fundamentals	3
CIS 247	Information Systems Skills Challenge	1-4
Group C - Software Engineering Automation and Continuous Integration		
CIS 178	Build Automation for DevOps and QA	4
CIS 179	Agile Software Management and Project Automation	3
CS 080	Software Engineering	3
Group D - Mobile Applications Build and Test Automation		
(Group D requires selection of CIS 6 or CIS 7 as the programming course.)		
CIS 033	Software Architectures and Algorithms	4
CIS 093	Cross Platform Mobile Application Development	4
CIS 178	Build Automation for DevOps & QA	4
Group E - Cloud Systems and Services		
CIS 062	Introduction to Systems Analysis and Design	3
CIS 052	Cloud Security Fundamentals	3
CIS 058	Hacker Guard – Baseline Training for IT Administrators and Operations	3
Group F - Site Reliability and Scaling		
(Group F requires selection of CIS 6 or CIS 7 as the programming course.)		
CIS 008	Introduction to Parallel and Cloud Programming	4
CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	3
CS 060	Applications of Artificial Intelligence and Deep Learning	3
	Total Units:	**33-38**

INFRASTRUCTURE SECURITY - A.S. DEGREE

Program Description

The Infrastructure Security Associate of Science degree confers skills and best practices in secure deployment and configuration of hardwire devices that deliver connectivity and enable the exchange of information services. The graduate of this program is able to design, install and implement network and application services; detect intrusions, monitor and capture network traffic, manage and optimize security infrastructure to ensure compliance with security controls. They have completed instruction in the infiltration of information systems, baseline performance measurement, management of alerts and exception thresholds and formulation of security policies, and formation of an incident response team to investigate and respond to operational security threats and attacks. They conduct security research, analysis and review of infrastructure designs to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

Career Opportunities

Career opportunities may include Information Security Analysts (SOC 15-1122), Computer and Information Systems Managers (SOC 11-3021), and Computer Systems Analysts (SOC 15-1121).

Learning Outcome(s)

1. Install and configure infrastructure, software, and upgrades.
2. Install, configure, and test network devices, servers, and workstations.
3. Troubleshoot hardware, network, and security problems.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0-30.0**
Select 27 - 30 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
CIS 052	Cloud Security Fundamentals	3
CIS 053	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 054	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 055	Hacker Techniques, Exploits, and Incident Handling	3
CIS 058	Hacker Guard – Baseline Training for IT Administrators and Operations	3
CIS 060	Computer Forensics Fundamentals	3
CIS 072	Systems and Network Administration	3
Choose One:		**3.0-5.0**
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
CS 020	Python Application Programming	3
Choose 3-4 Units:		**3.0-4.0**
CIS 051	Introduction to Information Technology Project Management	4
CIS 098	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1-3
CIS 247	Information Systems Skills Challenge	1-4
COPED 469	Work Experience in Security Administration	1-4

Major Requirement Units:	**27-30**
General Education and Elective Course Units:	**30-33**
Total Degree Units:	**60**

INFRASTRUCTURE SECURITY - CERTIFICATE OF ACHIEVEMENT

Program Description

The Infrastructure Security Certificate of Achievement program provides best practices and competencies for students to design, install and implement services and applications; manage and optimize security infrastructure to ensure compliance with security controls; help prevent, detect, investigate and respond to operational security threats and attacks; facilitate security vulnerability assessments, penetration tests and risk assessments; investigate security events and incidents, including forensic analysis; represent security interests on project teams by ensuring security standards and requirements; conduct security research, analysis and review of infrastructure designs to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

A Certificate of Achievement will be awarded upon successful completion of the courses specified in the program requirements. This program can be completed in four semesters.

Career Opportunities

Career opportunities may include Information Security Analysts (SOC 15-1122), Computer and Information Systems Managers (SOC 11-3021), and Computer Systems Analysts (SOC 15-1121).

Learning Outcome(s)

1. Install and configure infrastructure, software, and upgrades
2. Install, configure, and test network devices, servers, and workstations
3. Troubleshoot hardware, network, and security problems

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0-30.0**
Select 27 - 30 Major Requirement Units from the courses below:		
Core Courses:		**21.0**
CIS 052	Cloud Security Fundamentals	3
CIS 053	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 054	IT Security Goals, Strategy, Policy, and Leadership	3
CIS 055	Hacker Techniques, Exploits, and Incident Handling	3
CIS 058	Hacker Guard – Baseline Training for IT Administrators and Operations	3
CIS 060	Computer Forensics Fundamentals	3
CIS 072	Systems and Network Administration	3
Choose One:		**3.0-5.0**
CIS 005	Introduction to Computer Science	5
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
CS 020	Python Application Programming	3
Choose 3-4 Units:		**3.0-4.0**
CIS 051	Introduction to Information Technology Project Management	4
CIS 098	Database Programming with SQL	4
CIS 178	Build Automation for DevOps and QA	4
CIS 221	Cyber Safety, Online Identity, and Computer Literacy	1-3
CIS 247	Information Systems Skills Challenge	1-4

COPED 469	Work Experience in Security Administration	1-4
	Total Units:	**27-30**

Computer Science (CS)

COMPUTER SCIENCE - A.S. DEGREE

Program Description

Graduates of the Computer Science Associate in Science degree will have the skills required for entry level software development. This degree combines both CTE & Transfer outcomes and integrates entry level skills for software development with curriculum in secure coding, hacking techniques, automation of security operations, and DevOps. This Computer Science degree infuses Computer Science competencies with Cybersecurity competencies and is aligned with curriculum guidance from governing bodies such as the Association of Computing Machinery (ACM) and the National Initiative for Cybersecurity Education (NICE). The curriculum is mapped to the nationally defined Knowledge Units (KU) and articulates into four-year programs in both Computer Science and Cybersecurity. The curriculum includes instruction in the fundamentals of problem solving and analysis, programming, data structures, and architecture. Additional requirements include Calculus, Physics and Discrete Mathematics. This program takes a contextualized approach to the CS major through the choice of language, C++, and the approach to curriculum subjects. It aims to develop skills in the design and implementation of software that operates correctly at extreme scale. It equips the graduate to select strategies and develop programs that solve complex problems within appropriate constraints such as time, connectivity, processing, or storage limitations.

This degree program may require additional semesters depending on chosen electives. The optional restricted electives prepare Computer Science graduates to enter specific software development workforce sectors and earn a corresponding salary premium. The Cybersecurity courses are part of state approved A.S. Degree and Certificate of Achievement programs and have been demonstrated to confer desirable workforce skills which command higher compensation when combined with the Computer Science software development skill set.

This program also prepares students for transfer to four-year colleges for further study in Computer Science or Cybersecurity, as well as related areas such as Computer Engineering. Students who are interested in transferring after completion of the two-year degree program should consult with the departmental faculty chair, read the "Transfer Information" section of the college catalog, and discuss their plans with their program advisor or counselor. If you wish to substitute one class for another because of specific requirements of the transfer institution you will attend, consult with a counselor. Four-year universities may have additional or different course requirements for completion of lower division courses. The website transfer.assist.org can provide additional information about applicable courses for transfer.

Career Opportunities

Career opportunities include entry-level positions as Application Software Developers (SOC 15-1132), Computer Systems Analysts (SOC 15-1121), Systems Software Developers (SOC 15-1133), Information Security Analysts (SOC 15-1122), and Network and Computer Systems Administrators (SOC 15-1142). Additional career opportunities include entry-level jobs in the fields of software development, cybersecurity (secure software development), DevOps – the use of software to automate operations, blockchain services and mobile applications, high performance computing, data science, and artificial intelligence.

Learning Outcome(s)

1. Select the appropriate design and implementation to solve a problem within given constraints
2. Analyze computer architecture to formulate estimates of performance
3. Explain the fundamentals of problem solving and analysis
4. Analyze software design and/or implementation and make suggestions to improve security.
5. Design and Implement software to automate security operations.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**31.0-32.0**
Select 31 - 32 Major Requirement Units from the courses below:		
Core Courses:		**27.0**
CIS 011	Discrete Structures and Logic	4
CIS 033	Software Architectures and Algorithms	4
CIS 078	Digital Architectures for Computation	4
MATH 003A	Calculus I	5
MATH 003B	Calculus II	5
PHYS 004A	General Physics with Calculus	5
Choose One:		**4.0-5.0**
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
OPTIONAL Major Electives for 12 - 17 units		
Select ONE group of OPTIONAL Major Elective courses from the list below:		
Group A: Cybersecurity - Secure Software Development		
CIS 071	Introduction to Information Systems Security	3
CIS 059	Applications in Information Security	3
CIS 056	Secure Coding in Java and .NET	3
CIS 057	Web Application PEN Testing	3
Group B: Cybersecurity - DevOps (Dev/Sec/Ops)		
CIS 055	Hacker Techniques, Exploits & Incident Handling	3
CIS 060	Computer Forensics Fundamentals	3
CIS 247	Information Systems Skills Challenge	1
CIS 052	Cloud Security Fundamentals	3
CIS 053	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 178	Build Automation for DevOps & QA	4
Group C: Blockchain Services and Mobile Applications		
CIS 066	XML Documents and Applications	2
CIS 093	Cross Platform Mobile Application Development	4
CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	3
CS 043	High Performance Web Applications and Services	3
Group D: DevOps - Software Engineering Automation and Continuous Integration		
CIS 051	Introduction to Information Technology Project Management	4
CS 020	Python Application Programming	3
CS 080	Software Engineering	3
CIS 178	Build Automation for DevOps & QA	4
CIS 179	Agile Software Management and Project Automation	3
Group E: High Performance Computing, Data Science, and Artificial Intelligence		
CS 020	Python Application Programming	3
CS 060	Applications of Artificial Intelligence and Deep Learning	3
CIS 008	Introduction to Parallel and Cloud Programming	4
CIS 098	Database Programming with SQL	4
MATH 003E	Linear Algebra	3
Group F: Swift Software Development		
CS 025	Swift Application Programming	4

CS 026	Swift Data Structures and Algorithms	4
CS 027	Swift Universal Framework Applications	4
CS 247	Swift Multi-Platform Application Development	3
	Major Requirement Units	**31-32**
General Education (Local AA/AS) Units (includes 2-4 double-counted units to achieve required minimum of 18)		**15-17**
	Elective Units (degree-applicable courses)	**12-17**
	Total Degree Units	**60-68**

COMPUTER SCIENCE - CERTIFICATE OF ACHIEVEMENT

Program Description

Graduates of the two-year Certificate of Achievement program in Computer Science will have the skills required for entry level employment in Software Development, Cybersecurity, or DevOps occupations. The Certificate of Achievement is the recommended program for students who already hold a baccalaureate or higher degree. It prepares students for further study in Computer Science as well as related areas such as Computer Engineering. The curriculum includes instruction in the fundamentals of problem solving and analysis, programming, data structures, and architecture. Additional requirements include Calculus, Physics and Discrete Mathematics. This program takes a contextualized approach to Computer Science through the choice of language, C++, and electives that can be aligned to facilitate High Performance Computing (HPC). It aims to develop skills in the design and implementation of software that operates correctly at extreme scale while leveraging emerging technologies in different industries.

This certificate program may require additional semesters depending on chosen electives. Completion of an elective sequence is not required to receive this certificate. The optional restricted electives prepare Computer Science graduates to enter specific software development workforce sectors and earn a corresponding salary premium. The Cybersecurity courses are part of state approved A.S. Degree and Certificate of Achievement programs and have been demonstrated to confer desirable workforce skills which command higher compensation when combined with the Computer Science software development skill set.

Students who are interested in continuing their studies after completion of the two-year certificate should consult with the departmental chair, read the "Transfer Information" section of the college catalog, and discuss their plans with their program advisor or counselor. If you wish to substitute one class for another because of specific requirements of the transfer institution you will attend, consult with your counselor. Four-year universities may have additional or different course requirements for completion of lower division courses. The website www.assist.org can provide additional information about applicable courses for transfer.

Career Opportunities

Career opportunities include entry-level positions as Application Software Developers (SOC 15-1132), Computer Systems Analysts (SOC 15-1121), Systems Software Developers (SOC 15-1133), Information Security Analysts (SOC 15-1122), and Network and Computer Systems Administrators (SOC 15-1142). Additional career opportunities include entry-level jobs in the fields of software development, cybersecurity (secure software development), DevOps – the use of software to automate operations, blockchain services and mobile applications, high performance computing, data science, and artificial intelligence.

Learning Outcome(s)

1. Select the appropriate design and implementation to solve a problem within given constraints.
2. Analyze computer architecture to formulate estimates of performance
3. Explain the fundamentals of problem solving and analysis.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**31.0-32.0**
Select 31 - 32 Major Requirement Units from the courses below:		
Core Courses:		**27.0**
CIS 011	Discrete Structures and Logic	4
CIS 033	Software Architectures and Algorithms	4
CIS 078	Digital Architectures for Computation	4
MATH 003A	Calculus I	5

MATH 003B	Calculus II	5
PHYS 004A	General Physics with Calculus	5
Choose One:		**4.0-5.0**
CIS 006	Introduction to Computer Programming	5
CIS 007	Control Structures and Objects	4
OPTIONAL: Select ONE group of Major Electives for 12 -17 units from the list below:		
Group A: Cybersecurity - Secure Software Development		
CIS 071	Introduction to Information Systems Security	3
CIS 059	Applications in Information Security	3
CIS 056	Secure Coding in Java and .NET	3
CIS 057	Web Application PEN Testing	3
Group B: Cybersecurity - DevOps (Dev/Sec/Ops)		
CIS 055	Hacker Techniques, Exploits & Incident Handling	3
CIS 060	Computer Forensics Fundamentals	3
CIS 247	Information Systems Skills Challenge	1-4
CIS 052	Cloud Security Fundamentals	3
CIS 053	Intrusion Detection In-Depth: Compliance, Security, Forensics and Troubleshooting	3
CIS 178	Build Automation for DevOps & QA	4
Group C: Blockchain Services and Mobile Applications		
CIS 066	XML Documents and Applications	2
CIS 093	Cross Platform Mobile Application Development	4
CIS 100	Introduction to Blockchain, Cryptocurrencies, and Identity	3
CS 043	High Performance Web Applications and Services	3
Group D: DevOps - Software Engineering Automation and Continuous Integration		
CIS 051	Introduction to Information Technology Project Management	4
CS 020	Python Application Programming	3
CS 080	Software Engineering	3
CIS 178	Build Automation for DevOps & QA	4
CIS 179	Agile Software Management and Project Automation	3
Group E: High Performance Computing (HPC), Data Science, and Machine Learning		
CIS 098	Database Programming with SQL	4
MATH 003E	Linear Algebra	3
CIS 008	Introduction to Parallel and Cloud Programming	4
CS 060	Applications of Artificial Intelligence and Deep Learning	3
CS 020	Python Application Programming	3
Group F: Swift Software Development		
CS 025	Swift Application Programming	4
CS 026	Swift Data Structures and Algorithms	4
CS 027	Swift Universal Framework Applications	4
CS 247	Swift Multi-Platform Application Development	1-4
	Total Required Units:	**31-32**

Economics (ECON)

ECONOMICS - A.A. DEGREE

Program Description

The Associate in Arts in Economics Degree program is designed to prepare students for transfer to four-year institutions; to enter the business world with knowledge of economic trends and conditions; or to provide training for such positions as market analyst, sales analyst, or stockbroker.

To qualify for the Associate in Arts in Economics degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

Career Opportunities

Career opportunities in business, law, journalism, education, politics, finance and banking, government, public and private overseas service, and labor leadership are possible with a degree in economics. Many economics majors go on to pursue graduate studies in a related professional area, such as law, business, public administration or banking.

Learning Outcome(s)

1. Analyze the current economic conditions in the United States and identify appropriate policy options.
2. Apply fundamental economic concepts, including the construction of the primary economic models.
3. Evaluate complex social and economic problems using theoretical tools and quantitative methods of business and economics.
4. Demonstrate an understanding of the major elements of business and its terminology.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**21.0**
BUS 001A	Financial Accounting	4
BUS 010	Introduction to Business	3
CIS 001	Introduction to Computer Information Systems	4
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
MATH 013	Introduction to Statistics	4
Recommended Courses:		
BUS 002	Introduction to Business Law	3
BUS 005	Human Relations in Business	3
	Major Requirement Units:	**21**
	General Education and Elective Course Units:	**39**
	Total Units:	**60**

ECONOMICS - AA-T DEGREE

Program Description

The study of Economics at Merritt College is intended to provide students with knowledge, appreciation and ability to analyze the production, distribution and consumption of wealth in human society. The Associate in Arts for Transfer (AA-T) Degree in Economics allows students to explore a variety of economic areas, while preparing for transfer. Economics faculty provide instruction, support, and guidance for students to increase their knowledge, expand their experiences, and ready them for success. The courses in the program also improve job attainment and performance skills.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This Associate in Arts for Transfer Degree in Economics requires students to meet the following requirements:

See the Transfer Information section of this catalog for more information on AA-T requirements and CSU GE-Breadth or IGETC.

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

Career Opportunities

Career opportunities in business, law, journalism, education, politics, finance and banking, government, public and private overseas service, and labor leadership are possible with a degree in economics. Many economics majors go on to pursue graduate studies in a related professional area, such as law, business, public administration or banking.

Learning Outcome(s)

1. Analyze the current economic conditions in the United States and identify appropriate fiscal and monetary policy options in relation to the US economy.
2. Apply fundamental economic concepts, including the construction of the primary economic models.
3. Evaluate complex social and economic problems using the theoretical tools and quantitative methods of economics.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**24.0-25.0**
Select 24 - 25 Major Requirement Units from the courses below:		
Core Courses:		**15.0**
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
MATH 013	Introduction to Statistics	4
MATH 003A	Calculus I	5

Choose One:		**4.0-5.0**
List A- Select one course for 4-5 units from the following:		
BUS 001A	Financial Accounting	4
BUS 001B	Managerial Accounting	4
MATH 003C	Calculus III	5
Choose One:		**5.0**
List B- Select One course for 4-5 units from the list below of any course in List A not already used.		
MATH 003C	Calculus III	5
	Major Requirement Units:	**24-25**
	Units that may be double-counted for General Education:	**9**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**5-8**
	Total Degree Units:	**60**

Educational Technology (EDT)

ONLINE TEACHING AND COURSE DESIGN - CERTIFICATE OF PROFICIENCY

Program Description

A Certificate of Proficiency in Online Teaching and Course Design will help students to develop competencies for online teaching and learning through evidence-based practices, current educational technology adoption and development, course facilitation techniques using a learning management system (LMS), and student-centered design as informed by principles of Universal Design for Learning, the California Virtual Campus - Online Education Initiative (CVC-OEI) Rubric, and the Peralta Community College District Online Equity Rubric.

The Certificate of Proficiency will be awarded at the successful completion of four required courses and one of four electives for a total of 14-15 units.

Career Opportunities

Career and employment opportunities in the field of online teaching and course design include teaching, as the certificate of achievement helps educators think deeply about the connection between pedagogy, technology and content knowledge. Some students go on to teach at online schools or academies as a supplement to their face-to- face teaching. OTCD students also become technology integration specialists, whose job duties include developing curriculum and assessments, co-teaching, staff-development, and school planning and visioning. Others become Educational Technology Consultants. OTCD tech consultants may run online training, develop curriculum and assist with educational technology policies and procedure development. Instructional designers are often in charge of designing online or hybrid learning experiences. They may work within a learning management system (such as Canvas) or create stand-alone instructional resources. Instructional designers often work alongside faculty members at the community college or university level to develop online and hybrid courses.

Learning Outcome(s)

1. Create interactive, online assignments that will promote critical thinking and active learning.
2. Create a variety of online course modules appropriate for a given course.
3. Demonstrate understanding of universal design and accessibility across the digital divide, as well as Section 508 accessibility.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses: Select 14 - 15 Major Requirement Units from the courses below:		**14.0-15.0**
Core Courses:		**12.0**
EDT 001	Introduction to Online Teaching	3
EDT 002	Introduction to Using Canvas	3
EDT 004	Designing Curriculum for Online Instruction	3
EDT 005	Creating Multimedia for Online Classes	3
Choose One:		**2.0-3.0**
EDT 003	Introduction to Hybrid Teaching	3
EDT 006	Providing Support for Online Learners	2
EDT 007	Building Open Educational Resources	3
EDT 008	Applying the CVC-OEI Course Design Rubric	3
	Total Units:	**14-15**

Emergency Medical Technician (EMT)

EMERGENCY MEDICAL TECHNICIAN (EMT) - CERTIFICATE OF PROFICIENCY

Program Description

The Emergency Medical Technician (EMT) Certificate of Proficiency program prepares students for national certification as an Emergency Medical Technician-Basic (EMT-1). Students will learn the 12 mandatory skills determined by California Health and Safety Code, Title 22, including patient assessment; spinal immobilization; bleeding control; use of oxygen and airway adjuncts; and splinting techniques. Didactic lectures cover the following areas: anatomy & physiology of the human body; neurological emergencies; cardiac emergencies; shock; diabetic emergencies; traumatic injuries; pediatric emergencies; geriatric emergencies; pharmacology; hazardous materials; ambulance operations; patient transport; mass casualty training; and introduction to the role of Emergency Medical Services (EMS) personnel within the Incident Command System.

This certificate consists of one 6-unit course, EMT 211. Prior to enrollment in EMT 211, a student must be at least 16 years of age, certified as a CPR for Professional Rescuer (Red Cross), or CPR for the Healthcare Provider (American Red Cross), or CPR PRO, must take a TB skin test by the first day of class (completed within six months of beginning of class with verification to be provided by last day to add classes for the term), and have completed the first two Hepatitis B shots by the first day of class.

Additional estimated costs for this program are:

- Textbook ($125)
- Polo shirt ordered through the program ($25)
- Navy blue work pants ($40)
- Stethoscope ($30 - $100)

The minimum completion time for this certificate is one semester.

Career Opportunities

Upon successful completion of coursework, students will be eligible to sit for the licensing examination with the National Registry of Emergency Medical Technicians. Additionally, students may proceed to the next phase of the certification process with the Alameda County Emergency Medical Services Agency. This program, with additional training, also prepares students for careers including firefighter, first responder, paramedic and emergency room technician.

Learning Outcome(s)

1. Perform the 12 mandatory skills determined by California Health and Safety Code, Title 22.
2. Describe the anatomy and physiology of each major body system.
3. Perform life saving treatment interventions for the sick/injured based on their scope of practice.
4. Identify signs and symptoms of injuries/illnesses to the cardiovascular, respiratory, neurological, endocrine and skeletal systems of the human body.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Course:		
EMT 211	Emergency Medical Technician–Basic	6
	Total Units:	**6**

PARAMEDIC - A.S. DEGREE

Program Description

The Associate in Science (AS) Paramedic Degree provides a pathway for students who are seeking technical education towards a living wage career associated with this major. This AS degree program provides technical and practical knowledge and skills to meet the requirements of the California Administrative Code to gain licensure as a paramedic by the California State Emergency Medical Services Authority. Students must be 18 years of age to enter the program and be a California Certified EMT (Title 22, Section 100157).

Paramedics function as an extension of the emergency department physician. The paramedic is responsible for the assessment, treatment and stabilization of the sick or injured patient utilizing advanced life support equipment and techniques at the scene of the incident and during transportation to the medical facility. Specific responsibilities include but are not limited to patient interviewing, physical examination, critical decision-making, cardiac monitoring and interpretation, defibrillation, intravenous therapy, drug therapy, intervention in emotional crises and advanced airway management.

An analysis of the job requirements mandates a paramedic must be in good physical condition and able to lift, carry and balance objects more than 125 lbs. They must be able to receive and interpret oral and written communication in a timely manner.

This program prepares students to take and pass the National Registry Emergency Medical Technician - Paramedic (NREMTP) examination so they can become Licensed Paramedics in the state of California.

Student Learning Outcomes

Upon successful completion of this program, the student will be able to:

1. Complete the National Registry written and skills exams
2. Perform the requisite skills in assessing and treating the patient at the paramedic level
3. Demonstrate professional behavior consistent for employment as a licensed paramedic

Students that complete the Paramedic AS degree can gain employment as paramedic firefighters, paramedics on ambulances that serve the community as Advanced Life Support 9-1-1 providers, and in certain limited situations work in the hospital setting.

Program Prerequisites

Program prerequisite courses must be satisfactorily completed at an accredited college or university prior to enrolling in EMT 221A. All coursework must be documented by official transcripts. Program prerequisites may take up to one to two full semesters to complete. Please meet with a counselor to assist with developing a student education plan.

To confirm that courses taken outside of Peralta Community College District (PCCD) are equivalent to program prerequisite course requirements, it is highly recommended that students meet with a college counselor prior to starting paramedic training. Prerequisite courses receiving a grade of "Credit" or "Pass" instead of a letter grade will be calculated as a "C" which is equal to a 2.0 GPA.

Program prerequisite course requirements include:

1. EMT 211 - Emergency Medical Technician Basic (6 units)
    - *EMT 211 must be completed prior to enrolling in EMT 221A*
2. BIOL 024 – Basic Human Anatomy and Physiology (4 units)
3. MEDAS 503 – The Language of Medicine (noncredit, 0 units)

   or

   HLTOC 101 – Medical Terminology (3 units)
4. MEDAS 505 – Introduction to Pharmacology (noncredit, 0 units)

Students participating in the program must also have the following:

1. High School diploma/GED
2. Current Health care provider CPR certification
3. Current immunization {MMR, Tetanus, Hepatitis B, negative TB skin test)
4. Evidence of good health verified by a physical examination.
5. Background clearance

Mandatory Additional Costs:

Additional estimated costs for this program are:

- Textbooks - $600
- Uniforms - $300
- Safety boots - $200
- Medical equipment (stethoscope) - $150
- National Registry testing fees - $200

Associate Science Degree Requirements

To qualify for the Associate in Science Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or English 1AS or their equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

The minimum time for completion of this AS degree is two years/four semesters. Completion time will vary based on student preparation and the number of units completed per semester.

Career Opportunities

Students that complete the Paramedic AS degree are able to gain employment as paramedic firefighters, paramedics on ambulances that serve the community as Advanced Life Support 9-1-1 providers, for municipal fire service departments, private ambulance companies, and in certain limited situations in the hospital settings.

Learning Outcome(s)

1. With appropriate supervision, identify and implement a treatment plan for a sick or injured patient in the pre-hospital setting.
2. Participate effectively as part of a pre-hospital first responder team by applying their knowledge as a functioning paramedic.

3. Apply basic life support and advanced support principles when interacting with an injured or sick patient, family members, bystanders, and fellow first responders.

Program Requirements

SUBJECT #	TITLE	UNITS
REQUIRED MAJOR SPECIFIC GENERAL EDUCATION (GE) COURSES		**23.0-24.0**
Required Core Courses:		**7.0**
MATH 013	Introduction to Statistics	4
PSYCH 001A	Introduction to General Psychology	3
Choose One:		**3.0**
COMM 003	Introduction to Human Communication	3
COMM 004	Dynamics of Group Discussion	3
COMM 020	Interpersonal Communication Skills	3
COMM 045	Public Speaking	3
Choose One:		**4.0-5.0**
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5
Choose One:		**6.0**
ANTHR 003	Introduction to Social and Cultural Anthropology	3
SOC 001	Introduction to Sociology	3
Choose One: Humanities course from Local GE Area 3		3.0
Choose One: Ethnic Studies course from Local GE Area 5		3.0
NOTE: Local GE Area 1: Natural Sciences is satisfied by successful completion of program prerequisite BIOL 24		
Major Requirements:		**34.5**
EMT 221A	Paramedic Theory and Laboratory I	11
EMT 221B	Paramedic Theory and Laboratory II	11
EMT 221C	Paramedic Clinical Work Experience	3.5
EMT 221D	Paramedic Capstone Work Experience	9
	Major Requirement Units;	**34.5**
	General Education Units:	**23-24**
	Electives Units:	**1.5-2.5**
	Total Units:	**60**

PARAMEDIC - CERTIFICATE OF ACHIEVEMENT

Program Description

The Paramedic Certificate of Achievement (COA) provides a pathway for students who are seeking technical education towards a living wage career associated with this major. The Paramedic COA program provides technical and practical knowledge and skills to meet the requirements of the California Administrative Code to gain licensure as a paramedic by the California State Emergency Medical Services Authority. Students must be 18 years of age to enter the program and be a California Certified EMT (Title 22, Section 100157).

The paramedic functions as an extension of the emergency department physician. The paramedic is responsible for the assessment, treatment, and stabilization of the sick or injured patient utilizing advanced life support equipment and techniques at the scene of the incident and during transportation to the medical facility. Specific responsibilities include but are not limited to patient interviewing, physical examination, critical decision-making, cardiac monitoring and interpretation, defibrillation, intravenous therapy, drug therapy, intervention in emotional crises and advanced airway management.

An analysis of the job requirements mandates a paramedic must be in good physical condition and able to lift, carry and balance objects more than 125 lbs. They must be able to receive and interpret oral and written communication in a timely manner.

This program prepares students to take and pass the National Registry Emergency Medical Technician - Paramedic (NREMTP) examination so they can become Licensed Paramedics in the state of California.

Student Learning Outcomes

Upon successful completion of this program, the student will be able to:

1. Complete the National Registry written and skills exams
2. Perform the requisite skills in assessing and treating the patient at the paramedic level
3. Demonstrate professional behavior consistent for employment as a licensed paramedic

Students that complete the Paramedic COA can gain employment as paramedic firefighters, paramedics on ambulances that serve the community as Advanced Life Support 9-1-1 providers, and in certain limited situations work in the hospital setting.

Program Prerequisites

Program prerequisite courses must be satisfactorily completed at an accredited college or university prior to enrolling in EMT 221A. All coursework must be documented by official transcripts. Program prerequisites may take up to one to two full semesters to complete. Please meet with a counselor to assist with developing a student education plan.

To confirm that courses taken outside of Peralta Community College District (PCCD) are equivalent to program prerequisite course requirements, it is highly recommended that students meet with a college counselor prior to starting paramedic training. Prerequisite courses receiving a grade of "Credit" or "Pass" instead of a letter grade will be calculated as a "C" which is equal to a 2.0 GPA.

Program prerequisite course requirements include:

1. EMT 211 - Emergency Medical Technician Basic (6 units)
    - *EMT 211 must be completed prior to enrolling in EMT 221A*
2. BIOL 024 – Basic Human Anatomy and Physiology (4 units)
3. MEDAS 503 – The Language of Medicine (noncredit, 0 units)
   or
   HLTOC 101 – Medical Terminology (3 units)
4. MEDAS 505 – Introduction to Pharmacology (noncredit, 0 units)

Students participating in the program must also have the following:

1. High School diploma/GED
2. Current Health care provider CPR certification
3. Current immunization {MMR, Tetanus, Hepatitis B, negative TB skin test)
4. Evidence of good health verified by a physical examination.
5. Background clearance

Mandatory Additional Costs

Additional estimated costs for this program are:

- Textbooks - $600
- Uniforms - $300
- Safety boots - $200
- Medical equipment (stethoscope) - $150
- National Registry testing fees - $200

Certificate of Achievement Requirements

A Certificate of Achievement will be awarded upon successful completion of the program requirements. The minimum time for completion is two years/four semesters. Completion time will vary based on student preparation and the number of units completed per semester.

Career Opportunities

Students that complete the Paramedic Certificate of Achievement can gain employment as paramedic firefighters, paramedics on ambulances that serve the community as Advanced Life Support 9-1-1 providers, for municipal fire service departments, private ambulance companies, and in the hospital setting.

Learning Outcome(s)

1. With appropriate supervision, identify and implement a treatment plan for a sick or injured patient in the pre-hospital setting.
2. Participate effectively as part of a pre-hospital first responder team by applying their knowledge as a functioning paramedic.
3. Apply basic life support and advanced support principles when interacting with an injured or sick patient, family members, bystanders, and fellow first responders.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**34.5**
EMT 221A	Paramedic Theory and Laboratory I	11
EMT 221B	Paramedic Theory and Laboratory II	11
EMT 221C	Paramedic Clinical Work Experience	3.5
EMT 221D	Paramedic Capstone Work Experience	9
	Total Units:	**34.5**

English for Speakers of Other Languages (ESOL)

BRIDGE TO CREDIT ESOL - CERTIFICATE OF COMPETENCY

Program Description

The Bridge to Credit ESOL Certificate of Competency verifies that a student has successfully completed the non-credit ESOL course sequence. This sequence prepares students for the academic rigor of credit courses by integrating English language instruction with organizational tools for student success. Students interested in completing the certificate should consult with the ESOL program chair and a counselor.

Career Opportunities

This certificate's emphasis on organizational life skills will prepare non-native speaking students for vocational programs and job advancement. The certificate will provide international students with evidence of English study, which may make a job-seeker more competitive in many countries.

Learning Outcome(s)

1. Synthesize written information and technological skills to register for credit-level courses at an educational institution.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**134.0-385.0**
Students must complete a minimum of 134 class hours.		
ESOL 541A	Basic English A	50-96.25
ESOL 541B	Basic English B	50-96.25
ESOL 541C	Basic English C	50-96.25
ESOL 541D	Basic English D	50-96.25
Competency Requirement:		
Instructor or department will determine if student has met the competencies of the program and document it.		
	Total Hours:	**134-385**

Environmental Management & Technology (ENVMT)

CONSERVATION AND RESOURCE MANAGEMENT - CERTIFICATE OF ACHIEVEMENT

Program Description

The Conservation and Resource Management Certificate of Achievement offers students a practical approach to ecological management practices. Students learn basic concepts of environmental science, are prepared for more specialized coursework, and establish minimum qualifications for entry-level employment.

Students in the Conservation and Resource Management program will:

- Build a solid foundation in the principles of ecology, and then learn to apply them to solve environmental problems.
- Focus on habitat restoration, natural resource conservation and management, water quality and watershed analysis, outdoor education, urban planning, and vegetation surveys.
- Participate in field trips and field-based courses to sites around the Bay Area.
- Prepare for the following careers: Environmental educator, environmental consultant, habitat restoration technician, watershed analyst, parks maintenance technician, ranger, naturalist, ecologist.

Career Opportunities

Students will be trained for entry-level work in three main areas relating to nature and the environment: (1) non-profit organizations; (2) government agencies, such as parks, water agencies, and open spaces; (3) environmental consulting firms. Internship opportunities will be provided, as well as pathways to transfer to environmental programs at four-year universities. Career opportunities may include: Biological scientists and technicians, conservation scientists and technicians, environmental science and protection technicians, environmental scientists and specialists, fish and game wardens, forest and conservation technicians and workers, foresters, geographers, hydrologists, museum conservators and technicians, natural science managers, soil and plant scientists, and zoologists and wildlife biologists.

Learning Outcome(s)

1. Articulate the history of the conservation movement in the U.S. (with particular emphasis on California) and put the current state of natural resource management in its proper historical context.
2. Explain basic principles of ecology and how these principles are used in management and stewardship of natural spaces.
3. Demonstrate an understanding of how parks and other public natural spaces operate and function.
4. Demonstrate practical field skills used in the management and stewardship of natural resources.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**29.0-33.0**
Select 29 - 33 Major Requirement Units from the courses below:		
Core Courses:		**20.0-24.0**
BIOL 015	Environmental Biology	3
ENVMT 001	Environmental Careers	1
ENVMT 002	Introduction to Sustainable Environmental Systems	4
ENVMT 055	Principles of Conservation and Land Management	3
ENVMT 056	Management of Public Parks and Natural Resources	3
ENVMT 057	Park Operations Practices and Skills	4
ENVMT 476F	Work Experience in Environmental Management	1-4

Students are required to take 3 units of this course to satisfy program requirements.		
GEOL 021	Bay Area Field Studies	1-2
Choose One:		**3.0**
ENVMT 012	Environmental Racism and Justice	3
AFRAM 038	Environmental Racism and Justice	3
Choose One for 2 – 4 units:		**2.0-4.0**
ENVMT 008	Introduction to Outdoor Education	3
ENVMT 014	Environmental Impact Reports	2
ENVMT 039C	Geographical Information Systems Applications	4
ENVMT 044	Introduction to Creek and Watershed Restoration: General Aspects	3
ENVMT 101	Introduction to Climate Change	3
LANHT 081	Arborist Equipment Fundamentals	2
Choose One for 2 – 4 units:		**2.0-4.0**
ART 166	Beginning Botanical Drawing	2
BIOL 005	Botany	4
BIOL 009	Marine Biology	4
BIOL 029	Introduction to Biodiversity	4
ENVMT 060A	Natural History of the Bay Area: The Local Parks	0.5-3
ENVMT 060B	Natural History of the Bay Area: Mt. Diablo State Park	0.5-3
ENVMT 060C	Natural History of the Bay Area: Herpetology	0.5-2
ENVMT 060E	Natural History of the Bay Area: Biogeography	0.5-2
ENVMT 061E	Natural History of the Tide Pools of the Greater Bay Area	0.5-2
ENVMT 061H	Natural History of the Bay Area: Butterflies and Moths	0.5-2
ENVMT 061I	Natural History of the Bay Area: Bryophytes	0.5-2
ENVMT 061K	Natural History of the Bay Area: Lichens	0.5-2
ENVMT 062S	Natural History of the Islands of California	0.5-2
ENVMT 080A	Raptors of Central California and the Bay Area	0.5-2
ENVMT 080B	Bird Songing: The Ecology of Bird Songs and Identification by Ear	0.5-2
ENVMT 080C	Fundamentals of Ornithology and Birding in Central California/Bay Area	0.5-2
GEOG 001	Physical Geography	3
GEOL 001	Introduction to Physical Geology	4
GEOL 012	Environmental Geology	3
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 010	Insect Pests	3
LANHT 016	Soil Management	3
LANHT 023	Plant Terminology	2.5
LANHT 053	Alpines Lab	1
NATAM 076E	California Indian Ecology on the Central Coast	1.5
	Total Units:	**29-33**

URBAN AGROECOLOGY - CERTIFICATE OF ACHIEVEMENT

Program Description

The Urban Agroecology Certificate of Achievement program trains students in the skills and practices of urban agriculture, focusing on ecologically restorative food production, project planning, and small-scale enterprise development. Graduates of the program will be prepared for entry-level employment in the local urban agriculture industry or non-profit organizations.

Students in the Urban Agroecology program will:

- Learn the principles of sustainable farming and food systems in the urban environment.
- Plan and design home, school, and community gardens and farms.
- Find out about food production, food access in under-served communities, and public health implications of food distribution.
- Get hands-on training to work for the following: Small-scale farm enterprises, non-profit organizations relating to food and public health, food policy organizations.

Career Opportunities

The Certificate of Achievement provides training for students in the fundamentals of agroecology in an urban setting for future employment as resource managers, agronomists, food technicians, and small business operators in the private sector and in agricultural non-profit organizations. Those pursuing an educational career pathway will be prepared for jobs in outreach and interpretation for government agency jobs in sustainability.

Learning Outcome(s)

1. Contribute to the development of locally-owned enterprises based in the production, processing, distribution, and sale of fresh foods.
2. Develop and implement groundbreaking techniques for carrying out sustainable agriculture in conjunction with ecosystem restoration.
3. Serve as educators in their own communities, inspiring and enabling others to contribute to our cities' health and sustainability through personal choices.
4. Increase social equity by increasing employment, management, and ownership opportunities for the East Bay's most economically vulnerable residents.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**28.0-30.0**
Select 28 - 30 Major Requirement Units from the courses below:		
Core Courses:		**14.0**
ENVMT 001	Environmental Careers	1
ENVMT 002	Introduction to Sustainable Environmental Systems	4
ENVMT 035	Introduction to Urban Agroecology	3
LANHT 024	Plant Propagation	3
LANHT 076	Edible Landscaping	3
Choose One:		**3.0**
ENVMT 012	Environmental Racism and Justice	3
AFRAM 038	Environmental Racism and Justice	3
Choose Three:		**9.0**
ENVMT 003	Social Issues in Agriculture	3
ENVMT 005	Bay Area Food Culture	3
ENVMT 016	Introduction to Healthy Community Systems	3

LANHT 016	Soil Management	3
LANHT 028A	Permaculture Design I	3
NUTR 031	Food-Production Systems	3
Choose 2- 4 units from the following. Do not choose courses previously selected.		**2.0-4.0**
BIOL 005	Botany	4
BIOL 015	Environmental Biology	3
BIOL 029	Introduction to Biodiversity	4
ENVMT 008	Introduction to Outdoor Education	3
ENVMT 014	Environmental Impact Reports	2
ENVMT 039C	Geographical Information Systems Applications	4
ENVMT 044	Introduction to Creek and Watershed Restoration: General Aspects	3
ENVMT 056	Conservation and Management of Parks and Public Lands	3
ENVMT 057	Park Operations: Concepts and Practices	4
ENVMT 061H	Natural History of the Bay Area: Butterflies and Moths	0.5-2
ENVMT 101	Introduction to Climate Change	3
ENVMT 476F	Work Experience in Environmental Management	1-4
Students are required to take 3 units of this course to satisfy program requirements.		
GEOG 001	Physical Geography	3
GEOL 021	Bay Area Field Studies	1-2
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 010	Insect Pests	3
LANHT 016	Soil Management	3
LANHT 023	Plant Terminology	2.5
LANHT 081	Arborist Equipment Fundamentals	2
NATAM 076E	California Indian Ecology on the Central Coast	1.5
	Total Units:	**28-30**

Fire Science (FISCI)

CHIEF FIRE OFFICER - CERTIFICATE OF ACHIEVEMENT

Program Description

Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Chief Fire Officer Certificate of Achievement program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long-term community preparedness. Designed for the aspiring chief fire officer, this program provides managerial and leadership knowledge for the individual charged with supervising a battalion. While units in the program are transferable to many institutions, students should consult a counselor for information.

Career Opportunities

Career opportunities include promotional advancement into fire service administration for members currently employed in the profession. This certificate prepares company level supervisors (lieutenant and captain) for chief officer (battalion chief or higher) positions in fire service organizations.

Learning Outcome(s)

1. Describe the roles and responsibilities of a chief officer.
2. Discuss emerging issues in today's fire and EMS agencies.
3. Describe effective managerial and leadership principles for the chief fire officer.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses		**20.5-21.5**
Select 20.5–21.5 Major Requirement Units from the courses below:		
Core Courses:		**5.5**
FISCI 236	Chief Officer 3A--Human Resource Management	1.5
FISCI 237	Chief Officer 3B--Budget and Fiscal Responsibilities	1
FISCI 238	Chief Officer 3C--General Administrative Functions	1.5
FISCI 239	Chief Officer 3D--Emergency Services Delivery Responsibilities	1.5
Choose 15-16 Units:		**15.0-16.0**
BUS 052	Psychology and Human Relations	3
BUS 053	Personnel Management	3
CIS 040	Database Management	4
CIS 042	Spreadsheet Applications	4
COMM 003	Introduction to Human Communication	3
COMM 004	Dynamics of Group Discussion	3
COMM 045	Public Speaking	3
MATH 013	Introduction to Statistics	4
	Total Units:	**20.5-21.5**

FIRE OFFICER - CERTIFICATE OF ACHIEVEMENT

Program Description

Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Fire Officer Certificate of Achievement program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long term community preparedness. Designed for the aspiring company officer, this program provides managerial and leadership knowledge for the individual charged with supervising a fire company. While units in the program are transferable to many institutions, students should consult a counselor for information.

Career Opportunities

Promotional advancement for members currently employed in the profession. First-Line Supervisors of Firefighting and Prevention Workers

Learning Outcome(s)

1. Describe emerging trends in fire service organizations for the fire officer.
2. Describe managerial and leadership traits for success as a fire officer.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**21.0**
Select 21 Major Requirement Units from the courses below:		
Core Courses:		**18.0**
FISCI 230	Company Officer 2A--Human Resource Management	2.5
FISCI 231	Company Officer 2B--General Administrative Functions	1.5
FISCI 232	Company Officer 2C--Fire Inspection and Investigation	2.5
FISCI 233	Company Officer 2D--All Risk Command Operations	2.5
FISCI 234	Company Officer 2E--Wildland Incident Operations	2.5
FISCI 235	Instructor I: Instructional Methodology	2.5
COMM 045	Public Speaking	3
ENGL 208	Writing Workshop	1
Choose One:		**3.0**
COMM 003	Introduction to Human Communication	3
COMM 004	Dynamics of Group Discussion	3
	Total Units:	**21**

FIRE TECHNOLOGY - A.S. DEGREE

Program Description

Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Associate in Science (AS) Degree in Fire Technology teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long term community preparedness. Designed for direct job entry and promotional advancement, this program provides technical knowledge and the ability to work within an organized system at a fire or other emergency scene. While units in the program are transferable to many institutions, students should consult a counselor for information.

To qualify for the Associate in Science Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

Fire Technology career opportunities may include entry level Firefighters, First-Line Supervisors of Fire Fighting and Prevention Workers, Fire Inspectors and Investigators and promotional advancement for members currently employed in the profession.

Learning Outcome(s)

1. Demonstrate the ability to perform the required skills of an emergency medical technician (EMT)
2. Demonstrate the ability to perform skills related to fire suppression.
3. Demonstrate leadership, teamwork and decision making in the management of multiple personnel on emergency scenes.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**29.5-38.0**
Select 29.5 - 38 Major Requirement Units from the courses below:		
Core Courses:		**24.0**
EMT 211	Emergency Medical Technician–Basic	6
FISCI 201	Principles of Fire and Emergency Services	3

FISCI 202	Fire Prevention	3
FISCI 203	Building Construction for the Fire Service	3
FISCI 204	Fire Behavior and Combustion	3
FISCI 205	Fire Protection Systems	3
FISCI 206	Principles of Fire and Emergency Services Safety and Survival	3
Choose One Group- Group A or Group B or Group C.		**5.5-14.0**

Select one group of courses for 5.5 - 14 units from the following:

Group A:		**10.0**
FISCI 211	Firefighter Academy	10

OR

Group B:		**14.0**
FISCI 230	Company Officer 2A--Human Resource Management	2.5
FISCI 231	Company Officer 2B--General Administrative Functions	1.5
FISCI 232	Company Officer 2C--Fire Inspection and Investigation	2.5
FISCI 233	Company Officer 2D--All Risk Command Operations	2.5
FISCI 234	Company Officer 2E--Wildland Incident Operations	2.5
FISCI 235	Instructor I: Instructional Methodology	2.5

OR

Group C:		**5.5**
FISCI 236	Chief Officer 3A--Human Resource Management	1.5
FISCI 237	Chief Officer 3B--Budget and Fiscal Responsibilities	1
FISCI 238	Chief Officer 3C--General Administrative Functions	1.5
FISCI 239	Chief Officer 3D--Emergency Services Delivery Responsibilities	1.5

Major Requirement Units:	**29.5-38**
General Education and Elective Course Units:	**22-30.5**
Total Units:	**60**

FIRE TECHNOLOGY - CERTIFICATE OF ACHIEVEMENT

Program Description

Fire protection is a highly specialized professional field, requiring extensive knowledge and use of scientific principles. The Fire Technology Certificate of Achievement program teaches successful application of the fundamental principles of fire protection including suppression of fires, rescue, emergency medical services, hazardous materials mitigation, disaster response/recovery, community risk reduction strategies, pre-planning for fire protection, and long term community preparedness. Designed for direct job entry and promotional advancement, this program provides technical knowledge and the ability to work within an organized system at a fire or other emergency scene. While units in the program are transferable to many institutions, students should consult a counselor for information.

Career Opportunities

Fire Technology career opportunities may include entry level Firefighters, First-Line Supervisors of Fire Fighting and Prevention Workers, Fire Inspectors and Investigators and promotional advancement for members currently employed in the profession.

Learning Outcome(s)

1. Demonstrate the ability to perform the required skills of an emergency medical technician (EMT)
2. Discuss the roles and responsibilities of a firefighter.
3. Discuss trends and best practices that enhance firefighter safety and well being.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
Select 18 Major Requirement Units from the courses below:		
Core Course:		**6.0**
EMT 211	Emergency Medical Technician–Basic	6
Choose four courses for 12 Units:		**12.0**
FISCI 201	Principles of Fire and Emergency Services	3
FISCI 202	Fire Prevention	3
FISCI 203	Building Construction for the Fire Service	3
FISCI 204	Fire Behavior and Combustion	3
FISCI 205	Fire Protection Systems	3
FISCI 206	Principles of Fire and Emergency Services Safety and Survival	3
	Total Units:	**18**

Health Professions and Occupations (HLTOC)

HEALTH SCIENCES - A.S. DEGREE

Program Description

To qualify for the Associate of Science in Health Sciences degree, students must satisfactorily complete the Degree Major requirements specified below and the local AA/AS General Education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS overall requirements and the local AA/AS General Education requirements.

Learning Outcome(s)

1. Demonstrate a comprehensive understanding of the human body.
2. Successfully perform and/or describe experiments which test hypotheses, including the collection and analysis of data.
3. Demonstrate an understanding of the scientific method and applications of scientific theories to personal health.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0-19.0**
Select 18–19 Major Requirement Units from the courses below:		
Choose One:		**4.0-5.0**
BIOL 001A	General Biology	5
BIOL 003	Microbiology	5
BIOL 010	Introduction to Biology	4
Choose One:		**4.0-5.0**
BIOL 002	Human Anatomy	5
BIOL 004	Human Physiology	5
BIOL 020A	Human Anatomy and Physiology	5
BIOL 020B	Human Anatomy and Physiology	5
BIOL 024	Basic Human Anatomy and Physiology	4
Choose One:		**4.0-5.0**
CHEM 001A	General Chemistry	5
CHEM 012A	Organic Chemistry	5
CHEM 030A	Introductory General Chemistry	4
Choose One:		**3.0-4.0**
HLTED 001	Exploring Health Issues	3
NUTR 010	Nutrition	4
NUTR 012	Nutrition and Disease	3

*NUTR 10 is the same as BIOL 31 at Alameda and BIOL 28 at Laney; maximum credit: one course.

Major Requirement Units	**18-19**
General Education (Local AA/AS) Units	**18**
Elective Units (degree-applicable courses)	**23-24**
Total Degree Units	**60**

Landscape Horticulture (LANHT)

ARBORICULTURE - A.S. DEGREE

Program Description

The Arboriculture Associate in Science (AS) Degree prepares workers for careers linked to urban forestry related occupations, including arborist, arboriculture, tree care specialist, tree trimming, grounds maintenance, aerial tree work, crew leader and other identified occupations. This program follows an industry validated training model which combines classroom learning, and hands-on skill development in school shops/labs and training centers. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, tree ID, and urban forestry concepts; industry standard skills and practices related to safe work practices, trees/shrub maintenance, tree removal, advanced climbing skills, small and large equipment use, and leadership skills.

To qualify for the Associate in Science Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements.
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

Career opportunities may include jobs in the tree care industry. Established positions and job titles include: Tree Care Specialist/Worker with Certification, Ground worker, Arborist (Certified), Tree Climber, Plant Health Care Technician, Utility Line Clearance Tree Trimmer, and City, County or Municipality Forestry Worker. Tree Care Industry Established Positions and Job Titles: 1. Tree Care Specialist/Worker with Certification 2. Ground worker 3. Arborist (Certified) 4. Tree Climber 5. Plant Health Care Technician 6. Utility Line Clearance Tree Trimmer 7. City, County or Municipality Forestry Worker

Learning Outcome(s)

1. Apply tree biology and physiology to arboriculture practices.
2. Operate equipment safely.
3. Conduct site assessments and assess trees to mitigate risks.
4. Establish and maintain trees and shrubs safely; remove trees and shrubs safely.
5. Apply tree health care treatments.
6. Apply advanced aerial tree work.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**39.5**
Select 39.5 Major Requirement Units from the courses below:		
Core Course:		**24.5**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 023	Plant Terminology	2.5
LANHT 080	Urban Forestry	3
LANHT 081	Arborist Equipment Fundamentals	2
LANHT 084	Applied Structural Pruning	2
LANHT 085	Introduction to Climbing and Aerial Tree Work	2
LANHT 086	Applied Aerial Tree Work	2
LANHT 088	Tree Care Capstone Seminar	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 013	Arboriculture with Lab (Day)	3
LANHT 013E	Arboriculture (Evening)	3
Choose Two:		**6.0**
When choosing a plant ID courses, select different courses, either a day or evening version.		
LANHT 206	Landscape Business Practices	3
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
OR		
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
OR		
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
OR		
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
	Major Requirement Units:	**39.5**
	General Education and Elective Course Units:	**20.5**
	Total Degree Units	**60**

BASIC CANNABIS HORTICULTURE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Basic Cannabis Horticulture Certificate of Achievement Program prepares workers for careers linked to cannabis horticulture related occupations, including Grower/Horticulturist/Cultivation technician, Propagator, Trimmer/Post-Harvest Specialist, and other identified occupations. This program combines classroom learning and hands-on skill development in labs, fieldwork, and field trips. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, outdoor and greenhouse cannabis cultivation, and cannabis genetics; industry standard skills and practices related to safe work practices and ergonomics, and resume-writing and interview skills.

Major course requirements can be completed in two semesters.

Career Opportunities

Career opportunities may include Grower/Horticulturist/Cultivation Technician, Propagator, and Trimmer/Post Harvester.

Learning Outcome(s)

1. Apply cannabis biology, physiology, and plant nutrition knowledge to cannabis cultivation practices.
2. Use various horticulture tools safely and properly sterilize tools.
3. Build healthy soil and mix organic container media optimized for cannabis production.
4. Propagate and maintain cannabis plants through vegetative growth and flowering.
5. Apply cannabis IPM treatments.
6. Apply harvesting and post-harvest handling best practices.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**16.5-17.5**
Select 16.5 - 17.5 Major Requirement Units from the courses below:		
Core Courses:		**11.5**
LANHT 019	Plant Nutrition	3
LANHT 230	Introduction to Cannabis Production	3
LANHT 233	Cannabis Careers	1
LANHT 235	Cannabis Pruning, Harvesting, and Trimming	0.5
LANHT 237	Spring Cannabis Lab	2
LANHT 239	Fall Cannabis Lab	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**2.0-3.0**
LANHT 234	Cannabis History and Genetics	3
LANHT 238	Summer Cannabis Lab	2
LANHT 240	Personal Use Cannabis Garden Cultivation	3
	Total Units:	**16.5-17.5**

BASIC LANDSCAPE HORTICULTURE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Basic Landscape Horticulture Certificate of Achievement is intended for those students who are limited by time constraints to a one-year program. The curriculum provides students with a strong foundation in basic horticultural principles: plant anatomy, industry standard maintenance skills, common insect pests and diseases and their management, irrigation basics, tool use and safety, and plant identification. This certificate program is designed to prepare students with the skills, knowledge, and training to enter into entry level green industry jobs in fields such as landscape maintenance, park service, and landscape installation.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Career Opportunities

Those who earn the Certificate of Achievement in Basic Landscape Horticulture can find employment at the basic or entry level in green industry jobs in fields such as landscape maintenance, park service, and landscape installation.

Learning Outcome(s)

1. Identify and describe plant anatomical structures, life-cycles, and metabolic processes.
2. Demonstrate proper use of botanical nomenclature.
3. Demonstrate the ability to identify and correctly apply scientific names to a minimum of 20 commonly used plants in the landscape.
4. Demonstrate general horticultural maintenance skills, including the following: safe tool use, pruning, planting, pest and disease management, fertilizer needs and irrigation techniques using sustainable practices.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**20.0**
Select 20 Major Requirement Units from the courses below:		
Core Courses:		**11.0**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 023	Plant Terminology	2.5
LANHT 026	Pruning	0.5
LANHT 081	Arborist Equipment Fundamentals	2
Chose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Chose One:		**3.0**
LANHT 017	Irrigation with Lab (Day)	3
LANHT 017E	Irrigation (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3

LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
	Total Units:	**20**

BRIDGE TO CANNABIS CULTIVATION - CP2: CERTIFICATE OF COMPLETION

Program Description

This Bridge to Cannabis Cultivation Certificate of Completion is intended for students who seek to enter careers in the legal cannabis industry, further their professional development, or prepare for entry into credit courses in cannabis horticulture at Merritt College or other community colleges. This certificate allows for non-credit students and individuals exploring careers in cannabis horticulture to enroll in courses that teach important horticulture skills.

Grower / Horticulturist / Cultivation Technician, Propagator, and Trimmer / Post-Harvest Specialist are all positions that are often recruited for cannabis jobs based on cultivation experience and horticultural skills. A student completing this program will learn the content and the language necessary to read, write, and converse about the basics of cannabis horticultural techniques and job processes. This program combines classroom learning and hands-on skill development in labs, fieldwork, and field trips. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology; industry standard skills and practices related to safe work practices and ergonomics; resume-writing, interview skills and professional language.

Entry level jobs in cannabis horticulture are available for English language learners and those with lower levels of basic skills. There are no prerequisites for this program though it is recommended that high-beginning English Language Learners students enroll in the optional elective *ESOL 590- English for Special Purposes*.

The minimum time for completion of this certificate is 1 semester. Completion time will vary based on student preparation and the number of hours completed per semester.

Career Opportunities

Career opportunities may include Grower / Horticulturist / Cultivation Technician, Propagator, and Trimmer / Post Harvester.

Learning Outcome(s)

1. Apply cannabis biology, physiology, and plant nutrition knowledge to cannabis cultivation practices.
2. Use various horticulture tools safely and properly sterilize tools.
3. Properly prune and maintain cannabis plants through vegetative growth and flowering.
4. Apply harvesting and post-harvest handling best practices.
5. Develop skills for navigating the hiring process.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Courses:		**68.8**
LANHT 530	Introduction to Cannabis Production	42.5
LANHT 533	Cannabis Careers	8.75
LANHT 535	Cannabis Pruning, Harvesting, and Trimming	8.75
The correct number of semester hours for LANHT 535 is 17.5 and not 8.75. There is a glitch in curriQnet that produces an error in noncredit course hours.		
Recommended Course:		
ESOL 590	English for Special Purposes	17.5-35
	Total Required Hours:	**68.75**

LANDSCAPE ARCHITECTURE - A.A. DEGREE

Program Description

The Landscape Architecture Associate in Arts degree program provides students with the basic foundation and skills to pursue a career as a Landscape Architect. Program topics include design process and principles, site analysis, site planning, planting design, construction, topographic form, graphic representation, computer assisted design, and professional practice. Students with this degree will meet the minimum educational requirement to take the California Landscape Architects Registration Exam (LARE) and obtain basic skills necessary to start work in a professional landscape architecture, design-build, or garden design practice.

To qualify for the Associate in Arts Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AA degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 21 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

Our curriculum covers the topics essential for working in a professional design office: site analysis, site design, drainage and grading, planting design, construction and irrigation, field observation, graphic communication, and computer assisted design (CAD) skills. These skills provide students with a wide range of employment opportunities in offices specializing in public and private site design, urban planning, residential design, landscape restoration, public and municipal design agencies, and design-build. Every graduate of our A. A. program who has applied for work in professional offices has found it, and usually work alongside university LA graduates.

Learning Outcome(s)

1. Design landscapes that provide basic human comfort and livability.
2. Design landscapes that respond to and support regional ecology.
3. Design landscapes that meet client functional and financial objectives.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**42.0-43.0**
Select 42 - 43 Major Requirement Units from the courses below:		
Core Courses:		
LANHT 018A	Landscape Design	3

LANHT 018LA	Landscape Design Laboratory	1
LANHT 018B	Landscape Design	3
LANHT 018LB	Landscape Design Laboratory	1
LANHT 035A	Advanced Landscape Design	3
LANHT 057	Form and Composition in Landscape Design	3
LANHT 060A	Freehand Drawing for Landscape Designers I	3
LANHT 210A	Landscape Design Forum I	2
LANHT 210B	Landscape Design Forum II	2
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 009	SketchUp Pro	3
LANHT 034A	Computer-Assisted Landscape Design	3
Choose One:		**3.0**
LANHT 014	Landscape Construction with Lab (Day)	3
LANHT 014E	Landscape Construction (Evening)	3
Choose One:		**3.0**
LANHT 017	Irrigation with Lab (Day)	3
LANHT 017E	Irrigation (Evening)	3
Choose One:		**3.0-4.0**
LANHT 029	Planting Design with Lab (Day)	3
LANHT 029E	Planting Design (Evening)	4
Choose One:		**3.0**
LANHT 033A	Design Evaluation of Bay Area Landscapes	3
LANHT 064	Sketching the Cultural Landscape	3
	Major Requirement Units:	**42-43**
	General Education Units:	**21**
	Total Degree Units:	**63-64**

LANDSCAPE DESIGN AND CONSTRUCTION - A.S. DEGREE

Program Description

The Landscape Design and Construction Associate in Science (AS) degree program provides advanced training for students interested in working in the field of landscape design/build. The curriculum provides classes in design, construction, irrigation, plant ID, basic horticulture, and professional practice. The program also provides basic preparation for obtaining professional licensure or certification as a Landscape Contractor (C-27), Qualified Water Efficient Landscaper (QWEL), Irrigation Technician (CIT), and Landscape Industry Certified Technician.

To qualify for the Associate in Arts Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 21 units of local AA/AS General Education requirements.
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

The Landscape Design and Construction Associate in Arts Degree provides advanced training for students starting work or already working at: • Design/build firms • Landscape contracting firms • Garden design firms • Nursery-based landscape design services • City, school, and park department landscape installation crews • Ecological restoration firms • Golf course management • Irrigation design and installation jobs • Estate management

Learning Outcome(s)

1. Design and build landscapes that provide basic human livability, meet client functional and financial needs, and support community health and well-being.
2. Build landscapes that support principles of sustainability and low impact design.
3. Communicate landscape design and building concepts to clients, contractors, and public agencies through electronic media, reports, graphic representation, and spoken presentations.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**43.0-44.0**
Select 43 - 44 Major Requirement Units from the courses below:		
Core Courses:		**16.0**
LANHT 018A	Landscape Design	3
LANHT 018LA	Landscape Design Laboratory	1

LANHT 018B	Landscape Design	3
LANHT 018LB	Landscape Design Laboratory	1
LANHT 035A	Advanced Landscape Design	3
LANHT 206	Landscape Business Practices	3
LANHT 210A	Landscape Design Forum I	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 014	Landscape Construction with Lab (Day)	3
LANHT 014E	Landscape Construction (Evening)	3
Choose One:		**3.0**
LANHT 017	Irrigation with Lab (Day)	3
LANHT 017E	Irrigation (Evening)	3
Choose One:		**3.0-4.0**
LANHT 029	Planting Design with Lab (Day)	3
LANHT 029E	Planting Design (Evening)	4
Choose One		**3.0**
LANHT 033A	Design Evaluation of Bay Area Landscapes	3
LANHT 060A	Freehand Drawing for Landscape Designers I	3
Choose One:		**3.0**
LANHT 009	SketchUp Pro	3
LANHT 034A	Computer-Assisted Landscape Design	3
	Major Requirement Units:	**43-44**
	General Education Units:	**21**
	Total Degree Units:	**64-65**

LANDSCAPE DESIGN AND CONSTRUCTION - CERTIFICATE OF ACHIEVEMENT

Program Description

The Landscape Design and Construction Certificate of Achievement program provides advanced training for students interested in working in the field of landscape design/build. The curriculum provides classes in design, construction, irrigation, plant ID, basic horticulture, and professional practice. The program also provides basic preparation for obtaining professional licensure or certification as a Landscape Contractor (C-27), Qualified Water Efficient Landscaper (QWEL), Irrigation Technician (CIT), and Landscape Industry Certified Technician.

To qualify for the Landscape Design and Construction Certificate of Achievement, students must satisfactorily complete the Certificate requirements specified below.

Career Opportunities

The Landscape Design and Construction Certificate of Achievement provides advanced training for students starting work or already working at: • design/build firms • landscape contracting firms • garden design firms • nursery-based landscape design services • city, school, and park department landscape installation crews • ecological restoration firms • golf course management • irrigation design and installation jobs • estate management

Learning Outcome(s)

1. Design and build landscapes that provide basic human livability, meet client functional and financial needs, and support community health and well-being.
2. Build landscapes that support principles of sustainability and low impact design.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		
Select 43 - 44 Major Requirement Units from the courses below:		
Core Courses:		**16.0**
LANHT 018A	Landscape Design	3
LANHT 018LA	Landscape Design Laboratory	1
LANHT 018B	Landscape Design	3
LANHT 018LB	Landscape Design Laboratory	1
LANHT 035A	Advanced Landscape Design	3
LANHT 206	Landscape Business Practices	3
LANHT 210A	Landscape Design Forum I	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
Choose One:		**3.0**

LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 014	Landscape Construction with Lab (Day)	3
LANHT 014E	Landscape Construction (Evening)	3
Choose One:		**3.0**
LANHT 017	Irrigation with Lab (Day)	3
LANHT 017E	Irrigation (Evening)	3
Choose One:		**3.0-4.0**
LANHT 029	Planting Design with Lab (Day)	3
LANHT 029E	Planting Design (Evening)	4
Choose One		**6.0**
LANHT 033A	Design Evaluation of Bay Area Landscapes	3
LANHT 060A	Freehand Drawing for Landscape Designers I	3
Choose One:		**3.0**
LANHT 034A	Computer-Assisted Landscape Design	3
LANHT 009	SketchUp Pro	3
	Total Units:	**43-44**

LANDSCAPE AND PARKS MAINTENANCE - A.S. DEGREE

Program Description

The Associate in Science (AS) Degree in Landscape and Parks Maintenance provides training for students interested in working in the field of landscape and parks maintenance. The curriculum provides advanced studies in horticulture, plant ID and maintenance practices, and provides foundational training towards working for parks and recreation departments, golf courses, public works, landscape maintenance companies, or starting one's own landscape maintenance business.

To qualify for the Associate in Science Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements.
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

The Landscape and Parks Maintenance AS Degree program provides additional training for students interested in working in the field of landscape and parks maintenance. The curriculum provides advanced studies in horticulture, plant ID and maintenance practices, and provides foundational training towards working for parks and recreation departments, golf courses, public works, landscape maintenance companies, or starting ones own landscape maintenance business.

Learning Outcome(s)

1. Demonstrate sustainable management of parks and gardens including soil management, plant nutrition and tree care.
2. Demonstrate maintenance business practices utilizing state-of-the-art tools.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**42.0**
Select 42 Major Requirement Units from the courses below:		
Core Courses:		**24.0**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 019	Plant Nutrition	3

LANHT 023	Plant Terminology	2.5
LANHT 026	Pruning	0.5
LANHT 081	Arborist Equipment Fundamentals	2
LANHT 084	Applied Structural Pruning	2
LANHT 206	Landscape Business Practices	3
LANHT 210A	Landscape Design Forum I	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
Choose One:		**3.0**
LANHT 013	Arboriculture with Lab (Day)	3
LANHT 013E	Arboriculture (Evening)	3
Choose One:		**3.0**
LANHT 017	Irrigation with Lab (Day)	3
LANHT 017E	Irrigation (Evening)	3
	Major Requirement Units:	**42**
	General Education and Elective Course Units:	**18**
	Total Units:	**60**

LANDSCAPE AND PARKS MAINTENANCE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Landscape and Parks Maintenance Certificate of Achievement provides training for students interested in working in the field of landscape and parks maintenance. The curriculum provides advanced studies in horticulture, plant ID and maintenance practices, and provides foundational training towards working for parks and recreation departments, golf courses, public works, landscape maintenance companies, or starting one's own landscape maintenance business.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Career Opportunities

Career Opportunities may include Park Landscape Maintenance Technician; Groundskeeper; Grounds Maintenance Worker; Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers; Park Maintenance Assistant; Park Maintenance Aide; and Skilled Laborer.

Learning Outcome(s)

1. Demonstrate sustainable management of parks and gardens including soil management, plant nutrition and tree care.
2. Demonstrate maintenance business practices utilizing state-of-the-art tools.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**42.0**
Select 42 Major Requirement Units from the courses below:		
Core Courses:		**24.0**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 019	Plant Nutrition	3
LANHT 023	Plant Terminology	2.5
LANHT 026	Pruning	0.5
LANHT 081	Arborist Equipment Fundamentals	2
LANHT 084	Applied Structural Pruning	2
LANHT 206	Landscape Business Practices	3
LANHT 210A	Landscape Design Forum I	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
Choose One:		**3.0**

LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 013	Arboriculture with Lab (Day)	3
LANHT 013E	Arboriculture (Evening)	3
Choose One:		**3.0**
LANHT 017	Irrigation with Lab (Day)	3
LANHT 017E	Irrigation (Evening)	3
	Total Units:	**42**

MUNICIPAL GARDENER, LEVEL 1 - CERTIFICATE OF ACHIEVEMENT

Program Description

Those who earn the Municipal Gardener, Level 1 Certificate of Achievement will have the theoretical and practical skills required for entry level municipal gardener positions.

Enrolling in COPED 452A, the work experience course, is a requirement for this certificate. Students must secure 290 hours of paid or unpaid work in landscape horticulture. The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and the number of units completed per semester.

The Certificate of Achievement will be awarded upon satisfactory completion of all program requirements.

Career Opportunities

Jobs this program leads to: 1. Landscaping and Groundskeeping 2. Entry level municipal garden positions

Learning Outcome(s)

1. Demonstrate the following basic horticultural practices: proper planting, pruning and routine maintenance for landscape plants.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
Select 12 Major Requirement Units from the courses below:		
Core Courses:		**6.0**
LANHT 026	Pruning	0.5
COPED 452A	Work Experience in Landscape Horticulture	2.5
Students must secure 290 hours (the equivalent of 5.5 units) of paid or unpaid work in landscape horticulture. 2.5 units for Semester 1 and 3 units for Semester 2.		
COPED 452A	Work Experience in Landscape Horticulture	3
Students must secure 290 hours (the equivalent of 5.5 units) of paid or unpaid work in landscape horticulture. 2.5 units for Semester 1 and 3 units for Semester 2.		
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
Select 1 of the 3 Focus Area Options:		
LANHT 012	Weeds in the Urban Landscape	3
LANHT 013E	Arboriculture (Evening)	3
LANHT 201	Landscape Maintenance Practices	3
	Total Units:	**12**

MUNICIPAL GARDENER, LEVEL 2 - CERTIFICATE OF ACHIEVEMENT

Program Description

After completion of the Municipal Gardener Level 1 Certificate of Achievement, students can continue on to the coursework needed to complete the Municipal Gardener, Level 2 Certificate of Achievement. Those who earn the Municipal Gardener, Level 2 Certificate of Achievement, will have the theoretical and practical skills required for entry level municipal gardener supervisory positions.

Enrolling in COPED 452A, the work experience course, is a requirement for this certificate. Students must secure 315 hours of paid or unpaid work in landscape horticulture. The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and the number of units completed per semester.

The Certificate of Achievement will be awarded upon satisfactory completion of all program requirements.

Career Opportunities

Jobs this program leads to: 1. Landscaping and Groundskeeping 2. Municipal Gardener 1 3. Municipal Gardener 2 4. Supervisor 1

Learning Outcome(s)

1. Demonstrate the following horticultural practices: Identify basic irrigation components and installation of drip irrigation systems; proper planting, pruning and routine maintenance for landscape plants.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**12.0**
Select 12 Major Requirement Units from the courses below:		
Core Courses:		**9.0**
LANHT 017E	Irrigation (Evening)	3
COPED 452A	Work Experience in Landscape Horticulture	3
Students must secure 315 hours (the equivalent of 6 units) of paid or unpaid work in landscape horticulture. 3 units for Semester 1 and 3 units for Semester 2.		
COPED 452A	Work Experience in Landscape Horticulture	3
Students must secure 315 hours (the equivalent of 6 units) of paid or unpaid work in landscape horticulture. 3 units for Semester 1 and 3 units for Semester 2.		
Choose one course not previously taken for the Level 1 Certificate:		**3.0**
Select 1 Focus Area Course Not Previously Taken for the Level 1 Certificate:		
LANHT 012	Weeds in the Urban Landscape	3
LANHT 013E	Arboriculture (Evening)	3
LANHT 201	Landscape Maintenance Practices	3
	Total Units:	**12**

NURSERY MANAGEMENT - A.S. DEGREE

Program Description

The Associate in Science (AS) degree in **Nursery Management** provides advanced training for working in the wholesale and retail nursery industry. Students will learn growing and maintenance practices for a wide variety of plant species, advanced propagation techniques, watering systems, basic soil and fertilizer chemistry, pest and disease control, and nursery business operations.

To qualify for the Associate Science Degree, students must satisfactorily complete the major requirements specified below and the local AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

Nursery Management A.S. Degree established positions and job titles: 1. Wholesale nursery worker or manager 2. Wholesale nursery propagator 3. Retail nursery salesperson or manager 4.. City, County or Municipality Nursery Worker or Manager

Learning Outcome(s)

1. Perform state-of-the-art sustainable operations of a professional nursery person in both wholesale and retail nursery operations.
2. Demonstrate ability to grow and/or maintain nursery stock including basic nursery propagation, soils, watering systems, fertilizers, pest and disease control, and plant evaluation.
3. Demonstrate knowledge of all aspects of nursery management including the basics of financial, site operations, personnel, and marketing aspects.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**39.0**
Select 39 Major Requirement Units from the courses below:		
Core Courses:		**27.0**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 019	Plant Nutrition	3

LANHT 023	Plant Terminology	2.5
LANHT 024	Plant Propagation	3
LANHT 025	Nursery Management	3
LANHT 026	Pruning	0.5
LANHT 052	Special Projects in Plant Propagation	3
LANHT 206	Landscape Business Practices	3
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose 3 different plant ID courses (choose either a day or evening version of a course):		**9.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
OR		
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
OR		
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
OR		
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
OR		
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
	Major Requirement Units:	**39**
	General Education Units:	**21**
	Total Units:	**60**

NURSERY MANAGEMENT - CERTIFICATE OF ACHIEVEMENT

Program Description

The Nursery Management Certificate of Achievement program provides advanced training for working in the wholesale and retail nursery industry. Students will learn growing and maintenance practices for a wide variety of plant species, advanced propagation techniques, watering systems, basic soil and fertilizer chemistry, pest and disease control, and nursery business operations.

A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Career Opportunities

Nursery Management Certificate of Achievement established positions and job titles: 1. Wholesale nursery worker or manager 2. Wholesale nursery propagator 3. Retail nursery salesperson or manager 4.. City, County or Municipality Nursery Worker or Manager

Learning Outcome(s)

1. Perform state-of-the-art sustainable operations of a professional nursery person in both wholesale and retail nursery operations.
2. Demonstrate ability to grow and/or maintain nursery stock including basic nursery propagation, soils, watering systems, fertilizers, pest and disease control, and plant evaluation.
3. Demonstrate knowledge of all aspects of nursery management including the basics of financial, site operations, personnel, and marketing aspects.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**39.0**
Select 39 Major Requirement Units from the courses below:		
Core Courses:		**27.0**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 019	Plant Nutrition	3
LANHT 023	Plant Terminology	2.5
LANHT 024	Plant Propagation	3
LANHT 025	Nursery Management	3
LANHT 026	Pruning	0.5
LANHT 052	Special Projects in Plant Propagation	3
LANHT 206	Landscape Business Practices	3
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose 3 different plant ID courses (choose either a day or evening version of a course):		**9.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
OR		
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
OR		

LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
OR		
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
OR		
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
	Total Units:	**39**

Permaculture Design - CERTIFICATE OF ACHIEVEMENT

Program Description

The Permaculture Design Certificate of Achievement program is designed to train students in the principles and practices of sustainable landscape creation and management. Students will acquire a firm foundation in the fundamentals of Permaculture including ethics, site analysis, creating sustainable garden and landscape habitats, soil and water care, and the use and processing of waste and energy. Specific practical applications of permaculture will include mushroom cultivation, beneficial pollinators, natural building, growing edible and useful plants, and food preservation. Students will also learn about the social, economic and ecological applications of Permaculture principles as it relates to local, regional, and global communities.

The certificate may be completed in 2 semesters. A Certificate of Achievement will be awarded upon satisfactory completion of the certificate requirements specified below.

Career Opportunities

1. Garden or park landscape / permaculture designer 2. Garden or park landscape / permaculture maintenance 3. City, County or Municipality permaculture / natural landscape / or regional parks gardener

Learning Outcome(s)

1. Design gardens that merge landscape design, sustainable agriculture and applied ecology for people and organisms.
2. Identify individual organisms and apply biological systems including plants, fungi, microorganisms, animals, and people to local gardens.
3. Manage the infrastructure web of social/ecological gardens, including people and plant communities, animal systems, soil generation, solar, and water systems.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**17.0-18.0**
Select 17 - 18 Major Requirement Units from the courses below:		
Core Courses:		**9.0**
LANHT 023	Plant Terminology	2.5
LANHT 026	Pruning	0.5
LANHT 028A	Permaculture Design I	3
LANHT 028B	Permaculture Design II	3
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
Choose One:		**2.0-3.0**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 076	Edible Landscaping	3
LANHT 081	Arborist Equipment Fundamentals	2

LANHT 084	Applied Structural Pruning	2
LANHT 208A	Growing and Using Herbs in the Landscape I	2
	Total Units:	**17-18**

TREE CARE SPECIALIST - CERTIFICATE OF ACHIEVEMENT

Program Description

This one year Tree Care Specialist Certificate Program trains students to work in the following fields/jobs: Tree care specialist/worker with certification; ground worker; arborist; plant health care technician; utility arborist; sales and consulting; city, county or municipal forester. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, tree ID, and urban forestry concepts; industry standard skills and practices related to safe work practices, trees/shrub maintenance, such as pruning, planting, establishment; small equipment use, tree health care and tree risk assessment.

Career Opportunities

TREE CARE INUDSTRY ESTABLISHED POSITIONS AND JOB TITLES: 1. Tree care specialist; 2. Plant health care technician; 3. Ground worker; 4. Sales and consulting; 5. Arborist (certified by ISA); 6. Utility arborist; 7. Urban forester.

Learning Outcome(s)

1. Apply tree biology and physiology to arboriculture practices.
2. Conduct site assessments and assess trees to mitigate risks.
3. Apply tree health care treatments.
4. Establish and maintain trees and shrubs safely.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**20.5**
Select 20.5 Major Requirement Units from the courses below:		
Core Courses:		**11.5**
LANHT 023	Plant Terminology	2.5
LANHT 080	Urban Forestry	3
LANHT 081	Arborist Equipment Fundamentals	2
LANHT 084	Applied Structural Pruning	2
LANHT 085	Introduction to Climbing and Aerial Tree Work	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
Choose One:		**3.0**
LANHT 013	Arboriculture with Lab (Day)	3
LANHT 013E	Arboriculture (Evening)	3
	Total Units:	**20.5**

TREE CLIMBER SPECIALIST - CERTIFICATE OF ACHIEVEMENT

Program Description

The Tree Climber Specialist Certificate of Achievement prepares workers for careers linked to urban forestry related occupations, including arborist, arboriculture, tree care specialist, tree trimming, grounds maintenance, aerial tree work, crew leader and other identified occupations. This program follows an industry validated training model which combines classroom learning, and hands-on skill development in school shops/labs and training centers. The curriculum provides a strong foundation in basic horticultural principles, plant biology and physiology, tree ID, and urban forestry concepts; industry standard skills and practices related to safe work practices, trees/shrub maintenance, tree removal, advanced climbing skills, small and large equipment use, and leadership skills.

Career Opportunities

Tree Care Industry Established Positions and Job Titles: 1. Tree Care Specialist/Worker with Certification 2. Ground worker 3. Arborist (Certified) 4. Tree Climber 5. Plant Health Care Technician 6. Utility Line Clearance Tree Trimmer 7. City, County or Municipality Forestry Worker

Learning Outcome(s)

1. Apply tree biology and physiology to arboriculture practices.
2. Operate equipment safely.
3. Conduct site assessments and assess trees to mitigate risks.
4. Establish and maintain trees and shrubs safely; remove trees and shrubs safely.
5. Apply tree health care treatments.
6. Apply aerial tree work skills.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**39.5**
Select 39.5 Major Requirement Units from the courses below:		
Core Courses:		**24.5**
LANHT 010	Insect Pests	3
LANHT 011	Plant Diseases and Their Management	3
LANHT 016	Soil Management	3
LANHT 023	Plant Terminology	2.5
LANHT 080	Urban Forestry	3
LANHT 081	Arborist Equipment Fundamentals	2
LANHT 084	Applied Structural Pruning	2
LANHT 085	Introduction to Climbing and Aerial Tree Work	2
LANHT 086	Applied Aerial Tree Work	2
LANHT 088	Tree Care Capstone Seminar	2
Choose One:		**3.0**
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
Choose One:		**3.0**
LANHT 002	Plant Materials: Tree ID and Culture with Lab (Day)	3
LANHT 002E	Plant Materials: Tree ID and Culture (Evening)	3
Choose One:		**3.0**
LANHT 013	Arboriculture with Lab (Day)	3
LANHT 013E	Arboriculture (Evening)	3

Choose Two:		**6.0**
When choosing plant ID courses, select different courses, either a day or evening version.		
LANHT 206	Landscape Business Practices	3
LANHT 004	Plant Materials: Shrubs ID and Culture with Lab (Day)	3
LANHT 004E	Plant Materials: Shrubs ID and Culture (Evening)	3
LANHT 005A	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005EA	Plant Materials: Fall Native Plant ID and Culture (Evening)	3
LANHT 005B	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 005EB	Plant Materials: Spring Native Plant ID and Culture (Evening)	3
	Total Units:	**39.5**

Learning Resources (LRNRE)

BASIC EMPLOYABILITY PREPARATION - CERTIFICATE OF ACCOMPLISHMENT

Program Description

The Basic Employability Preparation Certificate of Accomplishment is designed to prepare students with basic English and Math skills and an awareness of the local employment market. Students will be ready to seek and obtain entry level positions that are consistent with their skills, interests and abilities or pursue further education in a specific career area. The Basic Employability Preparation Certificate of Accomplishment will be awarded upon satisfactory completion of the following noncredit requirements: LRNRE 561: English for Life and Career Success; LRNRE 562: Math for life and Career Success; and LRNRE 566: Career Awareness, Disability and Success.

Career Opportunities

Students will be ready to seek and obtain entry level positions that are consistent with their skills, interests and abilities or pursue further education. The certificate will be awarded once the individual has completed LRNRE 561 (English for Life and Career Success), LRNRE 562 (Math for Life and Career Success) and Lrnre 566 (Career Awareness, Disability and Success).

Learning Outcome(s)

1. Demonstrate the ability to read, write and speak accurately with peers and supervisors.
2. Compute basic mathematical functions by hand and with a calculator
3. Identify a career plan that matches with your skills, interests and abilities by using the internet and other resources to clarify options available.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**157.5**
LRNRE 561	Basic English for Life and Career Success	52.5
LRNRE 562	Basic Math for Life and Career Success	52.5
LRNRE 566	Career Awareness, Disability and Success	52.5
	Total Hours:	**157.5**

BASIC EMPLOYABILITY PREPARATION - CERTIFICATE OF PROFICIENCY

Program Description

The Basic Employability Preparation Certificate of Proficiency program is designed to prepare students with basic English and Math skills and an awareness of the local employment market. Students will be ready to seek and obtain entry level positions that are consistent with their skills, interests and abilities to pursue further education in a specific career area. The Basic Employability Preparation Certificate of Proficiency will be awarded upon satisfactory completion of the program course requirements.

Career Opportunities

Entry level positions that are consistent with a student's skills, interests and abilities to pursue further education.

Learning Outcome(s)

1. Demonstrate the ability to read, write and speak accurately with peers and supervisors.
2. Identify a career plan that matches with your skills, interests and abilities by using the internet and other resources to clarify options available.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**9.0**
LRNRE 261	English for Life and Career Success	3
LRNRE 262	Mathematics for Life and Career Success	3
LRNRE 281	Career Awareness, Disability and Success	3
	Total Units:	**9**

Library Information Studies (LIS)

RESEARCH SKILLS - CERTIFICATE OF COMPETENCY

Program Description

The Certificate of Competency in Research Skills is designed to provide students with a foundation in information literacy, critical thinking, ethical use of information, and research. This certificate is intended to improve the research and information literacy skills of students desiring to increase their capacity for pursuing college-level coursework, gaining employment in today's digital workforce, and community engagement. Students enrolled in the Research Skills program may use the certification to demonstrate to college instructors and employers their ability to find, evaluate, and use credible and relevant information in an ethical manner.

Students are required to complete three courses for a total of nine (9) instructional hours. Each course must be completed with a grade of Pass or Satisfactory Progress.

Career Opportunities

Any occupations in the educational, financial, legal, and medical fields that involve observing, receiving, and otherwise obtaining information.

Learning Outcome(s)

1. Apply information literacy skills to academic, professional, and personal life.
2. Complete a basic research project from topic development to information source selection, evaluation, and citation.
3. Analyze, synthesize, and apply information practically and ethically.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**9.0**
LIS 511	Research Skills I	3
LIS 512	Research Skills II	3
LIS 513	Research Skills III	3
	Total Hours	**9**

Mathematics (MATH)

MATHEMATICS - A.S. DEGREE

Program Description

The Associate in Science degree in Mathematics will be awarded upon satisfactory completion of the Major course requirements and the General Education requirements.

Career Opportunities

Accounting and Finance: Accounts payable or receivables clerk, assistant to a CPA Insurance: Sales agent, Claims adjuster Operations: Operations assistant

Learning Outcome(s)

1. Express mathematical concepts and techniques clearly and concisely using symbolic and ordinary language.
2. Use quantitative reasoning to solve a variety of mathematical problems in the workplace and in the home.
3. Demonstrate mastery of the various mathematical concepts and techniques needed to succeed in subsequent courses of increasing complexity.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**17.0-19.0**
Select 17 - 19 Major Requirement Units from the courses below:		
Choose One:		**9.0**
MATH 001	Pre-Calculus	4
MATH 003A	Calculus I	5
Choose 13 -1 4 Units:		**13.0-14.0**
MATH 002	Precalculus with Analytic Geometry	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III	5
MATH 003D	Linear Algebra and Differential Equations	5
MATH 013	Introduction to Statistics	4
MATH 015	Mathematics for Liberal Arts Students	3
MATH 016A	Calculus for Business and Life/Social Sciences	3
MATH 016B	Calculus for Business and Life/Social Sciences	3
MATH 050	Trigonometry	3
MATH 202	Geometry	3
MATH 203	Intermediate Algebra	5
	Major Requirement Units:	**17-19**
	General Education and Elective Course Units:	**41-43**
	Total Units:	**60**

MATHEMATICS - AS-T DEGREE

Program Description

The Associate in Science for Transfer Degree (AS-T) in Mathematics is designed for students planning to transfer into a baccalaureate program in mathematics or a similar major at a California State University (CSU) or another 4-year college or university. This degree provides students with sufficient understanding of mathematical concepts and skills to attain upper division status in mathematics within the CSU system. Among the courses included in this degree are the Calculus series, Linear Algebra, and Differential equations. Students interested in the AS-T for transfer degree in mathematics should consult with the departmental faculty chair.

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

This AS-T degree program requires students to meet the following requirements:

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

Career Opportunities

In the modern world, many fields need specialists in mathematics. Careers in mathematics include scientists, researchers, programmers and other specialists in information systems, mathematics teachers, actuaries and insurance specialists, and people who can combine mathematical knowledge with a scientific, technological, or business background.

Learning Outcome(s)

1. Express mathematical concepts and techniques clearly and concisely using symbolic and ordinary language.
2. Use quantitative reasoning to solve a variety of mathematical problems in the workplace and in the home.
3. Demonstrate mastery of the various mathematical concepts and techniques needed to succeed in subsequent courses of increasing complexity.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**21.0-23.0**
Select 21 - 23 Major Requirement Units from the courses below:		
Core Courses:		**15.0**
MATH 003A	Calculus I	5
MATH 003B	Calculus II	5
MATH 003C	Calculus III	5
Choose One or Two:		**3.0-6.0**
List A- Select One or Two courses from List A. If both MATH 3E and MATH 3F are selected, then a course from List B is not required.		

MATH 003E	Linear Algebra	3
MATH 003F	Differential Equations	3
Choose One or None:		**4.0-5.0**

List B- Select One course from List B. However, if MATH 3E AND MATH 3F are both selected in List A, do not select a course from List B.

MATH 013	Introduction to Statistics	4
PHYS 004A	General Physics with Calculus	5

Major Requirement Units:	**21-23**
Units that may be double-counted for General Education:	**7**
General Education (CSU-GE or IGETC) Units:	**37-39**
Elective (CSU Transferable) Units:	**5-9**
Total Degree Units:	**60**

Medical Assisting (MEDAS)

ADMINISTRATIVE MEDICAL ASSISTING - CERTIFICATE OF ACHIEVEMENT

Program Description

The Administrative Medical Assisting Certificate of Achievement program prepares students to perform "front office" duties via the Electronic Health Records (EHR) Systems. Students will demonstrate proficiency in the following skills and more: medical records documentation, patient intake, electronic medical records management, patient reception, scheduling appointments, medical insurance, and introduction to billing and coding and collections.

This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all major requirements.

Career Opportunities

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator.

Learning Outcome(s)

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0-17.0**
Core Courses:		**14.0**
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 103A	Administrative Medical Assisting I	2
MEDAS 103B	Administrative Medical Assisting II	2
MEDAS 103C	Administrative Medical Assisting III	2
HLTOC 110	CPR and First Aid for Allied Health Programs	1
HLTOC 260	Emotional Intelligence	2
HLTOC 263	Communication Skills for the Health Care Professional	3
Choose One:		**2.0-3.0**
HLTOC 101	Medical Terminology	3
HLTOC 201	Medical Terminology I	2
Recommended Course:		
MEDAS 470F	Work Experience in Medical Assisting	1-4
	Total Units:	**16-17**

BRIDGE TO MEDICAL ASSISTANT CAREERS - CERTIFICATE OF COMPLETION

Program Description

The Bridge to Medical Assistant Careers Certificate of Completion is a noncredit certificate that enables students to gain exposure to various career options within medical assisting and develop the skills necessary to enter employment in the field in an entry-level position. The program prepares graduates to work directly with patients and assist in their care and well-being. It is also designed for students who plan to pursue a career as a medical assistant. Students can continue their education through Merritt College's Allied Health Credit certificated programs such as Medical Assisting, Health Navigation, Nursing, Radiology Technician, and the Histotechnology programs. The English for Speakers of Other Languages (ESOL) recommended course prepares non-native speaking students for employment and job advancement. It also prepares students for the academic rigor of credit courses by integrating English language instruction with organizational tools for student success.

Upon successful completion of this certificate, students can take the National Health Career Association (NHA) Certified Medical Assistant (CMA) national examination.

Career Opportunities

Career opportunities may include entry-level medical assistant positions in doctor's offices, clinics, and other medical facilities to perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Learning Outcome(s)

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Demonstrate both administrative and clinical skills for entry-level placement in medical assistant career opportunities.
3. Determine a successful pathway to reach career goals as a medical assistant.

Program Requirements

SUBJECT #	TITLE	HOURS
Required Noncredit Courses:		**280.0**
MEDAS 503	The Language of Medicine	52.5
MEDAS 504	Introduction to Medical Assisting	52.5
MEDAS 505	Introduction to Pharmacology	52.5
MEDAS 506	Administrative Skill	52.5
MEDAS 507	Clinical Skill	52.5
MEDAS 508	Heartsaver First Aid -CPR & AED	17.5
Recommended Course:		
ESOL 590	English for Special Purposes	17.5-35
	Total Hours:	**280**

CLINICAL MEDICAL ASSISTING - CERTIFICATE OF ACHIEVEMENT

Program Description

The Clinical Medical Assisting Certificate of Achievement is a Career Education program that delivers quality instruction within a comprehensive curriculum that provides students with enhanced employment opportunities and/or upward career mobility in the areas of healthcare, public health, and "back office" medical assisting duties. The program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the health care field as a Medical Assistant. Graduates of this program are prepared to work with physicians and other team members and facilitate office visits for patients to be seen by the health care provider. Under the direction of the Medical Doctor, graduates assist with many procedures and often assist in health education to support clients' health and disease management.

This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

Career Opportunities

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, Patient Navigator or Health Navigator.

Learning Outcome(s)

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**20.0**
HLTOC 110	CPR and First Aid for Allied Health Programs	1
HLTOC 201	Medical Terminology I	2
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 101B	Disorders of the Body Systems in Primary Care	3
MEDAS 102A	Clinical Medical Assisting I	3
MEDAS 102B	Clinical Medical Assisting II	3
MEDAS 102C	Clinical Medical Assisting III	3
MEDAS 470F	Work Experience in Medical Assisting	1-4
Students are required to take 3 units of this course to satisfy program requirements.		
	Total Units:	**20**

HEALTH NAVIGATOR - CERTIFICATE OF ACHIEVEMENT

Program Description

The Health Navigator Certificate of Achievement program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of healthcare, public health, and human/social services. Working with case managers and other team members, Health Navigators provide guidance, health assessments, health education, health outreach, and community resource referrals to support a client's disease management, lifestyle management, and care coordination. They act as a bridge between the patient, the family, the community, the healthcare team, and the healthcare system. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

Career Opportunities

This certificate prepares students for the many careers related to the title 'Health Navigator,' including, but not limited to: Community Health Workers, Patient (Care) Navigators, Patient Services Advocate, Patient Service Representatives, Human Service Workers, Community Liaisons, and Community Health Advocates.

Learning Outcome(s)

1. Demonstrate job readiness by conducting a client-centered interview and applying health navigator core competencies, emotional intelligence, and effective communication skills to clients with diverse backgrounds and barriers to care.
2. Demonstrate job readiness by conducting a client-centered interview using metrics/data for validating value-added services and providing community resources and social service referrals to support formerly incarcerated clients, survivors of trauma, and/or clients with chronic conditions.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**16.0-17.0**
Select 16 - 17 Major Requirement Units from the courses below:		
Core Courses:		**14.0**
HLTOC 150	Introduction to Health Care Careers	2
HLTOC 260	Emotional Intelligence	2
HLTOC 261	Health Navigator I	2
HLTOC 262	Health Navigator II	3
HLTOC 263	Communication Skills for the Health Care Professional	3
HLTOC 264	Chronic Condition Management	2
Choose One:		**2.0-3.0**
HLTOC 101	Medical Terminology	3
HLTOC 201	Medical Terminology I	2
	Total Units:	**16-17**

Nursing (NURS)

NURSING - A.S. DEGREE

Program Description

General Information

The Merritt College Nursing Associate in Science (AS) Degree [also referred to as the Associate Degree Nursing (ADN)] is accredited by the California Board of Registered Nursing (BRN) and is designed to prepare students for entry level Registered Nursing positions. Upon successful completion of the ADN program, students are eligible to take the National Council Licensure Examination (NCLEX-RN), the national licensing examination for registered nurses.

The minimum time for completion of this AS degree is 2 years/4 semesters. Completion time will vary based on student preparation and the number of units completed per semester. The course of study includes instruction in applied nursing sciences, related natural and social/behavioral sciences, and clinical nursing experience in hospitals and healthcare facilities located in the San Francisco Bay Area.

Students may apply only once during the academic year. Applications are generally be accepted from January through March for fall admission of the following academic school year. All applications submitted by the deadline will be reviewed for completion of program prerequisites.

Program Prerequisite Course Requirements

The listed program prerequisite courses, while not included in the unit count for the Nursing AS degree, are required for licensure by the BRN.

Program Prerequisite Courses must be satisfactorily completed at an accredited college or university prior to submitting the application. All coursework must be documented by official transcripts and included in the application packet. Do not submit any transcripts for program prerequisite courses that are in progress. **Applications will not be considered if any program prerequisite courses are in progress.**

To confirm that courses taken outside of Peralta Community College District (PCCD) are equivalent to program prerequisite course requirements, it is highly recommended that applicants meet with a college counselor prior to submitting the application packet. Applicants must receive a cumulative GPA of 2.5 in all program prerequisite courses. Prerequisite courses receiving a grade of "Credit" or "Pass" instead of a letter grade will be calculated as a "C" which is equal to a 2.0 GPA.

Program Prerequisite Course Requirements:

BIOL 20A – Human Anatomy and Physiology (5 units) **AND**
BIOL 20B – Human Anatomy and Physiology* (5 units)

OR

BIOL 2 – Human Anatomy* (5 units) **AND**
BIOL 4 – Human Physiology* (5 units)

AND

BIOL 3 – Microbiology* (5 units)

AND

ENGL 1A – Composition and Reading (4 units) **OR**
ENGL 1AS – Composition and Reading with Support

(**ENGL 1A and 1AS** will not be waived nor substituted by any other course. Submit course equivalency documentation signed by the English Department Chair at Merritt College.)

* These science courses must have a lab component as required for licensure by the BRN.

For more information about program prerequisites and admission to the Merritt College Nursing AS degree program, please see a Merritt College Counselor or email ADNadmissions@peralta.edu to request a program handbook.

Selection Procedure

All application packets will be processed using the following procedure:

Phase 1. Program Prerequisite Courses – All applications submitted by the deadline will be reviewed for completion, including Program Prequisites, core Biology GPA = 2.5+, and English GPA = 2.5+

Phase 2. Chancellor's Advisory Model Prerequisites for Enrollment – Merritt College Nursing AS degree program has instituted the *Chancellor's Advisory Model Prerequisites for Enrollment in Associate Degree Nursing Programs* to determine admission into the program. The model uses a formula that takes into calculation four key areas:

1. Overall cumulative GPA from **all** colleges attended
2. Overall cumulative GPA from **all** college level English courses
3. Core Biology GPA (Anatomy, Physiology, and Microbiology)
4. Core biology course repetitions. (Core Biology course repetitions will adversely affect your overall score. Each repetition deducts from your Chancellor's Score, and three repetitions eliminates your chance of receiving the required 80%. ALL repetitions count, regardless of the grade, A, B, C, D, F, or W ("withdraw").)

   Each application is assessed using the Model formula to yield a percentage score. Applicants who receive an 80% or above, will be considered eligible to continue in the application process.

   RECENCY REQUIREMENT: Merritt College ADN AS degree program requires that all science program prerequisite courses be taken within 7 years of the application date.

Phase 3. Notification of Application Status – The program will inform students of their application status.

Phase 4. Test of Essential Academic Skills (ATI TEAS), current version – Applicants must receive a passing score. Applicants who fail to achieve the passing score on the *TEAS* will be referred for remediation to complete additional pre-nursing course work to become eligible for admission and enrollment in the Nursing AS degree Program.

Phase 5. Lottery – Qualified applicants will be entered into a lottery to determine the admitted class.

Phase 6. Mandatory ADN Orientation – All students selected for admission will be required to attend a mandatory orientation for the program. Failure to attend will result in immediate disqualification of the applicant.

For more information about deadlines and application and selection procedures, request an *Associate Degree Nursing Program Admissions Brochure* by emailing ADNadmissions@peralta.edu

Career Opportunities

Upon successful completion of the program, students are eligible to take the National Council Licensure Examination (NCLEX-RN), the licensing examination for registered nurses administered by the BRN. Students who pass the exam will be eligible for entry level Registered Nursing positions.

Learning Outcome(s)

1. Apply principles of teaching, learning, and homeostasis when in a caregiving relationship with patient, family, and staff members.
2. With appropriate supervision, develop and implement safe and skillful nursing care for a group of patients.
3. Participate effectively as a member of a health care team by applying their knowledge of the nursing process.
4. Develop an awareness of him/herself as a person and as a practitioner with respect to his/her abilities, needs, motives culture, values and attitudes.

Program Requirements

SUBJECT #	TITLE	UNITS
GROUP A - REQUIRED MAJOR SPECIFIC GENERAL EDUCATION (GE) COURSES		**20.0**

The following 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. These GE courses must be completed with a grade of "C" or above, LETTER GRADE ONLY. "C-" is not acceptable. All of the following GE courses are required by the Board of Registered Nursing (BRN) for licensure, except for the Ethnic Studies course. Ethnic Studies is a GE requirement that must be completed for graduation from Merritt College (no exceptions or waivers can be applied). PLEASE NOTE: Any courses taken at the upper division level, while acceptable for entry, may not meet graduation requirements. Please meet with a college counselor to ensure that all General Education Requirements are met.

Required GE courses:		
COMM 020	Interpersonal Communication Skills	3
MATH 013	Introduction to Statistics	4
PSYCH 001A	Introduction to General Psychology	3
ENGL 001B	Composition and Reading	4
Choose one of the following courses:		
SOC 001	Introduction to Sociology	3
OR		
ANTHR 003	Introduction to Social and Cultural Anthropology	3

Ethnic Studies Requirement

Select one Ethnic Studies course for 3 units from Local AA/AS GE Requirements. Please see a counselor for more information.

GROUP B - Nursing Degree Major Requirements:		**44.0**

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; "C-" is not acceptable.

NURS 001	Fundamentals in Nursing: Beginning Principles of Health Care	9
NURS 003A	Perinatal Nursing	4
NURS 003B	Pediatric Nursing	4
NURS 004A	Intermediate Medical-Surgical Nursing	4
NURS 004B	Psychiatric Nursing	4
NURS 005	Advanced Medical-Surgical Nursing: Disruption in Homeostasis	9
NURS 010	Leadership and Management	1
NURS 011	Ethics and Law	1
NURS 012	Calculation of Drug Dosages for Health Professionals	1
NURS 013	Pharmacology in Nursing	3
NURS 014	Nutrition and Diet Therapy in Nursing	2
NURS 020	Critical Thinking and Clinical Judgment in Nursing	2
Recommended Courses:		
NURS 260A	Nursing Skills Lab	0.5-1
NURS 260B	Nursing Skills Lab	0.5-1

Major Requirement Units:	**44**
General Education Units:	**20**
Total Degree Units:	**64**

Nutrition & Dietetics (NUTR)

DIETARY MANAGER - CERTIFICATE OF ACHIEVEMENT

Program Description

The Dietary Manager program is designed for those with food-service and cooking experience who seek advancement into management positions, especially in the healthcare field. Completion of this program qualifies one for employment in a long-term healthcare facility as a Dietetic Service Supervisor (DSS designation, State of California Department of Public Health). It also qualifies the graduate to apply for certification with the national Dietary Managers Association as a Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP). A Certificate of Achievement in Dietary Manager (Dietetic Service Supervisor) will be awarded upon satisfactory completion of the major course requirements.

Career Opportunities

Career opportunities may include food service manager, first-line supervisors of food preparation and serving workers, and cooks in institutions and cafeterias.

Learning Outcome(s)

1. Communicate with staff and clients in a professional and culturally sensitive manner.
2. Display effective dietary manager skills.
3. Provide and maintain the highest level of personal ethical behavior.
4. Utilize up-to-date, evidence-based practices in the field of dietary management.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**19.0**
NUTR 010	Nutrition	4
NUTR 012	Nutrition and Disease	3
NUTR 030	Sanitation and Safety	2
NUTR 031	Food-Production Systems	3
NUTR 032	Supervision and Training	3
NUTR 070A	Seminar in Supervised Practice, Level A	2
NUTR 071A	Rotations in Supervised Practice, Level A	2
	Total Units:	**19**

DIETETIC TECHNOLOGY - A.S. DEGREE

Program Description

The Dietetic Technology Associate in Science degree program provides training for Dietetic Technicians, who work cooperatively with Registered Dietitians. The Dietetic Technician is certified by the Academy of Nutrition and Dietetics to screen clients for nutritional risk, and assist in assessing dietary needs, implementing care plans, and supervising food production and service. The Dietetic Technician, trained in food and nutrition, is an integral member of the healthcare, business and industry, public health, food service and research team.

To qualify for the Associate in Science in Dietetic Technology degree, students must satisfactorily complete the degree major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information on the local AA/AS degree requirements.

Career Opportunities

Career opportunities may include food service manager, dietetic technician, first-line supervisors of food preparation and serving workers, and nutrition assistant in institutions and cafeterias.

Learning Outcome(s)

1. Utilize up-to-date, evidence-based practices in the field of nutrition and dietetics
2. Effectively communicate within the professional environment utilizing various verbal, written methods and electronic based technology

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**35.0**
NUTR 010	Nutrition	4
NUTR 012	Nutrition and Disease	3
NUTR 030	Sanitation and Safety	2
NUTR 031	Food-Production Systems	3
NUTR 032	Supervision and Training	3
NUTR 070A	Seminar in Supervised Practice, Level A	2
NUTR 070B	Seminar in Supervised Practice, Level B	3
NUTR 070C	Seminar in Supervised Practice, Level C	3
NUTR 071A	Rotations in Supervised Practice, Level A	2
NUTR 071B	Rotations in Supervised Practice, Level B	2
NUTR 071C	Rotations in Supervised Practice, Level C	2
BIOL 024	Basic Human Anatomy and Physiology	4
This course fulfills both 4 units of major requirements and 4 units of general education requirements.		
HLTOC 201	Medical Terminology I	2
Required General Education Courses		**18.0**
Area One - Natural Sciences		
BIOL 024	Basic Human Anatomy and Physiology	4
Area Two - Social and Behavioral Sciences		
One Psychology or Sociology course		3.0
Area Three - Humanities		
One course		3.0

Area Four - Language and Rationality		
ENGL 001A	Composition and Reading	4
One course in Area 4b (Mathematics)		3.0
One course in Area 4d (Oral or Written Communication, or Literature)		3.0
Area Five - Ethnic Studies		
One course		3.0
	Major Requirement Units	**35**
	General Education (Local AA/AS) Units	**18**
	Elective Units (degree-applicable courses)	**7**
	Total Degree Units	**60**

NUTRITION AND DIETETICS - AS-T DEGREE

Program Description

The Associate Degree for Transfer (ADT) program allows students to fulfill lower division major requirements at a community college and guarantees transfer with junior status to the California State University (CSU) system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester units.

The Nutrition and Dietetics Associate in Sciences for Transfer (AS-T) degree prepares students to function in a variety of nutrition, public health and clinical settings and is for students who seek to transfer to a CSU institution or to prepare for a career in nutrition and dietetics by meeting the requirements to work in a variety of health and wellness settings.

This AS-T degree program requires students to meet the following requirements:

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

See the Transfer Information section of this catalog for more information on AS-T overall requirements and CSU GE-Breadth or IGETC.

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

Career Opportunities

Those completing the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T Nutrition and Dietetics) will be able to transfer to CSU campuses to purse a baccalaureate in Nutrition. In addition, students may choose to pursue advanced study in a variety of graduate programs after receiving their baccalaureate degree. With a baccalaureate degree in Nutrition and Dietetics or similar baccalaureate degree, students are eligible to apply for a dietetic internship through the Academy of Nutrition and Dietetics to become a Registered Dietitian.

Learning Outcome(s)

1. Provide and maintain the highest level of personal ethical behavior.
2. Communicate with clients and colleagues in a professional and culturally sensitive manner.
3. Utilize up-to-date, evidence-based practices in the field of nutrition and dietetics
4. Communicate effectively orally, and in writing, in a health care or community nutrition environment, whether working with children, families or seniors.
5. Advocate within the community for continued support of health and nutrition.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**29.0-30.0**
Select 29 - 30 Major Requirement Units from the courses below:		
Core Courses:		**20.0**
BIOL 003	Microbiology	5
CHEM 001A	General Chemistry	5

NUTR 010	Nutrition	4
NUTR 031	Food-Production Systems	3
PSYCH 001A	Introduction to General Psychology	3
Choose Two:		**9.0-10.0**
CHEM 012A	Organic Chemistry	5
MATH 013	Introduction to Statistics	4
BIOL 002	Human Anatomy	5
OR		
BIOL 004	Human Physiology	5
	Major Requirement Units:	**29-30**
	Units that may be double-counted for General Education:	**10-16**
	General Education (CSU-GE or IGETC) Units:	**37-39**
	Elective (CSU Transferable) Units:	**3-8**
	Total Degree Units:	**60**

Additional Nutrition and Dietetics Program Information

The Nutrition and Dietetics Program serves those who wish to train for a career in the nutrition and dietetics field, those who wish to prepare for transfer to a four-year institution, and those who are currently employed in an agency providing nutrition/dietetics services desirous of training for career advancement or certification as Dietetic Technicians or Certified Dietary Managers. The program is dedicated to fostering a learning environment that provides the healthcare community with culturally- diverse dietetic practitioners with excellent training, ethics and professionalism. The program also supports the lifelong academic and professional success of every student regardless of race, national origin or economic status, and contributes to institutional success by preparing students to successfully complete their training, find employment, be responsive to community needs, and become active leaders and mentors in the field of dietetics.

There are three majors in the Nutrition and Dietetics Program: the **Associate in Science for Transfer (AS-T) in Nutrition and Dietetics degree, Associate in Science in Dietetic Technology (AS) degree and the Certificate of Achievement in Dietary Manager.**

Those completing the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T Nutrition and Dietetics) with minimum GPAs will be able to transfer to California State University (CSU) campuses that will prepare them for a variety of careers such as community nutrition specialist, teaching nutrition education, working as a Dietitian in a hospital setting, or becoming a Registered Dietitian through the Academy of Nutrition and Dietetics. In addition, students may choose to pursue advanced study in a variety of graduate programs after receiving their baccalaureate degree. With a baccalaureate degree in Nutrition and Dietetics or similar baccalaureate degree, students are eligible to apply for a dietetic internship through the Academy of Nutrition and Dietetics to become a Registered Dietitian. To qualify for the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T Nutrition and Dietetics), students are required to complete 60 semester units transferable to a CSU.

To qualify for the **Associate in Science in Dietetic Technology** degree, students must satisfactorily complete the Degree Major requirements and the local AA/AS General Education requirements. Some courses in this major also satisfy the General Education requirements. To qualify for the Certificate of Achievement in Dietary Manager (Dietetic Service Supervisor), students must satisfactorily complete the Certificate of Achievement requirements specified for that major. Both programs have been approved by national profession organizations or state certification programs. The Dietary Manager Program is approved by the National Association of Nutrition & Foodservice Professionals (ANFP) and the Dietary Manager/ Dietetic Service Supervisor Program is approved by the State of California Department of Public Health (CDPH), Licensing and Certification Program. The Dietetic Technology Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND/AND).

Eligibility/Admission Requirements for Dietary Manager (DM) and Dietetic Technician (DT) Field Placement/Internship Programs:

1. A recent (within 6 months) physical examination certifying good physical health, a negative TB screening, immunization history, and verification of a clear background check must be satisfactorily completed, at the student's own expense, and results submitted at the application orientation meeting held at the beginning of May for the Fall semester and in December for the Spring semester.
2. Active email account.
3. Prerequisite courses in Nutrition and Dietetics must be completed before applying for admission into the Dietary Manager or the Dietetic Technician Field Placement/Internship programs.
    - Nutrition and Dietetics major courses must be completed with a grade of "C" or better.
    - NUTR 1 is highly recommended. This course is a survey of the various professions in nutrition and dietetics, including academic requirements, job opportunities, and program details. Students' coursework from previous institutions is discussed and evaluated in this course which is helpful to the student in developing a Student Educational Plan (see Step 6 in Eligibility/ Admission Requirements.

- NUTR 10, 12, 30, 31, and 32 must be taken prior to applying to the field placement/ internship program. This coursework must be current and have been taken within the last seven (7) years.
- NUTR 31 or 32 (one course only) may be taken concurrently with NUTR 70A/71A. Transcript evaluation: Upon admission to the college, students should obtain an Initial Evaluation Request Form from the college's Admissions and Records Office for courses completed at other colleges or universities. Go to the Academy of Nutrition and Dietetics (AND) website, www.eatright.org, for a list of agencies that are accepted to evaluate foreign transcripts for Nutrition and Dietetics.

4. Two sets of official transcripts from all colleges outside of the Peralta District must be on file: One set to the District Admission and Records Office, and one set to the Nutrition and Dietetics Department at Merritt College. Coursework taken at a Peralta College is available already; therefore, it is not necessary to send transcripts for coursework completed in the Peralta Community College District.
5. Develop a Student Educational Plan (SEP).

Paralegal Studies (PARLG)

PARALEGAL STUDIES - A.A. DEGREE

Program Description

The Paralegal Studies Associate in Arts program provides the practical and technical instruction to meet the requirements of the California Business and Professions Code Section 6450 to be qualified as a Paralegal in California. This program is designed not only for those who would like to become a Paralegal, but also for those who are interested in going to law school and pursuing a career in law.

There is a continuous need for trained paralegals who know substantive law and administrative procedures required by the California judicial system. Paralegals provide staff support for attorneys in law offices, government agencies (city, county, state, and federal court systems; District Attorneys Offices, Public Defenders Offices, etc.), legal departments in corporations, or in other legal settings. The paralegal professional performs various legal tasks under the direct supervision of attorneys, including conducting legal research, drafting legal documents, assisting with interviewing clients, assisting with trial preparation, and other assigned tasks. Many of these tasks are done by attorneys; however, under the law, they could be provided by paralegals under the supervision of an attorney.

The Associate in Arts in Paralegal Studies will be awarded upon satisfactory completion of the program requirements.

To qualify for the Associate in Arts/Science Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. The minimum time for completion of this AA/AS degree is 4 semesters. Completion time will vary based on student preparation and the number of units completed per semester. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AA/AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements.
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or 1AS or their equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework.

Career Opportunities

This program leads to career opportunities as a Paralegal, Legal Assistant, Legal Office Assistant, Legal Secretary, Court Clerk, Legal Processing Assistant, Courtroom Clerk, and various other legal fields upon successful completion of Certificate or Degree in this program.

Learning Outcome(s)

1. Draft various legal documents including motions, complaints, answers, discovery requests, declarations, legal forms, and other legal documents.

2. Conduct legal research using online research methods, such as Lexis and the Internet, as well as legal books.
3. Perform effective legal analysis and communicate effectively through oral communication and written documents.
4. Communicate effectively with attorneys, clients, and other persons, including but not limited to effectively interviewing clients and witnesses.
5. Assist attorneys in and demonstrate knowledge of particular areas of law, including criminal law, tort law, family law, business law and estate planning, and probate procedures.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0-29.0**
Select 27 - 29 Major Requirement Units from the courses below:		
Core Courses		**12.0**
PARLG 001	Law and the Legal Profession	3
PARLG 006	Legal Research	3
PARLG 008	Introduction to Civil Procedure and Litigation Practice	3
PARLG 011	Advanced Legal Research and Writing	3
Choose one:		**9.0**
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5
Choose 11-12 Units:		**11.0-12.0**
PARLG 004	Law Office Management	2
PARLG 009	Introduction to Tort Law	3
PARLG 010	Family Law	3
PARLG 012	Estate Planning and Probate Procedure	3
PARLG 015	Criminal Law	3
PARLG 016	Seminar in Paralegal Studies Internship	1
COPED 474A	Work Experience in Paralegal Studies	1-3
BUS 002	Introduction to Business Law	3
Recommended Courses:		
ADJUS 022	Concepts of Criminal Law	3
BUS 001A	Financial Accounting	4
ENGL 005	Critical Thinking in Reading and Writing	3
PHIL 001	Introduction to Philosophy	3
POSCI 001	Government and Politics in the United States	3
	Major Requirement Units:	**27-29**
	General Education and Elective Course Units:	**33-31**
	Total Units:	**60**

PARALEGAL STUDIES - CERTIFICATE OF ACHIEVEMENT

Program Description

The Paralegal Studies Certificate of Achievement program provides the practical and technical instruction to meet the requirements of the California Business and Professions Code Section 6450 to be qualified as a Paralegal in California. This program is designed not only for those who would like to become a Paralegal, but also for those who are interested in going to law school and pursuing a career in law.

There is a continuous need for trained paralegals who know substantive law and administrative procedures required by the California judicial system. Paralegals provide staff support for attorneys in law offices, government agencies (city, county, state, and federal court systems; District Attorneys Offices, Public Defenders Offices, etc.), legal departments in corporations, or in other legal settings. The paralegal professional performs various legal tasks under the direct supervision of attorneys, including conducting legal research, drafting legal documents, assisting with interviewing clients, assisting with trial preparation, and other assigned tasks. Many of these tasks are done by attorneys; however, under the law, they could be provided by paralegals under the supervision of an attorney.

The Certificate of Achievement in Paralegal Studies will be awarded upon satisfactory completion of the program requirements. This Certificate can be completed in two (2) Semesters (Fall and Spring, or Spring and Fall).

Career Opportunities

This program leads to career opportunities as a Paralegal, Legal Assistant, Legal Office Assistant, Legal Secretary, Court Clerk, Legal Processing Assistant, Courtroom Clerk, and various other legal fields upon successful completion of this Certificate.

Learning Outcome(s)

1. Draft various legal documents including motions, complaints, answers, discovery requests, declarations, legal forms, and other legal documents.
2. Conduct legal research using online research methods, such as Lexis and the Internet, as well as legal books.
3. Perform effective legal analysis and communicate effectively through oral communication and written documents.
4. Communicate effectively with attorneys, clients, and other persons, including but not limited to effectively interviewing clients and witnesses.
5. Assist attorneys in and demonstrate knowledge of particular areas of law, including criminal law, tort law, family law, business law and estate planning, and probate procedures.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**27.0-29.0**
Select 27-29 Major Requirement Units from the courses below:		
Core Courses:		**12.0**
PARLG 001	Law and the Legal Profession	3
PARLG 006	Legal Research	3
PARLG 008	Introduction to Civil Procedure and Litigation Practice	3
PARLG 011	Advanced Legal Research and Writing	3
Choose One:		**9.0**
ENGL 001A	Composition and Reading	4
ENGL 001AS	Composition and Reading with Support	5
Choose 11-12 Units:		**11.0-12.0**

PARLG 004	Law Office Management	2
PARLG 009	Introduction to Tort Law	3
PARLG 010	Family Law	3
PARLG 012	Estate Planning and Probate Procedure	3
PARLG 015	Criminal Law	3
PARLG 016	Seminar in Paralegal Studies Internship	1
COPED 474A	Work Experience in Paralegal Studies	1-4
Students are required to take 1-2 units of this course to satisfy program requirements.		
BUS 002	Introduction to Business Law	3

Recommended Courses:

ADJUS 022	Concepts of Criminal Law	3
BUS 001A	Financial Accounting	4
ENGL 005	Critical Thinking in Reading and Writing	3
PHIL 001	Introduction to Philosophy	3
POSCI 001	Government and Politics in the United States	3
	Total Units:	**27-29**

Physics (PHYS)

NATURAL SCIENCES - A.S. DEGREE

Program Description

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

To qualify for the Associate in Science Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AS degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
    d. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
2. A minimum grade point average of 2.0.
3. A minimum grade of "C" (or "P") for each course in the major.
4. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
5. A 2.00 grade point average in general education coursework

As this degree alone may not be complete preparation for transfer, students wishing to transfer to a 4-year institution should meet with a counselor to develop a plan which addresses all transfer requirements.

Career Opportunities

This degree prepares students for a variety of entry-level positions in science, technology, and health care fields such as researchers, lab technicians, teacher assistants, conservation officer, and forensics. It also provides essential courses that are prerequisites for more advanced study in biology, chemistry, and other natural science fields as well as pre-medical, pre-dental, and pre-veterinary preparation. The Natural Science AS degree serves as a means for transfer into a variety of science majors at 4 year undergraduate institutions.

Learning Outcome(s)

1. Communicate chemical and physical processes at the molecular level and how they relate to the macroscopic environment. (Life Science and Physical Sciences emphasis)
2. Demonstrate a proficiency of knowledge in molecular and cellular biology, and genetics. (Life Science emphasis)
3. Demonstrate a thorough understanding of physical laws by solving quantitative problems and answering conceptual questions. (Physical Sciences emphasis)

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
Select 18 Major Requirement Units from the courses below:		
Choose One:		**3.0-5.0**
BIOL 001A	General Biology	5
CHEM 001A	General Chemistry	5
GEOG 001	Physical Geography	3
PHYS 004A	General Physics with Calculus	5
Choose the remaining 13-15 units from the following courses. Select courses not previously taken.		**13.0-15.0**
ANTHR 001	Introduction to Physical Anthropology	3
ANTHR 001L	Physical Anthropology Laboratory	1
ASTR 010	Descriptive Astronomy	3
BIOL 001A	General Biology	5
BIOL 001B	General Biology	5
BIOL 002	Human Anatomy	5
BIOL 003	Microbiology	5
BIOL 004	Human Physiology	5
BIOL 009	Marine Biology	4
BIOL 010	Introduction to Biology	4
BIOL 015	Environmental Biology	3
BIOL 020A	Human Anatomy and Physiology	5
BIOL 020B	Human Anatomy and Physiology	5
BIOL 023	Introduction to the Human Body	3
BIOL 024	Basic Human Anatomy and Physiology	4
BIOL 025	Human Biology	3
BIOL 029	Introduction to Biodiversity	4
BIOL 036	Human Genetics	4
CHEM 001A	General Chemistry	5
CHEM 001B	General Chemistry	5
CHEM 012A	Organic Chemistry	5
CHEM 012B	Organic Chemistry	5
CHEM 030A	Introductory General Chemistry	4
CHEM 030B	Introductory Organic and Biochemistry	4
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Laboratory	1
GEOL 001	Introduction to Physical Geology	4
GEOL 012	Environmental Geology	3
LANHT 001	Introduction to Landscape Horticulture with Lab (Day)	3
LANHT 001E	Introduction to Landscape Horticulture (Evening)	3
PHYS 002A	General Physics	5
PHYS 002B	General Physics	5
PHYS 004A	General Physics with Calculus	5
PHYS 004B	General Physics with Calculus	5
PHYS 004C	General Physics with Calculus	5
PHYS 010	Introduction to Physics	4
PHYS 010L	Introduction to Physics Laboratory	1
	Major Requirement Units:	**18**
	General Education and Elective Course Units:	**42**
	Total Units:	**60**

Psychology (PSYCH)

PSYCHOLOGY - AA-T DEGREE

Program Description

The Associate in Arts in Psychology for Transfer (AA - T) degree is intended to meet the lower division requirements for Psychology majors (or majors that have been deemed similar in the CSU system). A study of psychology is built upon the scientific study of the biological, mental processes, and environmental factors that influence human behavior. Students pursuing the AA - T into the psychology major will study the development of the person, basic processes of human perception, learning, cognition and motivation; biological processes, personality and the nature of psychological disorders and how psychologists use their knowledge to help improve the quality of people's lives. Successful completion of the program with a minimum G.P.A. of 2.0 affords students specific guarantees for transfer to the CSU system such as ad mission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in Psychology or similar major. Students interested in the Associate in Arts in Psychology for Transfer should consult with the Social Sciences Department Chair and a counselor. All Associate Degrees for Transfer (ADT) require the completion and certification of the California State University General Education Pattern (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, as well as the specific ADT major degree requirements. Associate Degrees for Transfer do not require any additional college specific General Education requirements.

Learning Outcome(s)

1. Students will communicate with clarity and precision using oral, nonverbal, and/or written language,regarding the theoretical, research, knowledge base and applied practice of the field of psychology
2. Students will show understanding of how the brain and body are related to the psychological functioning of the individual.
3. Students will be able to apply their knowledge of psychology to understanding and supporting the psychological development of multicultural populations.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**19.0-20.0**
Select 19 - 20 Major Requirement Units from the courses below:		
Core Courses:		**10.0**
PSYCH 001A	Introduction to General Psychology	3
PSYCH 028	Introduction to Research Methods in Psychology	3
MATH 013	Introduction to Statistics	4
Choose One:		**7.0**
List A: Select One course for 3-4 units from the following		
BIOL 010	Introduction to Biology	4
BIOL 025	Human Biology	3
Choose One:		**3.0**
List B: Select One course for 3 units from the following or any List A course not already used.		
CHDEV 051	Child Growth and Development	3
PSYCH 006	Social Psychology	3
SOC 001	Introduction to Sociology	3
Choose One:		**3.0**

List C: Select One course for 3 units from the following or any List A or List B course not already used.

PSYCH 010	Psychology and Life: Basic Principles	3
PSYCH 012	Human Sexuality	3
PSYCH 024	Abnormal Psychology	3
PSYCH 031	Latino Psychology	3
PSYCH 033	Personal and Social Adjustment	3

Major Requirement Units:	**19-20**
Units that may be double-counted for General Education:	**12-19**
General Education (CSU-GE or IGETC) Units:	**37-39**
Elective (CSU Transferable) Units:	**13-21**
Total Degree Units:	**60**

Radiologic Science (RADSC)

RADIOLOGIC SCIENCE - A.S. DEGREE

Program Description

The purpose of the Radiologic Science Associate in Science degree program at Merritt College is to prepare qualified practitioners in the art science of diagnostic medical imaging. Radiologic Technologists manipulate sophisticated technical equipment and computers to obtain detailed images of the human body. These images assist physicians in the diagnosis of injury and disease in the clinical environment.

Students participate in classroom instruction and clinical education in our affiliated hospitals throughout the East Bay. The Associate Degree will be awarded upon satisfactory completion of the General Education requirements, prerequisite requirements and the Associate Degree major requirements. Program graduates must take the American Registry of Radiologic Technologists' examination and obtain the California Department of Public Health Radiologic Technologist Certificate to qualify for employment in California.

Career Opportunities

Career opportunities in Radiologic Technology include Radiologic Technologist (RT), Computed Tomography Technologist (CT Technologist), Mammography Technologist, Applications Specialist.

Learning Outcome(s)

1. Produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital work environment.
2. Communicate effectively with patients by taking appropriate histories, giving clear instructions, and providing information as needed.
3. Exercise critical thinking and problem solving skills by adapting radiologic procedures to individual patient needs and conditions
4. Establish and maintain satisfactory professional relationships with other members of the health care team.
5. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**71.0**
RADSC 001B	Introduction to Medical Imaging	2
RADSC 001C	Introduction to Medical Imaging Clinic	2.5
RADSC 002A	Radiographic Physics I	2
RADSC 002B	Radiographic Physics II	4
RADSC 002C	Digital Applications in Medical Imaging	4
RADSC 003A	Positioning I	4
RADSC 003B	Positioning II	4
RADSC 004A	Radiation Protection	2
RADSC 004B	Radiobiology	2
RADSC 005A	Patient Care I	3
RADSC 005B	Patient Care II	3
RADSC 006	Quality Management/Fluoroscopy	2.5
RADSC 007	Advanced Imaging Procedures	3
RADSC 008	Sectional Anatomy and Radiographic Pathology	4
RADSC 009A	Clinical Experience I	4
RADSC 009B	Clinical Experience II	4
RADSC 009C	Clinical Experience III	6

RADSC 009D	Clinical Experience IV	6
RADSC 009E	Clinical Experience V	6
RADSC 010A	Seminar	1.5
RADSC 010B	Seminar	1.5
	Major Requirement Units:	**71**
	General Education Requirement Units:	**18**
	Total Units:	**89**

RADIOLOGIC SCIENCE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Radiologic Science Certificate of Achievement is available to those who have already earned an Associate Degree or higher upon application to the program.The purpose of the Radiologic Science Program at Merritt College is to prepare qualified practitioners for competency in the art science of diagnostic medical imaging. Radiologic Technologists manipulate sophisticated technical equipment and computers to obtain detailed images of the human body. These images assist physicians in the diagnosis of injury and disease in the clinical environment.

Students participate in classroom instruction and clinical education in our affiliated hospitals throughout the East Bay. The Certificate will be awarded upon satisfactory completion of the prerequisite requirements and the certificate major requirements. Program graduates must take the American Registry of Radiologic Technologists' examination and obtain the California Department of Public Health Radiologic Technologist Certificate to qualify for employment in California.

Career Opportunities

Career opportunities in Radiologic Technology include Radiologic Technologist (RT), Computed Tomography Technologist (CT Technologist), Mammography Technologist, and Applications Specialist.

Learning Outcome(s)

1. Produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital work environment.
2. Communicate effectively with patients by taking appropriate histories, giving clear instructions, and providing information as needed.
3. Exercise critical thinking and problem solving skills by adapting radiologic procedures to individual patient needs and conditions
4. Establish and maintain satisfactory professional relationships with other members of the health care team.
5. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**71.0**
RADSC 001B	Introduction to Medical Imaging	2
RADSC 001C	Introduction to Medical Imaging Clinic	2.5
RADSC 002A	Radiographic Physics I	2
RADSC 002B	Radiographic Physics II	4
RADSC 002C	Digital Applications in Medical Imaging	4
RADSC 003A	Positioning I	4
RADSC 003B	Positioning II	4
RADSC 004A	Radiation Protection	2
RADSC 004B	Radiobiology	2
RADSC 005A	Patient Care I	3
RADSC 005B	Patient Care II	3
RADSC 006	Quality Management/Fluoroscopy	2.5
RADSC 007	Advanced Imaging Procedures	3
RADSC 008	Sectional Anatomy and Radiographic Pathology	4
RADSC 009A	Clinical Experience I	4
RADSC 009B	Clinical Experience II	4
RADSC 009C	Clinical Experience III	6
RADSC 009D	Clinical Experience IV	6

RADSC 009E	Clinical Experience V	6
RADSC 010A	Seminar	1.5
RADSC 010B	Seminar	1.5
	Total Units:	**71**

Additional Radiologic Science Program Information

The purpose of the Radiologic Science Program at Merritt College is to prepare qualified practitioners for competency in the art and science of diagnostic medical imaging. Radiologic Technologists manipulate sophisticated technical equipment and computers to obtain detailed images of the human body. These images assist physicians in the diagnosis of injury and disease in the clinical environment.

The goals of the program are:

1. Students will be clinically competent.
2. Students will demonstrate effective communication skills.
3. Students will develop critical thinking and problem solving skills.
4. Students will demonstrate professionalism.

The curriculum includes a clinical practicum at various East Bay hospitals. This is a continuous program for the duration of 24 months. Students applying to the program must be prepared to make a full-time commitment (approximately 36 hours per week during daytime hours) for two full years, including summers. Upon successful completion of the required courses in the Radiologic Science Certificate of Achievement and Associate in Science Degree requirements (or equivalent), the student is eligible to take the American Registry of Radiologic Technologists examination required for certification and practice in the state of California.

Upon successful completion of the program and obtaining California certification, graduates will qualify for employment as Radiologic Technologists performing a wide variety of patient radiographic procedures in hospitals, clinics, and medical offices and imaging centers. The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606- 3182 www.jrcert. org, and regulated by the California Department of Public Health, Radiologic Health Branch, MS 7610, PO Box 997414, Sacramento, CA 95899-7414.

APPLICATION PROCESS

Enrollment in the Program:

Enrollment in the program is every year in the Fall semester, by special application directly to the Radiologic Science Program. The application period is EVERY OTHER YEAR (even-numbered years) between January 15 and April 15. All courses used for consideration for enrollment in the program must be completed before the application deadline date. All supporting documents must be received no later than April 15 of the application year. Please be advised that due to the number of applications received by the program, qualified students generally remain on a wait list for 2-3 years before entry into the program.

A. Eligibility Requirements:

1. Completion of high school or GED test or equivalent (must provide proof).
2. Completion of all prerequisite courses prior to application with a "C" grade or better for each course and an overall GPA of 2.5 or better (for prerequisite courses only).
3. Prerequisite courses must be current within 7 years.
4. Completion of all General Education requirements for the Associate degree. Students with prior Associate degrees or higher meet this requirement. Due to the high volume of program applicants, students who have not met this requirement will not be enrolled in the program nor placed on the wait list.
5. Students must obtain medical clearance (at their own expense) and show proof of immunity to hepatitis, diphtheria, tetanus, polio, rubeola, rubella, mumps, and chicken pox before enrolling in the program. A negative Tuberculosis screen (PPD skin test or chest X-ray) is also required.
6. Students must obtain a drug screen and background check (at their own expense) prior to enrolling in the program. Students with a history of illegal substance abuse and/or felony convictions, including abuse or fraud, may be excluded from participating in clinical education and from taking the ARRT licensing examination. Other types of offenses may also result in exclusion from clinical education (at the discretion of

the clinical affiliate) and/or the licensing examination. Students with such histories are required to complete a pre-application review with the American Registry of Radiologic Technologists (**www.arrt.org**, 651-687- 0048 ext. 580). Students who are unable to obtain a provisional clearance with the ARRT will not be permitted to enter the program.

B. Application Procedures (Between January 15 and April 15 every other year [even- numbered years]):

After completion of the Prerequisite courses and General Education courses, applicants shall:

1. Request **two official sets and one unofficial set** of transcripts from all colleges attended outside of the Peralta Community College District. One set of unofficial transcripts from colleges within the Peralta Community College District are sufficient. One official set of non-Peralta transcripts should be sent directly to the Peralta Community College District Admissions and Records Office, 333 East 8th St., Oakland, CA 94606. Order two official sets and one unofficial set to be sent directly to you. Two official sets from each college must remain sealed to be submitted to the Radiologic Science program along with the application packet. The unofficial set is for review by the enrollment evaluator and the Counseling Department at Merritt College and may be opened and reviewed by the student. Transcripts sent directly to the Merritt College Radiologic Science program without accompanying application materials will not be retained.
2. Request one set of high school transcripts or provide proof of high school completion (a copy of the diploma or GED certificate, or equivalent). **This document must be submitted with the application packet; no exceptions made.**
3. Schedule an appointment during the application period (between January 15th and April 15th) with the Radiologic Science enrollment evaluator (see the Allied Health secretary in S343, or call (510) 436- 2422) for verification of the prerequisite courses and a record of General Education courses completed. Upon verification, the evaluator will complete a "Permit to Apply" form and give you an application. The completed "Permit to Apply" form and General Education verification will be forwarded directly to the Radiologic Science Program by the evaluator. Applicants are responsible for submitting the application, proof of high-school completion or GED, and transcripts from all colleges attended. **Application materials will not be considered for students who have unfinished prerequisite courses and/ or have not completed ALL General Education requirements by the deadline date.**
4. Submit the complete application packet directly to the Radiologic Science Program. A complete application packet consists of: The Permit to Apply, a record of General Education coursework completed (verified and delivered by the evaluator), the completed application, assessment test scores to validate Math classes more than seven (7) years old, proof of high-school graduation (or equivalent), and two official (unopened) sets of transcripts from each college attended (including colleges in the Peralta Community College District). The application packet may be hand-delivered to the Allied Health Office in D102 on the Merritt campus, or mailed to the Merritt College Radiologic Science Program, 12500 Campus Drive, Oakland, CA 94619. **Incomplete application packets will not be considered.**

C. CPR Certification/Medical Requirements:

After admission and prior to starting the program, the student shall provide proof of immunity to communicable diseases, medical screening, drug screening, background check, and current CPR (Basic Life Support for the Health Care Provider) certification. CPR and tuberculosis screening must be kept current throughout the length of the program.

PREREQUISITE REQUIREMENTS:

Students must have completed the four prerequisite courses, with a grade of "C" or better on each course, before applying to the program. Additionally, the average GPA for the four prerequisites courses must be at least 2.5. All prerequisite courses must be current within seven (7) years. Old Math grades may be validated for currency by taking the Math Assessment test available by appointment through the Counseling Department.

The prerequisite courses include:

A. RADSC 1A, Survey of Radiologic Science: This course may not be waived for any reason. It must be taken at Merritt College to qualify.

B. MATH 203, Intermediate Algebra, or higher (equivalent course may be taken at other colleges): This course is required effective Fall 2009 unless the student has catalog rights to an earlier requirement. See section on "catalog rights" in the college catalog or see a counselor for more information.
C. Anatomy and Physiology: This must be a two-semester course sequence with a minimum of 8 units total and include a lab (equivalent courses may be taken at other colleges). At Merritt College there are two options that qualify:
    - BIOL 20A and BIOL 20B (Human Anatomy and Physiology) (5 units each, 10 units total), OR BIOL 2 (Human Anatomy) and BIOL 4 (Human Physiology) (5 units each, 10 units total).

HIGHLY RECOMMENDED PREPARATION:

Computer Proficiency Expectations: Students entering the program are expected to demonstrate proficiency using Microsoft Word, email, PowerPoint presentation software, and navigating the Internet. Students who are not proficient should see Item No. 1 below in Additional Recommended Preparation.

ADDITIONAL RECOMMENDED PREPARATION:

The following specific coursework and experiences are recommended as preparation for the program. While not required for enrollment, completing these courses prior to entering may increase the likelihood of successful program completion.

COURSEWORK

1. Introduction to Computer Information Systems (CIS 1 at Merritt College) or an equivalent course(s). The course or a combination of courses should result in proficiency in the use of Microsoft Word, PowerPoint presentation software, navigating the Internet, and e-mail.
2. Higher Mathematics (such as College Algebra, PreCalculus, or Calculus).
3. Physics such as Introduction to Physics, General Physics, or Physics of Radiation and/or Electro- magnetism.
4. Medical Terminology.
5. Professional or Business Communications.

Recommended coursework may satisfy some of the General Education requirements. Students should meet with a Merritt College counselor to plan accordingly.

EXPERIENCES

1. Work experience (as an employee or volunteer) in a healthcare environment, preferably involving direct patient care.
2. Customer service experience (as an employee or volunteer) involving face-to-face contact and communication with the public.

STUDENT SELECTION PROCESS

In the likely event that the number of qualified applicants exceeds the available program slots, a lottery will be used as a means of student selection. Qualified applicants on the wait list from the previous year are given priority for the current year's selection process. Detailed information regarding the status of the student selection process for a particular application period may be found on the Radiologic Science Program website and will be presented in the prerequisite course, RADSC 1A- Survey of Radiologic Science. Depending on the number of clinical placements available at affiliate sites, the program accepts approximately 25 students per year. All applicants will be notified of acceptance status.

Real Estate (RLEST)

REAL ESTATE - A.A. DEGREE

Program Description

The Associate in Arts (AA) Degree in Real Estate provides excellent preparation for the broker's or salesperson's license and provides a successful program in real estate education for industry employment. The courses provide opportunities to think critically, engage in analyzing workplace issues within the classroom setting, and promote the development of appreciation for diversity and cultural differences in the modern business world. Course offerings are for beginners as well as for advanced students who are seeking employment, improve existing skills, and promotional opportunities. Upon completion of the program, students are eligible to work in the real estate field.

To qualify for the Associate in Arts Degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements. See the Associate Degrees and Certificates section of this catalog for more information about overall and general education requirements for local AA/AS degrees.

This AA degree program requires students to complete the following:

1. Completion of at least 60 degree-applicable semester units including the following:
    a. A minimum of 18 semester units in a major or area of emphasis, as determined by the College. The maximum number of units varies based on the choice of major.
    b. A minimum of 18 units of local AA/AS General Education requirements.
    c. A minimum of 12 units of the 60 units must be completed at Merritt College; courses taken outside of the Peralta Community College District will be reviewed and evaluated to determine if they can be applied to the degree.
2. When the units from General Education and the degree major do not total 60 units, the student must complete any degree applicable course(s), referred to as electives, until a total of 60 units is completed.
3. A minimum grade point average of 2.0.
4. A minimum grade of "C" (or "P") for each course in the major.
5. A minimum grade of "C" (or "P") for English 1A or its equivalent; and MATH 203 or higher or its equivalent.
6. A 2.00 grade point average in general education coursework.

Career Opportunities

Career opportunities in real estate can include work as a developer, appraiser, title officer, property manager, and mortgage broker/bankers well as a sales agent, leasing officer and commercial property consultant.

Learning Outcome(s)

1. Demonstrate and apply an in-depth knowledge of California Real Estate principles and laws to successfully complete licensure requirements for sales licensee and broker.
2. Apply a basic knowledge of the fundamental concepts of real estate.
3. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
4. Interpret and apply California real estate laws to a variety of real property transactions.
5. Define the technical terminology involved in the real estate field.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**24.0**

Select 24 Major Requirement Units from the courses below:

Core Courses:		**18.0**
RLEST 002A	Principles of Real Estate	3
RLEST 004A	Legal Aspects of Real Estate	3
RLEST 005	Real Estate Practice	3
RLEST 006A	Real Estate Finance - Residential	3
RLEST 007A	Real Estate Appraisal	3
RLEST 009	Real Estate Economics	3
Choose Two:		**6.0**
RLEST 006B	Advanced Real Estate Finance - Commercial	3
RLEST 008	Property Management	3
RLEST 010	Real Estate Mathematics	3
RLEST 011	Real Estate Escrow Procedures	3
RLEST 014	Real Estate Investments	3
RLEST 020	Computer Applications in Real Estate	3
	Major Requirement Units:	**24**
	General Education and Elective Course Units:	**36**
	Total Units:	**60**

REAL ESTATE - CERTIFICATE OF ACHIEVEMENT

Program Description

The Real Estate Certificate of Achievement program provides excellent preparation for the broker's or salesperson's license and provides a successful program in real estate education for industry employment. The courses provide opportunities to think critically, engage in analyzing workplace issues within the classroom setting, and promote the development of appreciation for diversity and cultural differences in the modern business world. Course offerings are for beginners as well as for advanced students who are seeking employment, to improve existing skills and promotional opportunities. Upon completion of the program, students are eligible to work in the real estate industry.

To qualify for this program, students must satisfactorily complete the major requirements specified below with a grade of "C" or better in each course. See the Associate Degrees and Certificates section of the Merritt College catalog for more information about requirements for the Real Estate Certificate of Achievement program.

Career Opportunities

Career opportunities in real estate can include work as a developer, appraiser, title officer, property manager, and mortgage broker/bankers well as a sales agent, leasing officer and commercial property consultant.

Learning Outcome(s)

1. Demonstrate and apply an in-depth knowledge of California Real Estate principles and laws to successfully complete licensure requirements for sales licensee and broker.
2. Apply a basic knowledge of the fundamental concepts of real estate.
3. Define the technical terminology involved in the real estate field.
4. Demonstrate the ability to communicate effectively and ethically with the principals involved in a real property transaction.
5. Interpret and apply California real estate laws to a variety of real property transactions.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**24.0**
Select 24 Major Requirement Units from the courses below:		
Core Courses:		**18.0**
RLEST 002A	Principles of Real Estate	3
RLEST 004A	Legal Aspects of Real Estate	3
RLEST 005	Real Estate Practice	3
RLEST 006A	Real Estate Finance - Residential	3
RLEST 007A	Real Estate Appraisal	3
RLEST 009	Real Estate Economics	3
Choose Two:		**6.0**
RLEST 006B	Advanced Real Estate Finance - Commercial	3
RLEST 008	Property Management	3
RLEST 010	Real Estate Mathematics	3
RLEST 011	Real Estate Escrow Procedures	3
RLEST 014	Real Estate Investments	3
RLEST 020	Computer Applications in Real Estate	3
	Total Units:	**24**

Sociology (SOC)

SOCIAL AND BEHAVIORAL SCIENCES - A.A. DEGREE

Program Description

The Associate in Arts Degree in Social and Behavioral Sciences provides students with a broad perspective on human behavior. It is designed to stimulate appreciation for, and understanding of, values, ideas, and artifacts of culture and society. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study and meaningful social change. Successful completion of the curriculum in Social and Behavioral Sciences offers students a breadth of knowledge that could be focused into single discipline degrees as well as applied to an interdisciplinary degree. The degree is for those who are considering transfer but have not decided on a major or for those who are required to complete a degree for job promotion. In all cases, students should consult with a counselor to develop their own program of study.

To qualify for the Associate in Arts in Social and Behavioral Sciences degree, students must satisfactorily complete the major requirements specified below and the local AA/AS general education requirements for a total of 60 units. See the Associate Degrees and Certificates section of the catalog for more information on the local AA/AS overall requirements and the local AA/AS general education requirements. As this degree alone may not be complete preparation for transfer, students wishing to transfer to a 4-year institution should meet with a counselor to develop a plan which addresses all transfer requirements.

Career Opportunities

The degree is intended for those who are considering transfer but have not decided on a major; those who are required to complete a degree for job promotion; or individuals who may wish to further their education and are considering a major that is interdisciplinary in focus. This degree provides a foundation for future study and potential careers such as health and human services, education, intelligence analyst, client service specialist, business development manager, a project manager, web developer, technical writer, advertising or marketing, paralegal or legal assistant, public relations, and human resources.

Learning Outcome(s)

1. Implement core concepts, theories, skills, and perspectives from various disciplines within Social Sciences for personal and professional growth.
2. Critically evaluate the diversity of human behavior and experience in order to better understand cultures and society.
3. Critically analyze community and/or societal issues from varying perspectives to advance social, economic and/or environmental justice.

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0**
Select 18 Major Requirement Units from the courses below:		
Choose One:		**3.0**
POSCI 001	Government and Politics in the United States	3
POSCI 002	Comparative Government	3
POSCI 005	American Politics and Minority Groups	3
Choose One:		**3.0**
PSYCH 001A	Introduction to General Psychology	3
PSYCH 006	Social Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
PSYCH 012	Human Sexuality	3

PSYCH 028	Introduction to Research Methods in Psychology	3
Choose One:		**3.0**
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
Choose THREE courses for 9 units from the following. Do not choose courses previously selected from Groups A, B and C.		**9.0**
ADJUS 021	Introduction to Administration of Justice	3
AFRAM 016	The Prison Industrial Complex: African American Incarceration	3
AFRAM 019	Racism in the United States	3
AFRAM 030	African American History: Africa to 1865	3
AFRAM 031	African American History: 1865-1945	3
AFRAM 038	Environmental Racism and Justice	3
ANTHR 003	Introduction to Social and Cultural Anthropology	3
ANTHR 005	American Indian History and Culture	3
ANTHR 007	Magic, Religion and Witchcraft	3
ASAME 030	Asians and Asian-Americans Through Films	3
ASAME 032	Asian-American Psychology	3
ASAME 045A	Asian-American History to 1945	3
ASAME 045B	Asian-American History from 1945 to the Present	3
COMM 006	Intercultural Communication	3
COMM 010	Gender and Communication	3
COMM 020	Interpersonal Communication Skills	3
ECON 001	Principles of Economics (Macro-Economics)	3
ECON 002	Principles of Economics (Micro-Economics)	3
ENVMT 002	Introduction to Sustainable Environmental Systems	4
GEOG 002	Cultural Geography	3
HIST 007A	History of the United States to 1877	3
HIST 007B	History of the United States Since 1865	3
HLTED 001	Exploring Health Issues	3
M/LAT 012	United States Relations with Mexico and Latin America	3
POSCI 001	Government and Politics in the United States	3
POSCI 002	Comparative Government	3
POSCI 005	American Politics and Minority Groups	3
PSYCH 001A	Introduction to General Psychology	3
PSYCH 006	Social Psychology	3
PSYCH 010	Psychology and Life: Basic Principles	3
PSYCH 012	Human Sexuality	3
PSYCH 028	Introduction to Research Methods in Psychology	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
	Major Requirement Units:	**18**
	General Education and Elective Course Units:	**42**
	Total Units:	**60**

SOCIOLOGY - AA-T DEGREE

Program Description

The Associate in Arts in Sociology for Transfer (AA-T) degree is intended to meet the lower division requirements for sociology majors or majors that have been deemed similar in the California State University (CSU) system. Sociology is the critical and applied investigation of everyday life. This approach to academic studies provides students with an analysis of social life, social change, and the social factors and consequences of human behavior using the methods of social science research. Sociologists examine the social construction of individuals, groups, organizations and institutions and how people interact within these contexts.

Successful completion of the degree affords students specific guarantees for transfer to the California State University (CSU) system such as admission to a CSU with junior status, priority admission to their local CSU campus and to a program or major in sociology or similar major. Students transferring to a CSU campus will be required to complete no more than 60 semester or 90 quarter units after transfer to earn a bachelor's degree. To qualify for the Associate in Arts in Sociology for Transfer (AA-T) degree, students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The California State University General Education – Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) and (2) 18-19 semester units with a grade of "C" or better, or "P" if the course is taken on a "Pass/No-Pass" basis, in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. (Some universities may have limits on the number of Pass/No-Pass units they will accept for transfer. See a counselor for more information.) See the Transfer to Four-Year Colleges and Universities section of this catalog for more information on AA-T overall requirements and CSU GE-Breadth or IGETC. Note: students should see a counselor at least once each semester to plan for their educational goal(s).

Career Opportunities

Skills developed from studying sociology can be useful in business, community service, activism, child develoipment, politics, criminal justice, education in the government, private and non-profit sectors

Learning Outcome(s)

1. Identify relevant sociological theorists and their contributions to the discipline of sociology
2. Use sociological perspectives to analyze social issues and suggest solutions to social problems
3. Distinguish among various systems of social stratification and analyze ways that they create social inequality
4. Apply both qualitative and quantitative research to analyze social trends and evaluate relationships among entities in society

Program Requirements

SUBJECT #	TITLE	UNITS
Required Courses:		**18.0-19.0**
Select 18 - 19 Major Requirement Units from the courses below:		
Core Courses:		**6.0**
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
Choose One:		**3.0-4.0**
SOC 120	Introduction to Research Methods	3
MATH 013	Introduction to Statistics	4
Choose Two:		**6.0**
List A: Select Two courses for 6 units from the following:		

PSYCH 006	Social Psychology	3
SOC 003	Sociology of Women	3
SOC 005	Minority Groups	3
SOC 013	Sociology of the Family	3
Choose One:		**3.0**

List B: Select One course for 3 units from the following or from any Group A course not already used.

SOC 045	Sociology of Sports	3
AFRAM 010	Sociology of African-Americans	3
ADJUS 021	Introduction to Administration of Justice	3
ANTHR 003	Introduction to Social and Cultural Anthropology	3

Major Requirements Units:	**18-19**
Units that may be double-counted for General Education:	**9-12**
General Education (CSU-GE or IGETC) Units:	**37-39**
Elective (CSU Transferable) Units:	**11-17**
Total Degree Units:	**60**

Associate Degrees and Certificates

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

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

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

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

The college also awards noncredit certificates:

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

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

MERRITT COLLEGE ASSOCIATE DEGREES AND CERTIFICATES

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency CP_1	Noncredit Certificate of Completion CP_2	Noncredit Certificate of Accomplishment CP_3
Administration of Justice:							
Administration of Justice	AS-T						
Administration of Justice: Corrections		AA	CA				
Administration of Justice: Police Science		AA	CA				
Homeland Security			CA				
African American Studies		AA					
Anthropology	AA-T	AA					
Art:							
Art Fundamentals			CA				
Botanical Illustration			CA				
Arts and Humanities		AA					
Biology:							
Natural History and Resources			CA				
Bioscience:							
Fluorescence Bioscience Microscopy			CA				
Histotechnician			CA				
Optical Microscopy			CA				
Business:							
Accounting		AA	CA				
Business Administration		AA					
Business Administration 2.0	AS-T						
Business Management			CA				
Digital Investment			CA				
Digital Marketing			CA				
Entrepreneurship				CP			
Human Resource Management				CP			
Child Development:							
Assistant Teacher				CP			
Associate Teacher				CP			
Child Development		AA					
Early Childhood Education	AS-T						
Family Child Care Provider				CP			
Infant/Toddler Specialist				CP			

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency CP_1	Noncredit Certificate of Completion CP_2	Noncredit Certificate of Accomplishment CP_3
Introduction to Early Childhood Education for Child Care Providers						CP2	
Introduction to Infant/ Toddler Care						CP2	
Teacher			CA				
Transitional Kindergarten			CA				
Communication:							
Communication Studies 2.0	AA-T						
Community Social Service:							
Community Social Services/ Substance Abuse		AA	CA				
Computer Information Systems:							
Applications Security		AS	CA				
Computer Project Management			CA				
Computer Science and Information Systems Career Readiness						CP2	
DevOps - Development and Operations Automation		AS	CA				
Infrastructure Security		AS	CA				
Computer Science		AS	CA				
Cross-Cultural Studies		AA					
CSU GE Breadth			CA				
Economics	AA-T	AA					
Educational Technology:							
Online Teaching and Course Design				CP			
Emergency Medical Technician:							
Emergency Medical Technician				CP			
Paramedic		AS	CA				
English for Speakers of Other Languages:							
Bridge to Credit ESOL					CP1		
Environmental Management and Technology:							
Conservation and Resource Management			CA				
Urban Agroecology			CA				

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency CP_1	Noncredit Certificate of Completion CP_2	Noncredit Certificate of Accomplishment CP_3
Fire Science:							
Chief Fire Officer			CA				
Fire Officer			CA				
Fire Technology		AS	CA				
Health Professions and Occupations:							
Health Navigator			CA				
Health Sciences		AS					
IGETC GE Transfer Curriculum			CA				
Landscape Horticulture:							
Arboriculture		AS					
Basic Cannabis Horticulture			CA				
Basic Landscape Horticulture			CA				
Bridge to Cannabis Cultivation						CP2	
Landscape Architecture		AA					
Landscape Design and Construction		AS	CA				
Landscape and Parks Maintenance		AS	CA				
Municipal Gardener, Level 1			CA				
Municipal Gardener, Level 2			CA				
Nursery Management		AS	CA				
Permaculture Design			CA				
Tree Care Specialist			CA				
Tree Climber Specialist			CA				
Learning Resources:							
Basic Employability Preparation				CP			CP3
Library Information Studies:							
Research Skills					CP1		
Mathematics	AS-T	AS					
Medical Assisting:							
Administrative Medical Assisting			CA				
Bridge to Medical Assistant						CP2	
Clinical Medical Assisting			CA				
Natural Sciences		AS					

PROGRAMS	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Noncredit Certificate of Competency CP_1	Noncredit Certificate of Completion CP_2	Noncredit Certificate of Accomplishment CP_3
Nursing		AS					
Nutrition and Dietetics:							
Dietary Manager (Dietetic Service Supervisor)			CA				
Dietetic Technology		AS					
Nutrition and Dietetics	AS-T						
Paralegal Studies		AA	CA				
Psychology	AA-T						
Radiologic Science (The Certificate of Achievement is available only to those already awarded an Associate degree or higher.)		AS	CA				
Real Estate		AA	CA				
Social and Behavioral Sciences		AA					
Sociology	AA-T						

Associate Degree and Certificate Requirements

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

ASSOCIATE DEGREE (AA/AS)

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

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

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

ASSOCIATE DEGREE FOR TRANSFER (AD-T)

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

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

CERTIFICATE OF ACHIEVEMENT

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

CERTIFICATE OF PROFICIENCY

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

CERTIFICATE OF COMPLETION

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

CERTIFICATE OF COMPETENCY

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

CERTIFICATE OF ACCOMPLISHMENT

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

Associate Degree

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

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

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

ASSOCIATE DEGREE GENERAL REQUIREMENTS

Note: For AD-T requirements, see the Transfer Information section of the catalog. Students applying for the Associate degree (AA or AS) must complete:

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

Associate Degree General Education Requirements

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

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

Complete a minimum of 18 units, distributed in the areas below, with an overall grade point average of 2.0 ("C") and a grade of "C" or better in Area4a (English Composition) and Area 4b (Mathematics). Although a course may be listed in more than one area, it may not be counted in more than one area (except in Area 5, Ethnic Studies; see Note in Area 5).

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

These courses are evaluated individually to see if they fulfill Merritt College General Education requirements. The Peralta Community College District will accept courses with a minimum of 4 quarter units to satisfy an area that requires a minimum of 3 semester units. See a counselor for information.
Note: Courses with an (*) are listed in more than one area but may not be counted in more than one area.

Area One:	**Natural Sciences**
Courses in the Natural Sciences are those that examine the physical universe, its lifeforms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.	
One course with a minimum of 3 semester units from the following is required:	
	ANTHR 1
	ASTR 1, 10
	BIOL 1A, 1B, 2, 3, 4, 5, 9, 10, 15, 20A, 20B, 23, 24, 25, 29, 36, 42
	BIOSC 50, 53
	CHEM 1A, 1B, 12A, 12B, 30A, 30B
	ENVMT 101
	GEOG 1
	GEOL 1, 12
	LANHT 1, 1E
	PHYS 2A, 2B, 4A, 4B, 4C, 10

Area Two: Social and Behavioral Sciences

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

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

ADJUS 21, 22, 25, 63	**ENVMT** 2, 3, 5*, 11, 12[3]*, 55
AFRAM 2*, 3, 4*, 5*, 8*, 10*, 11*, 12*, 13*, 14A*,14B*, 16*, 18[1]*, 19[2]*, 23*, 25*, 27*, 30*, 31*, 32*, 33*, 35*, 38[3]*, 45*, 52*	**GEOG** 2
ANTHR 2, 3, 5*, 7*, 8, 13, 16	**HLTED** 1
ASAME 1*, 192*, 30[6]*, 32*, 45A*, 45B*	**HIST** 2A*, 2B*, 7A*, 7B*
BUS 5, 52	**LANHT** 33B, 64*
CHDEV 50, 51, 53, 56A, 80*	**M/LAT** 6[2]*, 12*, 17B*, 19[4]*, 23*, 32[1]*
COMM 6*, 10*, 13*, 19*	**NATAM** 19[2]*, 76E[5]
COSER 10, 22, 29*	**POSCI** 1, 2, 3, 5*
COUN 30	**PSYCH** 1A, 3, 6, 10, 12, 19, 21, 24, 28, 31, 33
ECON 1, 2	**SOC** 1, 2, 3, 5*, 13, 45, 120

[1] AFRAM 18 is the same as M/LAT 32; maximum credit one course.
[2] AFRAM 19 is the same as ASAME 19, M/LAT 6, and NATAM 19; maximum credit one course.
[3] AFRAM 38 is the same as ENVMT 12; maximum credit one course.
[4] M/LAT 19 is the same as HIST 17 at BCC, CoA, and Laney; maximum credit one course.
[5] NATAM 76E 1.5 units; need 3 units to clear this area.
[6]Might not satisfy this area if taken at another PCCD College. See a counselor for more information.

Area Three: Humanities

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

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

AFRAM 18[1]*, 25*, 27*, 30[1]*, 31[1]*, 32[1]*, 33[1]*, 39, 41*, 42*, 43*, 45*, 52	**HUMAN** 2
ANTHR 7*	**LANHT** 55, 64*
ART 1, 3, 4, 7*, 9, 40	**M/LAT** 17B*, 28*, 30A[1]*, 30B[1], 32[1]*
ASAME 1*, 30*, 45A[1]*, 45B[1]*	**MUSIC** 9, 10, 11*, 15A*, 15B*, 19, 24*, 100
ENGL 1B*, 10A, 10B	**PHIL** 1, 2, 10
ENVMT 5*	**SPAN** 1A, 1B, 30A
HIST 2A[1]*, 2B[1]*, 7A[1]*, 7B[1]*	

[1]Might not satisfy this area if taken at another PCCD College. See a counselor for more information.
[2]AFRAM 18 is the same as M/LAT 32; maximum credit: one course.

Area Four: Language and Rationality

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

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

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

- **ENGL** lA*, 1AS*, 1B*, 5*

b. Mathematics: May be met by one of two options:
Option 1: One course, minimum of three semester units and a grade of "C" or better, from:

- **BIOSC** 105
- **MATH** 1, 2, 3A, 3B, 3C, 3E, 3F, 11, 13, 15, 16A, 16B, 50, 202, 203, 230, 240

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

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

- **AFRAM** 41 *, 42*, 43*

- **COMM** 3, 4, 6*, 10*, 13*, 19*, 20, 45
- **ENGL** All courses numbered 1 through 247* (except 48s, 49s, and 208)

Area Five: Ethnic Studies

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

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

AFRAM 2*, 4*, 5*, 8*, 10*, 11*, 12*, 13*, 14A*, 14B*, 16*, 19[4]*, 23*, 30[4]*, 31[4]*, 32*, 33*, 35*, 38[3]*, 39, 41*, 42*, 43*, 45*, 52*

ANTHR 5*

ART 7*

ASAME 19[1]*, 30*, 32*, 45A*, 45B*

CHDEV 80*

COMM 6*, 13*

COSER 29*

ENVMT 12[3]*

M/LAT 6[1,4]*, 12*, 17B*, 19[2]*, 23*, 28*, 30A*

NATAM 19[1,4*], 76E[5]

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

POSCI 5*

SOC 5*

[1]AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit: 1 course.
[2]M/LAT 19 same as HIST 17at BCC, CoA, & Laney.
[3]AFRAM 38 same as ENVMT 12; credit: 1 course.
[4]Course also approved for Merritt's CSU GE Area F and IGETC Area 7.
[5]NATAM 76E 1.5 units; need 3 units to clear this area.

Note: Any course listed in Area 5 that is also listed in another Area may satisfy both areas but the units are counted only once. **However, a minimum of 18 GE units are required for an Associate's degree.**

Transfer Information

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

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

PLANNING TO TRANSFER

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

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

1. See a Merritt College counselor by appointment to develop an appropriate Student Educational Plan (SEP) to assist you in planning your transfer and to ensure that you take appropriate transferable courses to meet requirements while at Merritt College. If you have completed coursework at another college, you should inform the counselor when scheduling your appointment and, if possible, bring an unofficial transcript to your appointment.

2. Read the four-year college or university catalog and website regarding:
    a. Transfer admissions requirements;
    b. Major requirements and degrees offered;
    c. General education or breadth requirements; and
    d. Application and financial aid deadlines.

3. Review information regarding transferability of courses, including lower-division major requirements and general education requirements, and articulation agreements for the UC and the CSU systems, which are available at www.ASSIST.org.

4. Identify the degree credit in lower-division community college courses which are articulated with lower-division major courses at the four-year college or university (general education, major, graduation, or elective degree credit).

5. A maximum of 70 lower-division transferable semester (or 105 transferable quarter) units can be applied toward the total number of bachelor's degree units required in the UC or CSU systems. Total units transferable to independent and private colleges vary. Subject credit for all transferable courses in excess of 70 semester units will be granted to satisfy university lower-division (i.e., general education, major, and graduation) requirements.

6. Complete all courses designated as required lower-division preparation for the major prior to transfer, especially when admission to the major is contingent upon successful completion of specific courses (i.e., for

selective or impacted majors).

7. Students can complete the lower-division requirements for most transfer majors. The SEP developed with a counselor will assist you in planning your programs and understanding any required prerequisites.

8. Applications for admission to the University of California and the California State University are available online at https://admission.universityofcalifornia.edu/ and www.calstate.edu/apply, respectively. In addition, counselors in the Counseling Office and in the Transfer Center can provide help with applications to independent institutions in and outside California.

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

ASSIST

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

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

- Transferable course lists;
- General Education agreements (IGETC, CSU GE-Breadth, and campus specific);
- Major preparation; and
- Department (course-to-course). ASSIST will help you in determining if you will receive credit for courses you have already taken, or plan to take, and how those courses apply to a specific academic major or general education requirement. You can access ASSIST at www.ASSIST.org.

TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

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

TRANSFER TO INDEPENDENT UNIVERSITIES AND COLLEGES

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

CONCURRENT ENROLLMENT AND CROSS REGISTRATION PROGRAMS

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

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

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

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system that is different from the course numbers assigned by individual California community colleges. Any community college course that bears the C-ID number conveys that discipline faculty reviewed the course and determined it meets the published course content, rigor, and course objectives. The C-ID number also means that any other course elsewhere, bearing the same number will be accepted by the institution. The C-ID designation under a course in the Program and Courses section of this catalog means that the course is C-ID approved to be comparable in content and scope to a similar course offered by participating California colleges and universities. Students can be assured that the course will be accepted at another California community college that offers a course with the same C-ID designation.

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

C-ID Course Designation

COURSE NUMBER	COURSE TITLE	C-ID NUMBER
ADJUS 21	Introduction to Administration of Justice	**AJ 110**
ADJUS 22	Concepts of Criminal Law	**AJ 120**
ADJUS 23	Principles and Procedures of the Justice System	**AJ 122**
ADJUS 24	Legal Aspects of Evidence	**AJ 124**
ADJUS 25	Community Relations	**AJ 160**
ADJUS 26	Introduction to Forensic Investigation	**AJ 150**
ADJUS 51	Juvenile Law and Procedures	**AJ 220**
ADJUS 56	Criminal Investigation	**AJ 140**
ADJUS 63	Introduction to Corrections	**AJ 200**
AFRAM 19	Racism in the United States	**SJS 110**
AFRAM 19 + SOC 5 COMM 13	Racism in the United States / Minority Groups / Ethnic Perceptions in the Mass Media	**SJS 110**
AFRAM 35	Women of Color	**SJS 120**
ANTHR 1	Introduction to Physical Anthropology	**ANTH 110**
ANTHR 2	Introduction to Archaeology and Prehistory	**ANTH 150**
ART 3	History of Western Art: Renaissance to Contemporary Art	**ARTH 120**
ART 20	Beginning Drawing and Composition	**ARTS 110**
ART 22	Intermediate Drawing and Composition	**ARTS 205**
ART 46	2-D Visual Design	**ARTS 100**
ART 47	3-D Visual Design	**ARTS 101**
ART 50	Beginning Painting	**ARTS 210**
ART 137	Beginning Figure Drawing and Composition	**ARTS 200**
ASAME 1	Introduction to Administration of Justice	**AJ 110**
ASAME 19	Concepts of Criminal Law	**AJ 120**
BIOL 1A	General Biology	**BIOL 190**

COURSE NUMBER	COURSE TITLE	C-ID NUMBER
BIOL 1B	General Biology	**BIOL 140**
BIOL 1A + 1B	General Biology + General Biology	**BIOL 135 S**
BIOL 2	Human Anatomy	**BIOL 110 B**
BIOL 4	Human Physiology	**BIOL 120 B**
BIOL 20A + 20B	Human Anatomy and Physiology + Human Anatomy and Physiology	**BIOL 115 S**
BIOL 42	Basic Pathophysiology	**HIT 105 X**
BUS 1A	Financial Accounting	**ACCT 110**
BUS 1B	Managerial Accounting	**ACCT 120**
BUS 2	Introduction to Business Law	**BUS 125**
BUS 10	Introduction to Business	**BUS 110**
BUS 20	General Accounting	**BSOT 127 X**
CHDEV 50	Principles and Practices of Teaching Young Children	**ECE 120**
CHDEV 51	Child Growth and Development	**CDEV 100**
CHDEV 52	Observation and Assessment	**ECE 200**
CHDEV 53	The Child, the Family and the Community	**CDEV 110**
CHDEV 54B	Introduction to Curriculum	**ECE 130**
CHDEV 55A	Practicum-Field Experience	**ECE 210**
CHDEV 74	Health, Safety, and Nutrition	**ECE 220**
CHDEV 80	Teaching in a Diverse Society	**ECE 230**
CHEM 1A	General Chemistry	**CHEM 110**
CHEM 1A + 1B	General Chemistry	**CHEM 120 S**
CHEM 12A	Organic Chemistry	**CHEM 150**
CHEM 12A + 12B	Organic Chemistry	**CHEM 160 S**
CHEM 30A	Introductory General Chemistry	**CHEM 101**

COURSE NUMBER	COURSE TITLE	C-ID NUMBER
CIS 1	Introduction to Computer Information Systems	**ITIS 120**
CIS 6	Introduction to Computer Programming	**COMP 122**
CIS 7	Control Structures and Objects	**COMP 122**
CIS 11	Discrete Structures and Logic	**COMP 152**
CIS 33	Software Architectures and Algorithms	**COMP 132**
CIS 40	Database Management	**ITIS 180**
CIS 42	Spreadsheet Applications	**BSOT 112 X**
CIS 42	Spreadsheet Applications	**BSOT 122 X**
CIS 42	Spreadsheet Applications	**BSOT 132 X**
CIS 60	Computer Forensics Fundamentals	**ITIS 165**
CIS 62	Introduction to Systems Analysis and Design	**ITIS 140**
CIS 71	Introduction to Information Systems Security	**ITIS 160**
CIS 72	Systems and Network Administration	**ITIS 155**
CIS 78	Digital Architectures for Computation	**COMP 142**
CIS 106A	Routing and Switching Networks	**ITIS 151**
CIS 110	Information and Communication Technology Essentials	**ITIS 110**
CIS 205	Computer Literacy	**BSOT 105 X**
COMM 3	Introduction to Human Communication	**COMM 180**
COMM 4	The Dynamics of Group Discussion	**COMM 140**
COMM 6	Intercultural Communication	**COMM 150**
COMM 20	Interpersonal Communication Skills	**COMM 130**
COMM 45	Public Speaking	**COMM 110**
COSER 26	Case Management for Substance Abuse Paraprofessionals	**ADS 170 X**
COSER 28	Dual Diagnosis: Mental Illness and Drug Abuse	**ADS 190 X**

COURSE NUMBER	COURSE TITLE	C-ID NUMBER
ECON 1	Principles of Economics (Micro-Economics)	**ECON 202**
ENGL 1A	Composition and Reading	**ENGL 100**
ENGL 1AS	Composition and Reading	**ENGL 100**
ENGL 1B	Composition and Reading	**ENGL 120**
ENGL 5	Critical Thinking in Reading and Writing	**ENGL 105**
ENGL 10A	Creative Writing	**ENGL 200**
FISCI 201	Principles of Fire and Emergency Services	**FIRE 100 X**
FISCI 202	Fire Prevention	**FIRE 110 X**
FISCI 203	Building Construction for the Fire Service	**FIRE 130 X**
FISCI 204	Fire Behavior and Combustion	**FIRE 140 X**
FISCI 205	Fire Protection Systems	**FIRE 120 X**
FISCI 206	Principles of Fire and Emergency Services Safety and Survival	**FIRE 150 X**
FISCI 230	Company Officer 2A – Human Resource Management	**FIRE 200 X**
FISCI 231	Company Officer 2B – General Administrative Functions	**FIRE 210 X**
FISCI 232	Company Officer 2C – Fire Inspection and Investigation	**FIRE 220 X**
FISCI 233	Company Officer 2D – All Risk Command Operations	**FIRE 230 X**
FISCI 234	Company Officer 2D – All Risk Command Operations	**FIRE 240 X**
FISCI 235	Instructor I: Instructional Methodology	**FIRE 250 X**
FISCI 239	Chief Officer 3D – Emergency Services Delivery Responsibilities	**FIRE 231 X**
GEOG 1	Physical Geography	**GEOG 110**
GEOL 1	Introduction to Physical Geology	**GEOL 101**
GEOL 12	Environmental Geology	**GEOL 130**
HIST 2A	History of European Civilization	**HIST 170**
HIST 7B	History of the United States since 1865	**HIST 140**
HLTOC 101	Medical Terminology	**HIT 103 X**

COURSE NUMBER	COURSE TITLE	C-ID NUMBER
KIN 150	Introduction to Kinesiology	**KIN 100**
LANHT 2 + 3 + 4 + 5B + 6B + 7 + 40	(Plant Materials: Various)	**AG-EH 108 108 L**
M/LAT 6	Racism in the United States	**SJS 110**
MATH 3A	Calculus I	**MATH 210**
MATH 3B	Calculus II	**MATH 220**
MATH 3C	Calculus III	**MATH 230**
MATH 3E	Linear Algebra	**MATH 250**
MATH 3F	Differential Equations	**MATH 240**
MATH 13	Introduction to Statistics	**MATH 110**
MATH 16A	Calculus for Business and Life/Social Sciences	**MATH 140**
MUSIC 10	Music Appreciation	**MUS 100**
MUSIC 100	Music Fundamentals and Culture	**MUS 110**
NATAM 19	Racism in the United States	**SJS 110**
NUTR 10	Nutrition	**NUTR 110**
PHIL 1	Introduction to Philosophy	**PHIL 100**
PHYS 4A	General Physics with Calculus	**PHYS 205**
PHYS 4B	General Physics with Calculus	**PHYS 210**
PHYS 4C	General Physics with Calculus	**PHYS 215**
PHYS 4A + 4B + 4C	General Physics with Calculus	**PHYS 200 S**
POSCI 1	Government and Politics in the United States	**POLS 110**
PSYCH 1A	Introduction to General Psychology	**PSY 110**
PSYCH 6	Social Psychology	**PSY 170**
PSYCH 12	Human Sexuality	**PSY 130**
PSYCH 21	Lifespan Human Development	**PSY 180**
PSYCH 24	Abnormal Psychology	**PSY 120**

COURSE NUMBER	COURSE TITLE	C-ID NUMBER
PSYCH 28	Introduction to Research Methods in Psychology	**PSY 200**
SOC 1	Introduction to Sociology	**SOCI 110**
SOC 2	Social Problems	**SOCI 115**
SOC 5	Minority Groups	**SJS 110**
SOC 5	Minority Groups	**SOCI 150**
SOC 13	Sociology of the Family	**SOCI 130**
SOC 120	Introduction to Research Methods	**SOCI 120**
SPAN 1A	Elementary Spanish	**SPAN 100**
SPAN 1B	Elementary Spanish	**SPAN 110**

Special Transfer Admission Programs

TRANSFER ADMISSIONS GUARANTEE (TAG)

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

ARTICULATION AGREEMENTS

Articulation is the process that facilitates the successful transfer of students from community colleges to four-year colleges and universities. It is the development of formal written agreements that explain how courses transfer from one institution to another, either "as comparable to" or "acceptable in lieu of" specific course requirements at four-year institutions. Successful completion of articulated courses related to admission criteria, general education, and major preparation (which can be recorded on a SEP with the assistance of a counselor) will help to ensure successful and competitive transfer. The Merritt College Articulation Officer and counselors have information about the current articulation agreements between Merritt College and the CSU campuses, the UC campuses, and some independent colleges and universities in and outside of California. Articulation agreements with the CSU and UC campuses are available at www.ASSIST.org.

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

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

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

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

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

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

The ADT Commitment Is:

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

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

General Education Transfer Requirements

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

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

A listing of approved courses in these three GE requirement options is available from a counselor or at www.ASSIST.org.

CERTIFICATION OF GENERAL EDUCATION

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

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

CERTIFICATION FOR CSU GE BREADTH

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

CERTIFICATION FOR IGETC

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

University of California

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

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

GENERAL TRANSFER REQUIREMENTS

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

TRANSFER INFORMATION

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

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

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

There are three parts to preparing for transfer to UC:

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

MINIMUM TRANSFER ADMISSIONS ELIGIBILITY

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

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

1. Complete 60 semester units of UC transferable college credit with a GPA of at least 2.4; and
2. Complete a course pattern requirement to include all of the following:
    a. Two transferable college courses (3 semester units each) in English composition; and
    b. One transferable college course (3 semester units) in Mathematical Concepts and Quantitative Reasoning; and
    c. Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

OTHER BACCALAUREATE DEGREE REQUIREMENTS

1. Entry Level Writing Requirement (formerly Subject A):
An English composition requirement that each student must satisfy to graduate may be met by one of the following methods:

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

2. American History and Institutions:
This requirement may be met by one of the following methods:

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

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

HIGH SCHOOL PROFICIENCY EXAMINATION

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

REQUIREMENTS FOR NON-RESIDENTS

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

California State University

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

GENERAL TRANSFER REQUIREMENTS

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

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

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

MAKING UP MISSING COLLEGE PREPARATORY SUBJECT REQUIREMENTS

1. Undergraduate transfer applicants who did not complete the subject requirements while in high school may make up missing subjects in any of the following ways:
    a. Complete appropriate courses in college with a "C" or better (one course of 3 semester [4 quarter] units will be considered equivalent to one year of high school study); or
    b. Earn acceptable scores on specified examinations.

2. Transfer applicants with 56 or more semester units (84 or more quarter units) can satisfy the preparatory subject requirements by completing, with a "C" or better, one of the following alternatives:
    a. 1987 or earlier high school graduates: Meeting the eligibility requirements listed for lower-division transfer, or successful completion of written communication and mathematics courses on the approved CSU list of transferable GE courses; **or**
    b. 1998 and later high school graduates: Meeting the eligibility requirements listed for lower-division transfer, or successful completion of 30 semester (45 quarter) units of GE courses to include all of Area A and the Mathematics requirement on the CSU General Education Certification list.

Minimum eligibility for upper-division transfer applicants:

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

UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS CERTIFICATION

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

Associate Degree for Transfer (AD-T)

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

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

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

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

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

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS

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

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

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

California State University General Education Breadth Requirements

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

CSU UPPER DIVISION (JUNIOR) TRANSFER REQUIREMENTS:

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

IGETC:

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

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

AREA A:	**English Language Communication and Critical Thinking**

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

A1. Oral Communication

COMM 3, 4, 20, 45

A2. Written Communication

ENGL 1A, 1AS

A3.Critical Thinking

ENGL 5 **PHIL** 10

AREA B:	**Scientific Inquiry and Quantitative Reasoning**

Three courses, minimum of 9 semester (12-15 quarter) units. One course from Physical Sciences (B1), Life Sciences (B2), Laboratroy Activity (B3), and Math/Quantitative Reasoning (B4). One of the B1 or B2 courses must have a lab (shown with (L)).

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

ASTR 1, 10, 11A

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

ENVMT 101

GEOG 1*

GEOL 1(L), 12

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

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

ANTHR 1

BIOL 1A(L), 1B(L), 2(L), 3(L), 4(L), 5(L), 9(L), l0(L), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L), 42

BIOSC 53

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

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

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

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

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

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

AREA C: Arts and Humanities

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

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

AFRAM 52

ART 1, 4, 7, 9

ASAME 1*

LANHT 64*

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

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

AFRAM 18[1]*, 25*, 27*, 30*, 31*, 32*, 33*, 39, 41, 42, 43

ASAME 30*, 45A*, 45B*

ENGL 1B, 10A, 10B

HIST 2A*, 2B*, 7A*, 7B*

M/LAT 17B*, 28, 30A, 30B, 32[1]*

PHIL 1, 2

SPAN 1A, 1B, 30A

[1]*AFRAM 18 same as M/LAT 32; credit given only for one course*

AREA D: Social Sciences

Two courses, minimum of 6 semester (9 quarter) units, from 1 or 2 disciplines (2 disciplines recommended but not required). *See a Counselor for more information.*

ADJUS 21, 22, 25, 63

AFRAM 2, 3, 4, 5, 8, 10*, 11, 12*, 13, 14A, 14B, 16, 18[1]*, 19[2]*, 23, 25*, 27*, 30*, 31*, 32*, 33*, 35, 38[3], 45

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

ASAME 1*, 19[2]*, 30[4]*, 32*, 45A*, 45B*

BUS 52

CHDEV 51, 53, 80

COMM 6, 10, 19

COSER 10, 22*, 29*

ECON 1, 2

ENVMT 2, 3, 12[3]

GEOG 1*, 2

HIST 2A*, 2B*, 7A*, 7B*

LANHT 64*

M/LAT 6[2]*, 12, 19*, 23, 32[1]*

NATAM 19[2]*

POSCI 1, 2, 3, 5

PSYCH 1A*, 6, 10, 12*, 21*, 24, 28, 31

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

[1]*AFRAM 18 same as M/LAT 32; credit given only for one course*
[2]*AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit given only for one course*
[3]*AFRAM 38 same as ENVMT 12; credit given only for one course*
[4]*ASAME 30 may not be taken at any other PCCD College to satisfy this area. See a counselor for more information.*

AREA E: Lifelong Learning and Self-Development

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

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

ASAME 32*

ATHL 1, 2, 6, 7, 30, 31, 33, 59, 60, 66, 67, 75

BUS 52

CHDEV 51, 74

KIN 36, 37A, 51A-C, 54A-D, 58A-D, 60A-D, 67A-D, 70A, 74A-D, 80A-D, 86A-D, l00A-D, 103A-D, 107A-B, 110A-D, 150, 153A-B

HLTED 1, 20

LIS 85

NUTR 10, 12

COSER 20, 22*, 29*

COUN 24, 30, 57

PSYCH 1A*, 12*, 21*

AREA F: Ethnic Studies

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

AFRAM 19*[1], 30, 31

ASAME 19*[1]

M/LAT 6*[1]

NATAM 19*[1]

[1]*AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit given only for one course. Any of* ***Merritt's*** *Area F courses are also approved for* ***Merritt's*** *IGETC Area 7.*

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

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

One course from EACH group below:

Group 1: **AFRAM** 30[1], 31[1]

HIST 7A, 7B
[1]*Not acceptable if taken either Fall 2004 or Spring 2005*

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

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

Intersegmental General Education Transfer Curriculum (IGETC)

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

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

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

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

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

AREA 1: English Communication

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

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

ENGL 1A, 1AS

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

ENGL 5

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

COMM 3, 4, 20, 45

AREA 2: Mathematical Concepts and Quantitative Reasoning

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

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

AREA 3: Arts and Humanities

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

A. Arts

ART 1, 4, 7, 9

AFRAM 52

ASAME 1*

LANHT 64*

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

B. Humanities

AFRAM 18[2]*, 25*, 27*, 30[1]*, 31[1]*, 32[1]*, 33*, 39, 41, 42, 43

ASAME 30*, 45A[1]*, 45B[1]*

ENGL 1B

HIST 2A[1]*, 2B[1]*, 7A[1]*, 7B[1]*

HUMAN 2

M/LAT 17B, 28, 30A, 30B, 32[2]*

PHIL 1, 2

SPAN 1B

[1]***May not*** *satisfy this area if taken at another PCCD College. See a counselor for more information.*
[2]*AFRAM 18 same as M/LAT 32; credit given only for one course*

AREA 4: Social and Behavioral Sciences

At least two courses, (*6 semester or 8 quarter units)*, from at least two disciplines.

AFRAM 2, 3, 5, 8, 10, 11, 12, 13, 14A, 14B, 16, 18[1]*, 19[2], 23, 25*, 27*, 30*, 31*, 32*, 33*, 35, 38[3], 45

ADJUS 21, 22, 63

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

ASAME 1*, 19[2], 30[4]*, 32, 45A*, 45B*

CHDEV 51

COMM 6, 10, 19

COSER 10, 22

ECON 1, 2

ENVMT 2, 3, 12[3]

GEOG 2

HIST 2A*, 2B*, 7A*, 7B*

LANHT 64*

M/LAT 6[2], 12, 19, 23, 32[1]*

NATAM 19[2]

POSCI 1, 2, 3, 5

PSYCH 1A, 6, 10, 12, 21, 24, 28, 31

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

[1]*AFRAM 18 same as M/LAT 32; credit given only for one course*
[2]*AFRAM 19 same as ASAME 19, M/LAT 6 & NATAM 19; credit given only for one course*
[3]*AFRAM 38 same as ENVMT 12; credit given only for one course*
[4]***May not*** *be taken at any other PCCD College to satisfy this area. See a counselor for more information.*

AREA 5: Physical Sciences and Biological Sciences

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

A. Physical Sciences. One course from:

ASTR 1, 10

CHEM 1A(L), 1B(L), 12A(L), 12B(L), 30A(L), 30B(L)
ENVMT 101

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

GEOL 1(L), 12

PHYS 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10 (add PHYS 10L to clear lab requirement)

B. Biological Sciences. One course from:

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

BIOL 1A(L), 1B(L), 2(L), 3(L), 4(L), 5(L), 9(L), 10(L), 15, 20A(L), 20B(L), 23, 24(L), 25, 29(L), 36(L), 42

BIOSC 53

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

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

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

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

AREA 6: Language Other than English (LOTE) (UC Requirement Only)

Demonstrate proficiency as follows:

1. Complete 1 college course equal to 2 years HS LOTE with "C" or better (or P if = C). Merritt Course: SPAN 1A.
(**Note:** Courses above proficiency level [1 or 1A] meet this requirement and may clear another IGETC area).
Non-Merritt course: _____ ; or

2. Complete the 2nd semester of the 2nd year or the 2nd level of a HS course in a LOTE with "C-" or better; or

3. Complete 2 years of formal schooling at the 6th grade level or higher, with "C" (2.0) or better, in an institution where the language of instruction is not English (appropriate documentation must be presented); or

4. Satisfactory score on the College Board Subject Test (formerly SAT II) in a LOTE (see a counselor for scores); or

5. Score of 3 or better on the College Board Advanced Placement (AP) Exam in a LOTE; or

6. Score of 5 or better on the International Baccalaureate Higher Level (IBHL) Exam in a LOTE; or

7. "C" or better in a Defense Language Institute Foreign Language Center (DLIFLC) course other than English; or

8. (I)GCSE or GCE "O" level exams in a LOTE with scores of "A", "B", or "C"; or

9. GCE "A" level exam in LOTE with scores of "A", "B", or "C"; or

10. Satisfactory score on college-level proficiency exam equal to 2 years/2nd level of HS in a LOTE; or

11. Certification on letterhead by college-level faculty of proficiency equal to 2 years/2nd level of HS LOTE

AREA 7: Ethnic Studies

One course *(3 units)* from:

AFRAM 19[1]* (F23), 30 (F23), 31 (F23)

ASAME 19[1]* (F23)

M/LAT 6[1]* (F23)

NATAM 19[1]* (F23)

NATAM 19[1]* (F23)

[1]*AFRAM 19 same as ASAME 19, M/LAT 6 and NATAM 19; credit: 1 course*
NOTE: Any of Merritts' courses approved for CSU GE Area F, Ethnic Studies, are also approved for this area for Merritt College.

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

One course from EACH group below:

Group 1: **AFRAM** 30[1], 31[1]

HIST 7A, 7B
[1]*Not acceptable if taken either Fall 2004 or Spring 2005*

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

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

Curriculum Information

COURSE NUMBERING

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

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

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

GRADING POLICY SYMBOLS

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

UNITS OF CREDIT

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

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

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

TRANSFERABILITY

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

GENERAL EDUCATION

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

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

CROSS-LISTED COURSES

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

AFRAM 19
Racism in the United States

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

- currently enrolled in ASAME 19, M/LAT 6, or NATAM 19.

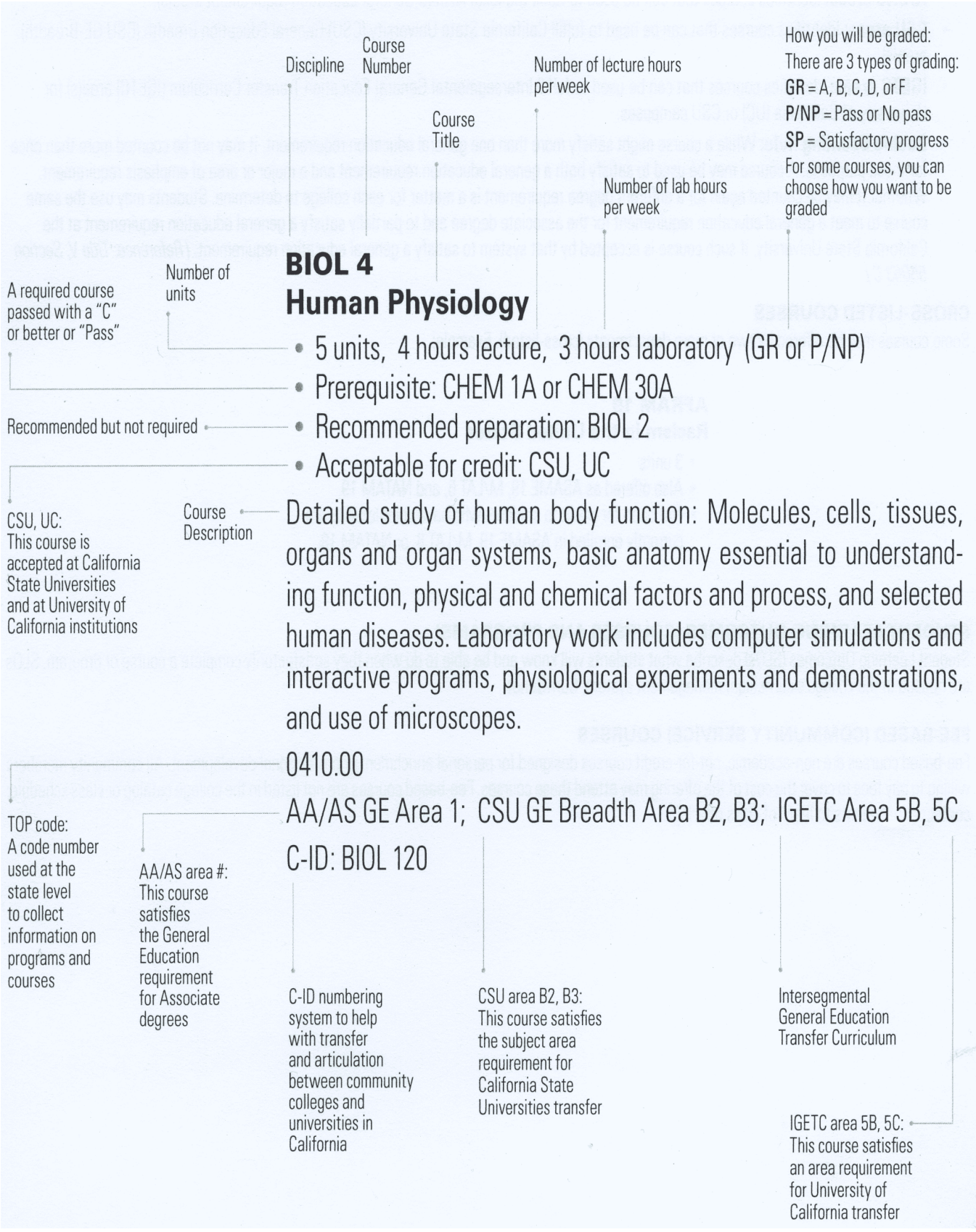
STUDENT LEARNING OUTCOMES (COURSES AND PROGRAMS)

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

FEE-BASED (COMMUNITY SERVICE) COURSES

Fee-based courses are non-academic, not-for-credit courses designed for personal enrichment or professional development. All community members willing to pay fees to cover the cost of the offering may attend these courses. Fee-based courses are not listed in the college catalog or class schedule; contact departments to learn of class offerings.

Course Legend



Academic Support

AFRICANA STUDIES COMMUNITY RESEARCH CENTER

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

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

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

ATHLETICS

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

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

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

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

CHILDREN'S CENTER

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

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

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

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

COSER STREET SCHOLARS

At Merritt College, the Street Scholars offers a peer-mentoring and student services support program focused on the overall success of formerly incarcerated and system impacted students. Street Scholars was designed with the input of the same students. It endeavors to serve and is run by alumni that have benefited from its services. Street Scholars direct and facilitate our one-on-one and group mentoring processes, ensuring that formerly incarcerated and systems impacted people are understood and supported throughout their reentry and reintegration, experience.

Street Scholars serves people enrolled at Merritt College who have been impacted by systems either through their own police contact or due to a loved one's ongoing involvement with the justice system and are facing challenges achieving long-term stability in their community. There is no minimum term or length of time that a person must have negative involvement with the justice system to get support.

Founded by the late COSER Chair and Instructor Professor Ron Moss, the Street Scholars continue to advocate for people who historically have been disregarded. The Street Scholars are located at the Love-Moss Center for Reentry and Empowerment in **Building P, Room112**.

For more information, contact the Program Coordinator at mparazo@peralta.edu or visit https://www.merritt.edu/streetscholars/.

LEARNING CENTER AND TUTORIAL PROGRAM

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

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

- Free drop-in tutoring and mentoring in subjects across the curriculum.
- Free online tutoring.
- Mathematics and Science Learning Lab services to support developmental, vocational, collegiate, and transfer-level courses.
- Open computer labs and computer-aided instruction.
- Learning Center and classroom workshops on study skills and student success strategies.
- Study-skills strategies provided in the form of tip sheets, and online resources.

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

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

Subjects tutored include the following:

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

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

The Learning Center is located in **Building L, First Floor.** Hours of operation: Monday & Wednesday 9am-6pm (in-person and online), Tuesday & Thursday 10am-5pm (in-person and online), Friday 10am-2pm (online only). Zoom id 811864577.

LIBRARY

The library, located on the second and third floors of the L Building (above the Learning Center), welcomes all students to use its facilities, resources, and services to support their academic studies. Open both day and evenings, whenever classes are in session, the library provides students with access to print and electronic books, research databases, course textbooks, and other reading materials. Chromebooks and a limited number of hotspots are available for semester-long loan periods to those in need. Computers, printers, scanners and photocopiers are available for students to use for class assignments or research. Electrical outlets and Wi-Fi throughout the library allow students to use their own portable devices. In addition, students will find plenty of space for both individual and collaborative learning, including carrels, tables, and group study rooms. For distance education students, the library offers electronic resources accessible off-campus and a chat service for connecting with a librarian for online assistance. Visit the library website at www.merritt.edu/library, call **(510) 436-2557,** or email: ask@merritt.libanswers.com for more information.

Student Services

ADELANTE SUMMER BRIDGE PROGRAM

The Adelante Summer Bridge Program is a 4-week accelerated summer program designed to help incoming freshmen students with initial college academic guidance, career exploration, extended orientation and writing skills before their Fall term. The Adelante Summer Bridge Program endeavors to bridge the transition from high school to college by supporting and guiding students through the inevitable issues arising from unfamiliarity with higher education and institutions much larger than their high schools. Dedicated faculty, staff, and counselors work closely with students to make this transition a successful one. Students are placed in a cohort with peers to take an English class, a Counseling class and meet individually with Adelante Summer Bridge counselors to develop a Student Educational Plan (SEP) and enroll in the most appropriate classes for Fall. The students participate in experiences beyond the classroom that include a cultural immersion field trip, campus tour, team-building exercises and others.

The Adelante coordinator's office is in **Building R, Room 105D, (510) 434-3972.**

ASPIRA PROJECT

The ASPIRA Project at Merritt College represents a 5-year, $2.9M grant from the U.S. Department of Education's Developing Hispanic Serving Institution (DHSI) Program. This competitive grant was awarded in October 2022 through September 2027 with the goal of strengthening the educational attainment of Hispanic/Latinx students. The ASPIRA Project activities will increase retention, degree or certificate completion, and transfer rates through the following activities:

- Outreach and Enrollment Support
- College, Career, & Transfer Counseling/Advising
- Peer Mentorship & Academic Support
- Professional Development & Learning for Faculty and Staff

The ASPIRA Project Office is temporarily in the Financial Aid Office, Room R-113G. For any questions or inquiries, contact the ASPIRA Project Director, email: jmurillo@peralta.edu or **(510) 436-5299.**

BASIC NEEDS CENTER

The Basic Needs Program at Merritt College advances justice and holistic care, supports the well-being of Merritt students and serves as a virtual and physical hub promoting education and access to resources. The program's guiding principal is that food security, housing security and financial stability are a right, and that no student should face insecurity in meeting their basic needs.

The Basic Needs Program combats food insecurity by assisting students with CalFresh applications and hosting a bi-weekly food pantry that provides a variety of fresh produce and pantry items to Merritt students. Short-term emergency relief is also available to eligible students through transportation and grocery vouchers and through the Project Success Emergency Grant. The program supports students with navigating existing campus and community resources, while advocating and creating greater access to emerging avenues of support,

The Basic Needs Center launches in Fall 2024, in **Building R, Room 28**. For more information contact the Basic Needs Coordinator at **sabdurahman@peralta.edu, (510) 436-2431**, or follow on **instagram@merritt.bnc!**

COUNSELING SERVICES

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

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

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

Students may schedule appointments with counselors during available day or evening hours. The Counseling Office is in **Building R, Room 109**. To make an appointment go to the Counseling Office, call **(510) 436-2475** or use the online scheduling link peralta.craniumcafe.com/group/general-counseling-3/scheduler

FINANCIAL AID

The Financial Aid Office provides information, applications, and assistance about federal and state financial aid, fee waivers, grants, loans, scholarships, work-study, and appeals. The Financial Aid Office offers other forms of assistance to students to cover fees, academic expenses and other related costs.

The office is located in **Building R, Room 113.** For information, call **(510) 436-2465** or go to www.peralta.edu/financial-aid.

INTERNATIONAL STUDENT SERVICES

Special regulations govern the admission and advising of foreign students with F-1 visas. These students should contact the Office of International Education for all concerns regarding admissions or F-1 status issues. Students may contact the office by phone at **(510) 466-7380** or email: international@peralta.edu. For more information go to www.peralta.edu/international.

The office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

LEARNING COMMUNITIES

First-Year Experience (FYE): FYE is a year-long program designed to help incoming students ease into college life in a supportive environment, leading to college success. Dedicated faculty, staff, and counselors work closely with students to make this transition successful. Students are placed in a cohort of peers to take specific classes and meet individually with FYE counselors to develop an educational plan. Students participate in experiences beyond the classroom such as field trips, team-building exercises, and the FYE/IMPACT Club. FYE is in **Building R, Room 105D, (510) 434-3972,** www.merritt.edu/fye

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

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

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

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

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

LGBTQ SERVICES

Merritt College thrives to become a more inclusive environment that welcomes and supports the intersectionality of all students. The college offers a variety of resources to greatly improve the school climate for (LGBTQIA) lesbian, gay, bisexual, transgender, queer, intersex, and asexual students. These resources include Mental Health Services, Basic Needs Resources, Lavender Graduation, workshops and outreach events, and professional development for faculty and staff to enhance LGBTQ student support services. Located in **Building R, Room 124, phone (510) 436-2535.**

ORIENTATION

All first-time new students, and other interested students must participate in an orientation and advising session. Returning students who have missed 2 or more consecutive semesters, and students interested in transferring, are advised to meet with a counselor to create/update an education plan to map the courses required to meet their academic goal. Students will receive information pertaining to the College majors and programs offered, services and resources available, and facilities. Counseling staff will assist students with course selections. Students with an interest in student government may be directed to student activities and for leadership opportunities.

For more information **call (510) 436-2582,** or visit www.merritt.edu/orientationandassessment/.

OUTREACH & RECRUITMENT

RECRUITMENT / OUTREACH offers in-person and virtual activities for schools and the community. Presentations include information about admissions, enrollment, financial aid, counseling, career education programs, student services activities and what makes Merritt College an ideal place for students to fulfill their educational goals.

To request an in-person presentation at schools and community events or to schedule a virtual information session, email outreach.merritt@peralta.edu, call **(510) 436-2582,** or go to www.merritt.edu/outreach/.

SCHOLARSHIP INFORMATION

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

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

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

Emergency Aid funds may:

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

Eligible students will:

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

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

SPECIAL PROGRAMS

Student Accessibility Services (SAS) (Formerly Disability Services Program):
The Student Accessibility Services (SAS) office provides assistance to facilitate equal educational opportunities for students who have disabilities.

Our mission is to:

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

Our goals are to:

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

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

Merritt College's SAS provides the following services:

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

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

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

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

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

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

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

The program's goals are to help students with learning disabilities reach their academic and vocational goals; to strengthen and develop their individual learning styles; and to produce independent living skills.

The Learning Opportunity Program provides the following services:

- Assessment and evaluation of eligibility for the Learning Opportunity Program

- Identification of learning styles and modalities
- Evaluation of academic skills
- Compensatory learning strategies and techniques
- Accommodations and services based on individual assessment results
- Computer-assisted instruction
- Academic coaching

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

CalWORKS:
CalWORKs works in collaboration with the Alameda County Department of Social Services to help families with dependent children transition from welfare to work. The program provides support services to students enrolled in classes and currently receiving aid for dependent children. Services provided include academic, personal and career counseling; work-study opportunities; design of individualized student education plans; job placement; supervised study time; life skills and special interest workshops; and, information and referral to other student services, support services and agencies. The Department of Social Services provides transportation vouchers and checks for student supplies and books on a limited basis.

For information, contact the CalWORKs Office in **Building R, Room 128,** or call **(510) 436-2469**.

Cooperative Agencies Resources for Education (CARE):

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

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

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

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

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

NEXTUp is in **Building R, Room 109Q, (510) 436-2581,** www.merritt.edu/cafyes/

STUDENT ACTIVITIES AND PUBLIC LIFE

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

Services provided include:

Student Leadership Opportunities:

- Associated Student Government (aka ASMC) and Student Clubs
- Multicultural and Social Student Engagement Event Planning
- Student Professional Development
- Student Civic and Voter Empowerment

- Basic Needs Center and Food Pantry
- Commencement Information
- Facilities Reservations
  - Student Center (R Building); ASMC Chambers (R 127); Student Lounge (R 110)
  - Facilities for Associaated Student Govenment and Student Club events
- Tabling requests for Community Partnerships
- Fundraising Requests
- Lost and Found
- Student Communication Requests: Posting flyers, newsletters and social media
- Student Identification Cards

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

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

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

Bookstore (College Store):
The Merritt College Bookstore supports learning and school spirit by providing textbooks, school supplies, Merritt branded apparel and gifts, general reading books, snacks, and graduation regalia.

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

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

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

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

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

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

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

Current Merritt College student clubs and organizations:

- Malcolm X Bobby Seale Black Student Union (BSU)
- Puente Club
- Phi Theta Kappa Honor Society (PTK)
- Nursing Journey Club
- Sustainability Club

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

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

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

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

TRANSFER & CAREER CENTER

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

Services provided include:

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

The **Transfer Center** is in **Building R, Room 29**. For information, call **(510) 436-2475**.

The **Career Center** provides information and support to students who are exploring careers, preparing for internships and building skills for employment. Career Center services include:

- Career Counseling (selecting major, identifying career goals, student education plan)
- Career self-assessment
- Career workshops: selecting a major, identifying career goals, developing Student Education Plan, resume writing, networking and improving interviewing skills
- Providing information on employment and internship opportunities

Students are encouraged to take COUN 57, Career & Life Planning, a course designed for students who are deciding the selection of a major, transferring to 4-year college or considering a change of careers.

The Career Center is in **Building R, Room 29.** For information call **(510) 436-2529**.

Undocumented Community Resource Center (UCRC)

The Undocumented Community Resource Center (UCRC) at Merritt College is tentatively scheduled to open in Spring 2025. The center will establish a safe community space where undocumented and DACAmented students, those from mixed-status famalies and allies can come together to foster a vibrant and inclusive community. The UCRC will provide the following holistic support:

- Supportive Community
- Enrollment Assistance
- Financial Aid Support
- Community and Campus Resources
- Campus Engagement

For more information, please email the Dreamer Specialist, mcrodriguez@peralta.edu.

VETERANS SERVICES

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

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

To make an appointment to speak with the veterans' academic counselor please call **(510) 436-2475.** For all other information, visit Veterans Services in **Building R, Room 108.**

WELCOME CENTER

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

Students are welcome to stop by **Building R, Room 105** or call **(510) 436-2445**.

WELLNESS CENTER

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

- Confidential mental health counseling in face-to-face and virtual formats
- First aid and over-the-counter medications such as aspirin and decongestants
- Pregnancy tests, safe sex supplies and personal care products
- Assistance applying for resources such as Medi-Cal, CalFresh, and low-income housing
- Referrals for physical exams, immunizations, TB tests, STI testing/treatment, and family planning
- Flu shots, massage, acupuncture and other services are offered periodically and advertised in advance

Note: All Wellness Center services are confidential and free of charge for students enrolled in at least one Merritt College class.

Admissions, Enrollment and Fee Policies

Admissions Requirements

ELIGIBILITY FOR ADMISSION

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

RESIDENCE REQUIREMENTS

To qualify as an in-state resident student for tuition purposes, the applicant must have lived continuously in California for at least one year and one day immediately preceding the residence determination date, which is one (1) day before the first day of the term of application for admission. The applicant is responsible for demonstrating and providing evidence of both physical presence in California and intent to establish California residence. An unmarried minor's residence is the same as their parents or legal guardian(s). In addition, the applicant must be a U. S. citizen or hold U.S. immigration status that does not prevent establishment of residency.

ADMISSION OF NONRESIDENT STUDENTS

Students who are not legal residents of California dating at least one year and one day prior to the first day of the term, may enroll as nonresident students. Nonresident students are subject to the following fees: Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Campus Representation Fee, Health Services Fee, and the AC Transit Bus Pass Fee (if enrolled in at least 6 units). Nonresidents who are both citizens and residents of a foreign country also incur a Capital Outlay Fee. Information regarding tuition and refunds is found in the Fees section of this catalog and is available on the Merritt College website, www.merritt.edu.

Note: Nonresident students pay all fees unless exempted from paying any particular fee.

CALIFORNIA NONRESIDENT TUITION EXEMPTION - AB 540

Any student, other than one with United States Citizenship or who holds an United States Citizenship Immigration Services (USCIS) nonimmigrant visa status (see exception below for students who have been granted T or U status), who satisfies the four requirements (below), shall be exempt from paying nonresident tuition at the California Community Colleges. Eligibility Requirements:

1. The student must have:
    a. Attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, **or**
    b. Attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.

2. The student must have:
    a. Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), **or**
    b. Completed an associate degree from a California Community College, **or**
    c. Completed the minimum requirements at a California Community College for transfer to the California State University or University of California.

3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California.

4. The student must file an affidavit with the college of university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status or will file an application as soon as the student is eligible to do so.

Additional Information:

- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)T() or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter:
    - 210 hours for a semester,
    - 140 hours a quarter
- The accumulation of credit and/or non-credit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed (i.e. 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility).
- There is no cap on the number of years of attendance in credit courses at a California Community College that can be counted towards the attendance requirements.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption, transferring to another public California college or university, must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students who meet the criteria will be exempt from the payment of nonresident tuition, however, they will not be classified as California residents. They continue to be "nonresidents".
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards and the California Promise Grant (formerly known as the BOG fee waiver), Chafee grants and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB 540 does not provide federal student financial aid eligibility for undocumented students. AB 540 students remain ineligible for federal financial aid.

ADMISSION OF INTERNATIONAL STUDENTS

All international admissions is coordinated by the Office of International Education (OIE). To apply as an international student (F-1, B-2, J-1, etc), please visit our International Student Program Homepage at: https://www.peralta.edu/international/apply. The steps and requirements to apply, required documents, application deadlines, and more information are found on this page. The international student application process is 100% digital and students can upload the required documents into the International Student Portal (ISP). Inquiries regarding the international student program and the admissions process may be directed to the Office of International Education (OIE) via email at international@peralta edu, via phone at (510) 466-7380, and in person during regular business hours. The Office of International Education is located in the Peralta Community College District complex in Oakland, CA.

ADMISSION OF HIGH SCHOOL STUDENTS, HIGH SCHOOL CONCURRENT/DUAL ENROLLMENT PROGRAM

Peralta's High School Special Enrollment provides enrichment opportunities for high school students who can benefit from college level instruction. Each College can admit a number of high school students entering the 9th grade or above, who have demonstrated exceptional ability, or who desire specialized or advanced training. Admission to the college, as part of the concurrent and dual enrollment program, requires that students obtain their high school counselor's approval prior to enrolling for any course.

For concurrent enrollment students and non-CCAP (College and Career Access Pathways) dual enrollment students, the maximum units allowed during the fall and spring semester is 11 units and the summer maximum is 9 units.

For CCAP dual enrollment students the limit during the fall and spring semester is 15 units and for the summer it is 9 units. For CCAP dual enrollment courses–students can only enroll in the courses listed in the CCAP agreement.

Per the Peralta Community College Board Policy 5010, other high-school students may be admitted on the basis of a contractual arrangement between the District and the high school of attendance. The High School Special Enrollment is specifically designed to accelerate the academic or vocational career of high school students.

Access to the Special Enrollment Program is NOT allowed for:

1. Remedial work (classes in any discipline that are not college level and that cannot be applied to an associate degree or higher); Remedial courses are numbered are 250 or higher.
2. Work to make up failed high school and/or middlenschool classes,
3. Recreation or hobbies classes,
4. Any class that can be taken at the local high school

High school students who want to enroll for a college level course, must meet assessment and class prerequisites requirements. High school students must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student brings their high school transcript to assist the college counselor in determining the correct level of courses.

High school students are excused from paying tuition and fees for up to 15 units of approved coursework per semester. High school students enrolled in more than 15 units are required to pay enrollment fees and all other mandatory fees. (Refer to the current Peralta Colleges class schedule for current health fee, campus use fee, campus representation fee, and transportation fee.)

All college coursework is governed by the Family Educational Rights and Privacy Act (FERPA) which provides direction on the release of student academic information, including grades. A student's academic information can only be released to the student. Academic information is not released to parents nor to third parties without the consent of the student, regardless of age.

SPECIAL ADMISSION OF K-12 AND ADULT HIGH SCHOOL STUDENTS

The K-12 and Adult High School Special Enrollment programs provides enrichment opportunities for K-12 and Adult High School students, who can benefit from college level instruction. The Peralta Community College District may admit a limited number of K-12 students, who have exceptional abilities, or who desire specialized or advanced training. Admission and enrollment must be with the recommendation of the principal for students enrolled in K-8th grades and the HS counselor for 9th – 12th grades, and approval of the parent(s) or guardian(s).

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

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

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

Steps for K-12 and Adult High School Special Enrollment

Elementary and Middle School Enrollment
NOTE: Not all of the four Peralta Colleges offer this program, therefore, contact or visit the Admissions and Records Office on campus prior to completing the Admissions application and the Elementary and Middle School Special Enrollment form.

***Students under the age of 14**

1. Complete the admission application for the Peralta Community College District available on the school website at www.merritt.edu and the following link: https://f.hubspotusercontent00.net/hubfs/6398505/Peralta-Paper-Application-9-25-2015-3-.pdf
2. Complete and take the Elementary and Middle School Special Enrollment form to the school's Principal to obtain their signature available on the school website and the following link: https://f.hubspotusercontent00.net/hubfs/6398505/Elementary-Middle-school-especial-enrollment-REVISED-F.-04-18-2016.pdf
3. Submit the completed admission application and Elementary and Middle School Enrollment form to the Admissions and Records Office at the school you will attend for processing.
4. A form is required every semester.

Steps for High School Enrollment/students 14 years of age and older
Peralta Application Process

1. Complete the Peralta admissions application available at www.merritt.edu and www.peralta.edu/admissions/apply-enroll
2. Once the admission application is completed, write down the confirmation number for your records
3. Read the class schedule to choose a course

High School Enrollment form

1. Download the High School Special Enrollment form at www.peralta.edu/admissions/forms.
2. Complete the High School Special Enrollment form and obtain the high school counselor's signature.
3. Submit the completed and signed High School Special Enrollment form to the Admissions office at the college you want to attend for processing. Student must meet with a counselor for prerequisite clearance, if the selected course has prerequisites, prior to submitting the form to the admissions and records office.
4. The High School Special Enrollment form must be submitted for each semester of desired attendance.

Steps for Adult High School Enrollment

1. Complete the Peralta admission application available at www.merritt.edu and www.peralta.edu/admissions/apply-enroll.
2. Complete Orientation and Assessment (if applicable).
3. Contact the College's Transition Liaison
4. Complete the Adult High School Enrollment form and obtain the high school's counselor's and principal's signatures in addition to the school stamp
5. Submit the completed and signed Adult High School Enrollment form to the Admissions and Records Office at the college attending for processing

ADMISSION OF VETERANS

The College Veterans' Services Program provides assistance to veterans and their dependents who may be eligible for various educational benefits and help process Veteran's Affairs Educational Benefit paperwork to coordinate with other campus services. Information about the services are available through the Veteran's page on the Merritt College website accessible at www.merritt.edu/veteran/. New students must contact the office at least two months prior to the start of the semester they plan to attend, to initiate required paperwork. Currently enrolled, continuing students must meet with the Veteran's Affairs Official at least one month prior to the start of the next term of attendance to complete any paperwork that may be required for continuous VA payment. All VA students/recipients must confirm their class enrollment with the Veterans' Affairs Office twice a semester: when class enrollment has been completed and the week before the start of final exams week. All material submitted to the Veteran's Administration requires approximately two months processing time through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, accordingly. After completing 12 units at a Peralta college, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran's DD-214 separation paper should be submitted to the Admissions and Records Office. Credit granted for military service is based on A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. For information, visit Veterans Services located in **Building R, Room 108**, or visit www.merritt.edu/veteran/.

MILITARY RESIDENCE EXEMPTION

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

OTHER RESIDENCY EXEMPTIONS

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

Admissions Procedures

To apply for admission, prospective students must submit an admission application for the college through the Peralta Colleges website, www.peralta.edu, or through the Merritt College website, www.merritt.edu.

Steps to Apply

NOTE: All new and returning students (students who have missed 2 consecutive semesters) must submit an admission application to enroll for school. New, first-time students must create an account through OpenCCC, www.opencccapply.net/gateway/apply?cccMisCode=344, prior to proceeding to the admission application.

1. Apply for admission by selecting Merritt College as your home school.
2. Complete an orientation
3. Meet with a counselor
4. Enroll in classes
5. Pay student fees

After the admission application is submitted, students will receive an email from the Peralta Colleges, providing instructions for logging onto their Campus Solutions Student Portal to enroll in classes. New, degree-seeking, and transfer students must complete orientation and meet with a counselor to review major programs and to create an education plan prior to enrolling for courses. All students are highly encouraged to complete orientation and to meet with a counselor. Detailed instructions may be found online and in the printed schedule of classes. On-campus assistance for online registration is available in the Welcome Center in **Building R, Room 105**.

A separate application must be filed for the Nursing and Radiologic Science programs at Merritt College. For detailed admission and eligibility requirements for these programs, visit the Merritt College website and select the "Academic Services" link (www.merritt.edu/academic-disciplines/). This information can also be found in the Programs and Courses section of the Merritt College catalog.

Official transcripts of past academic records should be sent to the Peralta Community College District Admissions and Records Office. Students are responsible for requesting that transcripts from other schools previously attended, be mailed directly to the Peralta Community College District Admissions and Records Office located at 333 E. 8th Street, Oakland, CA 94606. The Peralta Community College District Admissions and Records Office also accepts electronic transcripts directly from transcript vendors (Parchment, National Student Clearinghouse, etc.). All electronic transcripts must be emailed to admissions@peralta.edu. For more information visit: www.peralta.edu/admissions/transcripts/other-institutions.

NOTE: All first-time students are required to complete the three core services, which include orientation, enrollment advising, and meeting with a counselor prior to enrolling for classes.

AB 705

AB 705 is legislation intended to support assessment and placement strategies to increase student completion rates and to close the achievement gap by requiring colleges to consider a student's high school coursework and GPA as primary determining factors for placement. Colleges are required to maximize the probability that a student will enter and complete transfer level coursework in English and Mathematics within a one-year timeframe, and to use when placing students into English and Mathematics courses in order to achieve this goal, through the use of one or more of the following measures:

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

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

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

AB 705 Placement Guidelines for English

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

AB 705 Placement Guidelines for Mathematics

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

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

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

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

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

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

Students who are not transferring, but who are seeking an associate degree and/or certificate only, may have selected a program with specific Math requirements. Students must meet with a counselor to verify they are taking the correct Math course.

ORIENTATION AND COUNSELING

All first-time new students, and other interested students must participate in an orientation and advising session. Returning students who have missed 2 or more consecutive semesters, and students interested in transferring, are advised to meet with a counselor to create/update an education plan to map the courses required to meet their academic goal. Students will receive information pertaining to the College majors and programs offered, services and resources available, and facilities. Counseling staff will assist students with course selections. Students with an interest in student government may be directed to student activities and for leadership opportunities.

EXEMPTION FROM ORIENTATION COMPONENT

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

NEW STUDENT COUNSELING

All first-time students are strongly encouraged to participate in a new student counseling session. During this session, Counselors will help students create a new student education plan, provide guidance with course selection, and may clear prerequisites, if needed.

FOLLOW-UP COUNSELING

All students are encouraged to meet with a counselor at least once during the first semester of attendance. The follow-up sessions help students with goal setting, selection of a major, career exploration, and the completion of an educational plan. Students are encouraged to make an appointment early in the semester. The counseling process is a combination of academic advisement, evaluation of prior school transcripts, testing, and identification of career and educational goals-all designed to facilitate student success. All students are encouraged to meet with a counselor at least once a semester to ensure they are on track to meet their education goal(s).

SUBMISSION OF TRANSCRIPTS

Students must provide official transcripts covering ALL previous high school and college coursework. Transcripts sent by the issuing school, can be mailed directly to the Peralta Community College District Admissions and Records Office located at 333 E.8th Street, Oakland. CA 94606. Electronic transcripts, sent directly from transcript vendors (Parchment, National Student Clearinghouse, etc.), are also accepted by the Peralta Community College District Admissions and Records Office. Electronic transcripts must be sent directly to admissions@peralta.edu. Students may submit sealed official transcripts in person to the Merritt College Admissions and Records Office or submit a sealed copy to their counselor. For more information visit: https://www.peralta.edu/admissions/transcripts/other-institutions.

Fees

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

All students are required to pay a California Community College Enrollment Fee of $46 per semester unit which is collected at the time of enrollment into classes. High school students admitted on a part-time basis, upon recommendation of their counselor and/or principal are exempt from paying the Enrollment Fee, but all other fees apply, including the Campus Center Use Fee, the Campus Representation Fee. High school students enrolling in 15 units or more, pay full tuition fees and all other applicable fees (Campus use fee, Campus Representation fee, health fee, AC Transit bus fee). **NOTE:** The enrollment fee is subject to change.

ENROLLMENT FEE ASSISTANCE

The California College Promise Grant (formerly known as the Board of Governors Fee Waiver (BOGW)) is a resource available to assist students if they are unable to pay the Enrollment Fee, subject to eligibility. 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 and on the Merritt College website at www.merritt.edu/financial-aid/financial-aid-programs. Under the California Dream Act, AB 540 students may also apply for the California College Promise Grant.

NONRESIDENT CAPITAL OUTLAY FEE

Nonresident students who are both citizens and residents of a foreign country are charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Campus Representation Fee, Health Services Fee, and the AC Transit Fee. The Nonresident Capital Outlay fee is $7 per semester.

CAMPUS CENTER USE FEE

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

CAMPUS PARKING FEES

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

Semester Parking Permit Fees:

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

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

STUDENT HEALTH FEE

Students are required to pay the Student Health fee of $23.00 per semester for the fall and spring semesters, and $20 for the summer semester. This fee is collected at the time of enrollment. The Student Health Fee is subject to change as allowed by the State Legislature.

Students may qualify for a health fee exemption if they meet the following criteria:

- Student depends exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization per Education code 76355 (Documentation required)
- Student attending college under an approved apprenticeship training program per Education code 76355 (Attach verification)
- Student is a special admit part-time student enrolled in 11 units or less (Refer to Administrative Procedure 5011 High School students)
- Student is a contract education student enrolled in non-apportionment courses
- Student is enrolled in non-credit courses

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

STUDENT REPRESENTATION FEE

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

AC TRANSIT BUS PASS FEE

Proposition A, which passed in May 2016 and was reinstated during the 2022 student elections, ***requires all Peralta students carryings six or more units to pay an AC Transit EasyPass bus pass fee of $46.46***, thereby making them eligible to receive an AC Transit EasyPass bus pass. With the EasyPass a student can ride all AC Transit bus lines, including local and Transbay services at all times. **NOTE:** if a student drops below six units by the last day to drop regular session classes, the student can receive a refund. Refer to the Academic Calendar for the deadline dates. However, the bus pass will be deactivated.

Peralta students qualify for the AC Transit EasyPASS, if they complete the following:

- Enroll in 6 units or more
- If you drop under 6 units, you will no longer qualify for Easy Pass and your card will be deactivated
- Must pay $46.46 AC Transit Easy Pass fee
- Must have a Peralta student ID card

EasyPass Riders Guidelines

- The EasyPass is only valid for the person identified on the card; the pass is not transferrable and will be revoked if used by someone else.
- A fine of up to $250 and/or community service can be imposed for misuse of this pass with the intent to evade the payment of fares (California Penal Code 640).
- The card must be presented to AC transit personnel for inspection if requested.
- A student who fails to pick up their EasyPss at the Cashiers Office after one academic year must order a replacement card from Clipper Customer Service and pay a $5 replacement fee

Lost/Stolen cards contact Clipper Customer Service at 877-878-8883

- Student must have their student id number available to provide the customer service agent
- Pay $3.00 for the replacement card via debit or credit
- Confirm address. The card will be sent via US mail to the address on file

NOTE: If the Easy Pass is not working and the student is enrolled in at least 6+ units, they must email easypass@peralta.edu or call (510) 466-7371

INTERNATIONAL HEALTH INSURANCE FEE

All F-1 international students will be automatically enrolled in the mandatory health insurance program through GeoBlue. Fees will be automatically applied in the student's Campus Solution Student Center. For questions or waiver information, students must visit the OIE office or visit the international website at www.peralta.edu/international.

RETURNED-CHECK FEE

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

OTHER FEES

Students should have adequate funds at the beginning of the semester to pay for books and enrollment fees. Students may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment, provided such materials are of continued value outside the classroom setting and provided the materials are not solely or exclusively available from the district. Field courses and field trips may require personal transportation. For further information about fees and the financial aid/scholarships available, stop by the Financial Aid Office.

TRANSCRIPT REQUEST FEE

Students can order official transcripts, even if they owe college or district fees and tuition; however, transcript order fees must be paid at the time transcripts are requested. The Peralta Community College District has retained Parchment to accept transcript orders online through a secured site. For information regarding ordering transcripts and fees visit www.peralta.edu/admissions/transcripts. **Note:** Official transcripts includes all coursework completed at all the Peralta Colleges: Berkeley City College, College of Alameda, Laney College, and Merritt College and cannot be separated by individual college.

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

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

STUDENT'S RESPONSIBILITY TO DROP COURSES

Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes they are not attending. If the student does not drop a class, they will be charged and could receive an "F" grade that will appear on the student's permanent record. For important dates, refer to the A&R website: www.peralta.edu/admissions/student-finance/payment-policies.

FEE PAYMENT DEADLINE

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

FEE PAYMENT OPTIONS

Students have several fee payment options available:

- in person at the college Cashier's Office;
- by mail (check or money order made payable to Peralta Community College District);
- online by credit/debit card (Visa or MasterCard);

- by payment plan available upon request

For additional information, go to www.peralta.edu/admissions/student-finance/fees-and-payment, and follow appropriate links to Payment Policy.

INSTALLMENT PAYMENT PLANS

Students in the Peralta Community College District who owe fees for the current or previous terms, may opt to pay their enrollment fee, student fees, or their non-resident tuition through an interest free installment payment plan. Students are required to pay at least the first $25 of the outstanding fees and develop an installment payment plan prior to enrolling for classes. The payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035. The payment plan will automatically adjust to display the current account balance if classes are added or dropped. Students can only participate in one payment plan.

New foreign students are required to pay at least the non-resident tuition for 12 units, plus all other required fees for both the spring and fall semesters prior to enrollment in their first year classes.

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have diplomas and registration privileges withheld until the obligation is satisfied.

Payment plans will not be approved for any outstanding financial aid obligations, NSF fees or any amount due to health insurance for international students.

For more information on payment plans please email paymentplan@peralta.edu or refer to our website: www.peralta.edu/admissions/student-finance/payment-plan

PAYMENT OF CHARGES AND FINANCIAL AID DISBURSEMENTS

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

ENROLLMENT FEE REFUND POLICY

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

Regular Session (Full-Term) Classes:

- If registration is cancelled prior to the first day of instruction, or if official withdrawal from classes occurs during the first two weeks of instruction, a full refund, less a $10 processing fee (charged whether or not the class was attended) will be disbursed.
- If an official change of program occurs during the first two weeks of instruction, and as a result reduces the number of units, a refund will be disbursed. If the change results in placement in a different enrollment fee category, a processing fee is not applicable in this case.
- If an Enrollment Fee of less than $10 is paid, and registration is cancelled or withdrawal from all classes occurs before the deadline, the processing fee shall equal the Enrollment Fee.
- No refund of the Enrollment Fee will be made to any student who withdraws from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Please refer to deadline dates in the Schedule of Classes for information regarding other sessions.
- Members of an active or reserve military unit who receive orders compelling a withdrawal from courses, may, upon petition, receive a full refund of the Enrollment Fee unless academic credit is awarded.

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

- Students who enroll in short-term or open-entry/open-exit classes will receive a 100 percent refund if official withdrawal occurs within 10 percent of the first class meeting. No refunds will be issued after this date. Refer to the deadline dates.

Variable-Unit Classes:

- No refund shall be made for variable units not earned by the student.

Nonresident Tuition and Capital Outlay Fee Refund Policy:

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

NONPAYMENT OF FEES AND OTHER OBLIGATIONS

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

Enrollment Policies and Procedures

ADDING CLASSES/CHANGE OF CLASSES

Students can add regular, full-term classes through the last day to enroll. Students must refer to the Academic Calendar for the enrollment deadlines. The academic calendar is available on the Admissions and Records page www.peralta.edu/admissions/academic-calendar-finals-schedule-enrollment-calendar. This is published in the current Schedule of Classes. After the deadline date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to add and drop classes.

ATTENDANCE POLICIES

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

AUDITING CLASSES

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

ENROLLMENT IN CONFLICTING CLASSES

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

EXCESS UNITS

Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in a combined total of 18.5-21.0 units per semester at all Peralta Colleges. Enrollment in 21.5-25 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 unit load for summer semester is 10 units.

NO SHOWS

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

OPEN CLASSES/OPEN ENROLLMENT

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

STUDENT STUDY LOAD

To complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. (Refer to section on Grades and Grade Points for explanation of grade-point average). An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. For the summer semester, a maximum unit load is set for 10 units**.**

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

WAITLISTS

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit, can add themselves to the waitlist. A process will run each night that will automatically enroll students in the class from the waitlist as seats become available. An email will be sent to the student's Peralta email notifying them of the enrollment and the charge to their class schedule and student account. Students should check their Peralta email regularly.

The last day a student can add to a waitlist is the day before the first day of the term. Once the semester begins, students enrolled in the class who do not show up for the first class meeting, may be dropped by the instructor, who can then add students from the waitlist. If the student is not moved into the course from the waitlist, during the enrollment period, they must attend the first class meeting to be considered for late enrollment from the waitlist. If there is a space available and the waitlisted student is not present during the first class meeting, they will lose their place on the waitlist and the following student on the waitlist may be added instead.

Waitlist important details:

Adding to a waitlist does not guarantee enrollment in the class. All corequisites or prerequisites must be completed before a student can be enrolled from the waitlist.

Students will not be enrolled from the waitlist if the class conflicts with times of their existing class schedule.

Students can view their waitlist position in their class schedule through the online student portal.

Students can remove themselves from a waitlist the same way they would drop a class.

HOW TO USE A PERMISSION NUMBER

Students may add regular full-term classes, when space is available, using Campus Solutions through the last day to enroll. Students must refer to the academic calendar for the enrollment deadlines. After the first week of semester, students may only add a regular session class utilizing the permission number obtained from the instructor. Students must attend the first class meeting and/or email the instructor to obtain a permission number from an instructor. If space is available, the instructor may provide the student with a permission number. The permission number is required to complete the online enrollment through Campus Solutions. A signed ADD card and the permission number are required to complete the enrollment in person. Students are responsible for enrolling themselves via Campus Solutions utilizing the permission number and/or in person at the College Admissions and Records office by the last day to add for the term.

DROPPING CLASSES/WITHDRAWAL

Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop classes they are not attending. If the student does not drop a class, they will be charged and could receive an "F" grade that will appear on the student's permanent record. Students are responsible for dropping classes using Campus Solutions or at the college Admissions and Records Office. Students should refer to the academic calendar in the class schedule and available on the school website to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade.

A withdrawal that occurs prior to the Census date shall not be noted on the student's academic record and the class fees deducted from the tuition balance. A "W" grade will be recorded on the student's transcript upon withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" grade shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who did not withdraw from a class nor was dropped by the class instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor. Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also considered when determining the ability to repeat courses). Enrollment Fee Refund Information can be obtained at www.peralta.edu/admissions/student-finance/drop-refund.

PREREQUISITES, COREQUISITES AND RECOMMENDED PREPARATION

The Peralta Community College District has established certain prerequisites, 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

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

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

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

If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite completion or the student can complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled.

There are three options:

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

PETITION FOR PREREQUISITE/COREQUISITE CHALLENGE

If a student desires to challenge the prerequisite or co-requisite, they must file a petition for Prerequisite/ Corequisite Challenge, and they must provide supporting documentation that aligns with the reason code selected on the form, to the Admissions and Records Office. Upon submitting the request to the Admissions and Records Office, the student is enrolled, or added to the waitlist, provided that space is available in the course. The form is forwarded to the Department Chair for review.

A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will remain enrolled in the course. If the challenge is not upheld and denied within 5 working days of enrollment, the student will be notified that they have been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

Grounds for challenge shall include 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 a 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 the Student Educational Plan.
3. The student demonstrates that they do not pose a threat to themselves or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in their educational plan because the prerequisite or corequisite course has not been made reasonably available.

PROGRAM PREPARATION

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

STUDY LOAD

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

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office. For summer session, a maximum unit load is set for 10 units. It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.

NONCREDIT COURSES

Merritt College offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment. Noncredit classes are free, do not require proof of residency and do not have prerequisites.

The Board of Governor's for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future". It serves as a key contributor to "open access" for students who seek ways to improve their earning power, literacy skills and access to higher education. Noncredit courses are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, enrich their understanding about a wide range of topics, or develop personal interests. Noncredit courses are NOT applicable toward a degree and no units are earned. Upon completion of a series of required classes, students may earn a noncredit vocational certificate. Although students may not initially need or desire unit credit, noncredit often serves as the first point of entry for many under-served students as well as a transition point to credit instruction. There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students.

Students are responsible for the purchase of books and supplies. Upon completion of a course, students will receive a grade of Pass, No Pass or Satisfactory Progress. Students can apply and enroll in noncredit classes online at www.peralta.edu/admissions/noncredit/apply, or by completing a noncredit application in person at any of the Peralta College Admissions and Records Offices, or the Peralta Workforce Development and Continuing Education Office. Students may enroll in both credit and noncredit classes. Students may also order a noncredit transcript from Admissions and Records.

For more information on enrolling in noncredit courses please contact the Merritt College Adult Education Transitions Liaison at vlittles@peralta.edu.

Financial Aid

General Information

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

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

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

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

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

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

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

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

SUMMARY OF FEDERAL FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, students must:

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

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

APPLICATION PROCESS/DEADLINES

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

There are various financial aid deadlines throughout the year. For more information visit https://www.peralta.edu/financial-aid.

SATISFACTORY ACADEMIC PROGRESS

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

REMEDIAL COURSEWORK

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students who have earned more than 45 units of ESOL coursework must also take classes leading toward their stated educational major or goal. Otherwise, students will be notified by the Financial Aid Office that they risk losing eligibility. To continue receiving financial aid, the student must enroll in at least one class leading toward their approved educational goal.

FINANCIAL AID CENSUS DATE

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

FINANCIAL AID DISBURSEMENT

In order to receive a disbursement, a student must have a completed application, a completed financial aid file and be enrolled in the required number of units. Most aid is distributed on a three-payment-per-semester basis. Normally, the first payment is the week before the term begins, the second payment may be expected during the third week of each semester, and the third payment after the mid-point of each semester. Student loans are disbursed in accordance with procedures set forth by federal regulations. Federal Work-Study recipients will be paid once a month. Financial Aid funds are disbursed by BankMobile, a third-party funds management service that has partnered with Peralta Community College District (PCCD). All enrolled students who have applied for financial aid through the FAFSA or Dream Act application will receive a Peralta BankMobile activation kit. Students must select their payment preference for financial aid disbursement.

There are two methods to choose from:

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

It is critical that all students update their mailing address.

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

WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Federal aid recipients who withdraw or are dropped from all classes by instructors are subject to regulations regarding the Return of Title IV funds. Students who withdraw or are dropped from all classes prior to completing more than 60% of the enrollment period are subject to these rules. Also, in accordance with federal aid regulations, students who receive Title IV financial aid and unofficially withdraw (receiving grades: "F", "FW", and "NP" from all enrolled classes may be required to repay a certain portion of the Title IV funds received. Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of "unearned" federal financial aid received by the student. If the student received more financial aid than the amount earned, the student will be billed for the overpayment financial aid recipients are advised to:

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

Failure to do any of the above may result in the loss of financial aid eligibility. Information on the Merritt College Financial Aid Return to Title IV Withdrawal Policy can be found at www.merritt.edu/financial-aid/merritt-college-financial-aid-return-to-title-iv-r2t4-withdrawal-policy/.

STUDENT CONSUMER INFORMATION

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

Federal Grant and Loan Programs

PELL GRANT

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FEOG)

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

FEDERAL WORK-STUDY (FWS)

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

FEDERAL STUDENT LOANS

The following loans are available to students who are enrolled at least half-time and meet the eligibility requirements for Federal Student Loans:

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

California State and Other Grants

CAL GRANTS

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

- A U.S. citizen, a permanent resident, or an eligible non-citizen AB540;
- A California resident attending an eligible college located in California;
- Making satisfactory academic progress.

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

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

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

CALIFORNIA COLLEGE PROMISE GRANT (CCPG)

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

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

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

This program is mainly for recruiting and retention of students from under-represented groups who are educationally and economically disadvantaged. **Referrals for grants are made for full-time EOPS students only**.

For additional information regarding this program, visit the campus **EOPS office in Building R, Room 109**.

SCHOLARSHIPS

Scholarships are available from various individuals and organizations. The amounts of and qualifications for these scholarships vary. New scholarships are constantly being made available to students, thanks to many community supporters of the college. Students are encouraged to research for scholarships online. For scholarship information, please contact Merritt College Student Services: **(510) 436-2535**, or the Peralta Foundation at **510-587-7809**, or visit www.peraltafoundation.org.

BUREAU OF INDIAN AFFAIRS GRANT (BIA) TRIBAL GRANTS

The Bureau of Indian Affairs Grants help eligible American Indian students meet their college costs. These students must be at least one-fourth American Indian, Eskimo or Aleut heritage, as certified by a Tribal Agency served by the Bureau of Indian Affairs. The amount of the grant varies depending on the student's need and the availability of funds of the BIA agency. Tribal Grants are for eligible students who belong to federally recognized Indian Tribes. Tribes generally have their own applications, deadlines, and eligibility criteria.

CHAFEE FOSTER YOUTH GRANT

This grant of up to $5,000 is available to current or former California foster youth under 24 years of age who wish to take vocational training or college courses. To complete Chafee Grant application requirements and verify qualifying foster youth status, the following three forms must be submitted:

1. The Chafee Grant Application, obtained at chafee.csac.ca.gov/
2. The Free Application for Student Aid (FAFSA), obtained at www.studentaid.gov/h/apply-for-aid/fafsa;
3. The Chafee Need Analysis Report (NAR), obtained at chafee.csac.ca.gov In addition, the student must have financial need. The school must report financial need by submitting the Need Analysis Report noted above. The student must also enroll at least half time in an eligible school. The program of study must be at least one academic year long, and the student must attend class(es) regularly and get good grades.

HireUP PILOT PROGRAM 2024

The HireUP Pilot Program provides stipends to formerly incarcerated, CalWORKS and former foster youth enrolled as college students. The stipend helps eligible students meet their education and career goals by removing financial barriers and helping to cover the true cost of college attendance. The stipend is based on the minimum wage and the number of enrolled units. If a student's status changes during a semester, their stipend will increase or decrease accordingly. Stipends are paid once a month.

Program Eligibility Students must self-certify as a former foster youth **OR** are CalWORKs recipients **OR** have been released from incarceration within the last three years and are current participants in the Rising Scholars Network or another dedicated re-entry program.

Additional eligibility requirements: Students must:

- Be enrolled in a certificate or degree program
- Maintain a least half-time enrollment in a certificate or degree program
- Submit a FAFSA or Dream Act Application for the current school year and complete the financial aid application process
- Maintain a minimum cumulative 2.0 GPA and complete more that 50% of all coursework attemped
- Agree to share post-pilot employment and/or further education information

For additional information contact the Merritt College Financial Aid Office at merfinaid@peralta.edu or peralta.edu/financial-aid/hireup.

CALIFORNIA DREAM ACT/AB 540

The California Dream Act consists of two laws (AB 130 and AB 131) that were passed in 2011 and allows AB 540 eligible students to apply for state aid and institutional scholarships, including:

- State funded grants including Cal Grants, UC Grants and the California College Promise Grant
- Assistance from state programs including EOPS and EOP
- Scholarships administered by the public institution of attendance
- Financial aid fee waivers

AB 540, also known as the California Nonresident Tuition Exemption, allows eligible undocumented students to pay in-state tuition. The AB 540 exemption helps make community college more financially accessible for students who face higher out-of-state or nonresident tuition fees due to state and federal residency laws surrounding tuition requirements.

Effective the 2024-2025 academic year, California Dream Act Application (CADAA) embeds the AB 540 Affidavit into their official application, thereby streamlining the application process and enhancing accessibility. The AB 540 Affidavit has expanded state tuition eligibility for certain nonresident students who meet the following requirements:

AB 540 Eligibility Requirements:

Part 1: Time and Coursework Requirements (Either A or B)

A. Attendance for three full time years of the equivalent at any of the following institutions:

- California high school
- California adult school
- California community college (credit or noncredit courses)

OR

B. Three years of California high school credits, along with three years of total attendance at a California elementary school, secondary school, or a combination of all three

AND satisfy Part 2: Degree or Unit Requirements

Part 2: Degree or Unit Requirements:

Requisite may be fulfilled by any of the following:

- Graduate from a California high school
- Obtain a GED, HiSET, TASC in California
- Attain an associate degree
- Meet transfer requirements to a UC of CSU school

Additional Requirements for AB 540 status reclassification:

1. Enroll in an accredited California college or university
2. Complete the AB 540 Affidavit embedded in the CADAA, pledging to legalize immigration status when eligible
3. Not hold a valid non-immigrant visa (except for TPS or U Visa holders). Non-immigrants, as defined by federal law, have been admitted to the United States temporarily and may have been granted one of the following visas: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, TN, TD, V, TROV, NATO.

After submitting the CADDA, students should wait 2-3 weeks before contacting the Admissions and Records Office to verify successful receipt and processing of the affidavit.

Eligible AB 540 students can complete the Dream Act application by going to the website at https://dream.csac.ca.gov/. Refer to the following table for information on how and where to apply for the various financial aid programs covered by the California Dream Act. For more information or resources for undocumented students, email mcrodriguez@peralta.edu.

California Dream Act Financial Aid Programs

GRANT/ SCHOLARSHIP	WHEN TO APPLY	CONTACT/ LOCATION FOR APPLICATION	TYPE OF AID PROVIDED	TYPE OF APPLICATION REQUIRED
Privately Funded Institutional Scholarships	Each Year: JAN 1	Financial Aid Office	Helps pay for education related expenses	Institutional application(s)
Assistance from EOPS or Care	Each Term	EOPS Office	Tutoring, book vouchers, and other support	Institutional application(s)
California Dream Act Service Incentive Grant csac.ca.gov/dsig	Each Year: JUL 1-JUN 30 or until all annual awards are exhaused. Funds are limited to 1,667 participants	Financial Aid Office or California Student Aid Commission	Education-related expenses for Grants A and B; students must have demonstrated involvement in community service in a qualifying organization	California Dream Act Application*, DSIG application, and Payment Request Form
Cal Grant A or B Entitlement: www.csac.ca.gov/cal-grants	Each Year OCT 1 - MAR 2 for Fall Term	Financial Aid Office or California Student Aid Commission	Tuition and education-related expenses	California Dream Application* and GPA Verification Form
Cal Grant C Entitlement: www.csac.ca.gov/cal-grants	Each Year OCT 1 - MAR 2 for Fall Term	Financial Aid Office or California Student Aid Commission	Education-related expenses for occupational or career technical programs	California Dream Application,* Cal Grant C Supplemental Application, and High School or Community College GPA Verification Form
Cal Grant A or B or C Competitive: www.csac.ca.gov/cal-grants	Each Year MAR 3 - SEP 2	Financial Aid Office or California Student Aid Commission	Tuition and education-related expenses for Grants A and B; Education-related expenses for occupational or career technical programs for Grant C	California Dream Application* and GPA Verification Form**; Cal Grant C Supplemental Application

GRANT/ SCHOLARSHIP	WHEN TO APPLY	CONTACT/ LOCATION FOR APPLICATION	TYPE OF AID PROVIDED	TYPE OF APPLICATION REQUIRED
Chafee Grant: https://chafee.csac.ca.gov/	Each Year OCT 1 - MAR 2 for Fall Term	Financial Aid Office or California Student Aid Commission	Education-related expenses for foster youth	California Dream Application* and Chafee Grant application

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

California Dream Application: https://dream.csac.ca.gov/landing
Chafee Grant Application: chafee.csac.ca.gov/

**GPA Verification: www.csac.ca.gov/post/cal-grant-gpa-verification-form

Academic Policies and Procedures

ACADEMIC RECOGNITION

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

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

ACADEMIC RECORDS

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

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

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

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

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

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

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

- Student records shall be released pursuant to a former or current student's written consent.
- "Directory information" may be released in accordance with the definitions in Board Policy 5040.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials or their respective designees, or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the condition in Education Code section 76225.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administrating predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

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

- Student names
- Addresses
- Telephone listings
- Dates and places of birth
- Levels of education
- Majors
- Degrees received
- Prior military experience

- And/or the most recent, previous educational institutions of enrolled in by the students

ACADEMIC RENEWAL

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

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

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

ACADEMIC STANDING

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

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

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

Academic Dismissal: A student on academic probation shall be subject to dismissal after three consecutive semesters in which the student has earned a cumulative GPA of less than 1.75 in all units attempted. Summer session or a regular intersession shall be considered as a semester. Progress Dismissal: A student on Progress Probation shall be subject to dismissal if the percentage of units in which the student has been enrolled and for which the entries of "W,""I," and "NP" are recorded reaches or exceeds 50 percent in at least three consecutive semesters. Summer session or a regular intersession shall be considered as a semester.

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

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

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

COURSE REPETITION

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

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

A. Students may petition to repeat a course for one of the following reasons:

1. To alleviate substandard academic work (D, F, FW, and/or NP) or because a W was earned (Two repeats are permitted; thus, a course can be taken for a maximum of three times).
2. To meet a "legally mandated training requirement as a condition of continued paid or volunteer employment" (documentation required).
3. To address a "significant change in industry or licensure standards which is necessary for a student's employment or licensure" (documentation required).
4. Because of "extenuating circumstances" including verified cases of accidents, illness, or other circumstances beyond the student's control.
5. Because "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question" (documentation required).
6. Because of a "significant lapse of time" (no less than 36 months) and "there is a properly established recency prerequisite for the course or program pursuant to Title 5, section 55003".

B. Students can repeat courses for one of the following reasons, and a petition is not required:

1. A student is permitted to enroll in a variable unit, open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course one time.
2. A student may repeat Cooperative Work Experience for a maximum total of 16 semester units, with a maximum of 6 semester credit hours during one enrollment period in general work experience, and a maximum of 8 semester credit hours during one enrollment period in occupational work experience.
3. A student may repeat a course that is designated as repeatable because repetition of that course is required by the California State University (CSU) and/or the University of California (UC) for completion of a bachelor's degree.
4. A student may repeat a course for purposes of Intercollegiate Athletics (350 contact hours per year per sport and 175 contact hours in courses that focus on conditioning and skill development) or participation for up to four (4) semester enrollments in that course.
5. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges and the event is sanctioned by a formal collegiate or industry governing board.
6. A student may enroll in active participatory courses in physical education, visual or performing arts that are related in content for no more than four (4) courses in each content area (even if a W is received).

C. Students with disabilities may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that student for one of the reasons specified in Title 5, section 56029.

CREDIT FOR PRIOR LEARNING

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

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

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District
- The student must have previously earned credit or noncredit from a College in the District or be currently registered in a College within the District
- Current students must have an Education Plan on file
- The course is listed in the current College catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered at a College in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department) Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Policy

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

Credit by Exam:

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

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

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

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

Credit by Examination Courses:

- ADJUS 21
- ADJUS 22
- ADJUS 23
- ADJUS 25
- ADJUS 57
- BIOSC 101
- BIOSC 102
- BIOSC 103
- BIOSC 104
- CIS 205
- MATH 203
- NURS 3B
- NURS 12

Credit for Military Experience:

Completion of a minimum of one year of active duty with the Armed Forces of the United States, including completion of a basic or recruit training program and receipt of an honorable discharge, may allow veterans to receive six (6) semester units toward an associate degree. All veterans not enrolled in the veterans' program and who have completed 12 semester units may obtain military credit by providing a copy of their discharge papers (DD-214) to the Admissions and Records Office on campus. A DD-214 may also be used to satisfy the requirements of CSU GE Area E. Recommendations of the American Council on Education are considered in allowing credit for military experience or for courses taken during military service. Veterans must submit to the Admissions and Records Office discharge and other official papers verifying courses completed. These units of credit will be applied toward elective units and will not be counted toward the student's associate degree general education or degree major requirements.

Credit for Industry Recognized Credentials:

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

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

Student-Created Portfolio Assessment:

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

- A department approved portfolio assessment rubric for the course is on file
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or the Admissions and Records Office
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment

- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript

Credit from Other Institutions:

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

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

Credit for External Exams:

Advanced Placement (AP), International Baccalaureate (IB), and College-Level Examination Program (CLEP)

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

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

Advanced Placement:

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

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

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

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

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

The University of California AP policy can be found at: https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/.

The California State University AP policy can be found at their website: https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx.

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

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

AP EXAM	PCCD COURSE[1]	PCCD GE AREA	PCCD UNITS	CSU GE AREA AND/OR A.I.	CSU GE UNITS	IGETC AREA	IGETC UNITS
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2 + B3	3	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1 + B3	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	3
Computer Science A[2]	Clears GE Area 4c	4c	3	N/A	0	N/A	0
Computer Science Principles	Clears GE Area 4c or GE Area 4b	4c or 4b	3	B4	3	N/A	0
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language/ Composition	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature/ Composition	ENGL 1A + 1B	3 + 4a or 4d	8	A2 + C2	6	1A or 3B	3
Environmental Science[3]	Clears GE Area 1	1	3	B1 + B3 or B2 + B3	4	5A + 5C	3

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

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

[1] The Peralta Community College District (PCCD) course or General Education Area associated with the Advanced Placement examination. Where courses are noted, they will only be used to establish PCCD pre-requisites and/or course equivalencies. Please see a Counselor for specific information.
[2] If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.
[3] Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 OR B2+ B3 of GE Breadth. Fall 2009 or later, those credits may only apply to B1+B3.
[4] If student passes more than one AP exam in Physics, only six units of credit may be applied to a baccalaureate, and only four units of credit may be applied to GE Breadth certification.

International Baccalaureate (IB):

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

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

CSU may grant additional units admission eligibility. For more information, see the following CSU Memo at: https://www2.calstate.edu/apply/transfer/Documents/AA-2015-19.pdf

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

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

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

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

College-Level Examination Program (CLEP):

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

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

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

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

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

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

CLEP EXAM	PCCD GE UNITS	PCCD GE AREA	UNITS FOR CSU GE	CSU GE AREA AND/OR AMERICAN INSTITUTIONS
Humanities	3	3	3	C2
Information Systems and Computer Applications	1	4c*	0	N/A
Introductory Business Law	0	N/A	0	N/A
Introductory Psychology	3	2	3	D9
Introductory Sociology	3	2	3	D0
Natural Sciences	3	1	3	B1 or B2
Pre-Calculus	4	4b	3	B4
Principles of Macroeconomics	3	2	3	D2
Principles of Microeconomics	3	2	3	D2
Spanish Level II	3	3	3	C2
Trigonometry	3	4b	3	B4 (if completed prior to Fall 2006)
Western Civilization I	3	2	3	C2 or D6
Western Civilization II	3	2	3	D6

GRADING POLICIES

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

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

SYMBOL	DEFINITION	GRADE POINT
A	**Excellent**	**4**
B	**Good**	**3**
C	**Satisfactory**	**2**
D	**Passing** *(less than satisfactory)*	**1**
F	**Failing**	**0**
FW	**Failing** FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same	**0**

SYMBOL	DEFINITION	GRADE POINT
	manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/ dismissal.	
P	**Pass** *(at least satisfactory; units awarded but not counted in GPA)*	
NP	**No Pass** *(less than satisfactory or failing; units not counted in GPA)*	
I	**Incomplete** The grade of I is only appropriate when the student has completed a minimum of two-thirds of the work for the course with a passing grade. Conditions for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade. Incomplete grades may affect a student's Financial Aid Satisfactory Academic Progress and ability to receive financial aid, especially courses part of a degree requirement funded by Pell Grant of Federal Student Loan. **Incomplete defaults**: I-B: The I-B grade defaults to an assigned grade of a B I-C: The I-C grade defaults to an assigned grade of a C I-D: The I-D grade defaults to an assigned grade of a D I-F: The I-F grade defaults to an assigned grade of a F	
SP	**Satisfactory Progress towards completion of the course** (Used for noncredit courses only and is not supplanted by any other symbol)	
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" shall not be used in calculating grade point averages.	
RD	**Report Delayed** The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.	
W	**Withdrawal** A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record. A "W" symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).	

SYMBOL	DEFINITION	GRADE POINT
	The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation. A "W" shall not be assigned "if a determination is made pursuant to Title 5 sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because they reasonably believed that remaining in the course would subject them to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.	
EW	**Excused Withdrawal** "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." Excused withdrawal shall not be counted in progress probation and dismissal calculations. Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. In no case may an excused withdrawal result in a student being assigned an "FW" grade. (f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5 section 58161.	
MW	**Military Withdrawal** The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points for dismissal.	

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

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

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

GPA is determined by the following formula: Total grade points earned, divided by total semester units attempted = GPA. Example: A student who earns 5 units of "A," 4 units of "B," 3 units of "C," 2 units of "D," and 2 units of "P" would compute the GPA as follows:

COMPLETED	ATTEMPTED	GRADE POINTS
5 units	5 units	A x 5 = 20
4 units	4 units	B x 4 = 12
3 units	3 units	C x 3 = 6
2 units	2 units	D x 2 = 2
0 units	2 units	P x 2 = 0
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," "P," "NP," or "I" was assigned are not counted in units attempted.

Conversion of quarter units to semester units used by all colleges and universities who are on the semester system is as follows:
Divide quarter units by 1.5 to determine the equivalent unit value in terms of semester units. For example, three quarter units of work equals two semester units. The student may consult a counselor if in doubt about the conversion of units accumulated under the quarter system.

Grade Corrections: No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and incompetency. No grade will be changed later than two (2) years after the calendar date ending the semester in which the grade was assigned. Grades are not subject to change by reason of a revision of judgment on the instructor's part. No grade except Incomplete may be revised by the instructor on the basis of a new examination or additional work undertaken as agreed upon when the ("I") grade was originally submitted or completed after submission of final grades.

INDEPENDENT STUDY

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

Conditions for Independent Study

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

Approval Process of Independent Study

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

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

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

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

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

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

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

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

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

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

Prerequisite/Corequisite Challenge: If a student desires to challenge the prerequisite or corequisite, they must file a Petition for Prerequisite/Corequisite Challenge with appropriate documentation and submit it to the Admissions and Records Office. Grounds for challenge shall include at least one of the following:

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

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

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

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

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

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

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

Board Policy (BP)
and Administrative Procedures (AP)

BP 3410 Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Reference:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.
Title 2 Sections 10500 et seq.
Labor Code Section 1197.5
ACCJC Accreditation Eligibility Requirement 20 and
ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)
California Fair Employment and Housing Act
Administrative Procedure 3410

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: January 21, 2014
Updated and approved by the Board of Trustees: June 24, 2014
Updated and approved by the Board of Trustees: April 14, 2015
Updated and approved by the Board of Trustees: March 14, 2017
Updated and approved by the Board of Trustees: February 26, 2019

AP 3435 Discrimination and Harassment Complaints and Investigations

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

NOTE: This Administrative Procedure will be applied in accordance with union Collective Bargaining Agreements (CBA)

I. Reporting and Filing Complaints
The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation or who has learned of harassment, discrimination, or retaliation may report harassment, discrimination, or retaliation. Complainants may have the option of filing a complaint.

II. Complaints
A complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state and federal law. Complaints must be filed with the Vice Chancellor of Human Resources and Employee Relations unless the Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible District Officer, in which case it should be submitted directly to the Chancellor.

The District may request, but shall not require the Complainant to submit a complaint on the form prescribed by the State Chancellor. A copy of the form will be available at the college Office of Student Services, District Office of Human Resources, and the District/college websites. A complainant shall report a verbal Complaint to the Vice President of Student Services, or the College President, or the Vice Chancellor of Human Resources. The Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources will take steps to ensure the writing accurately reflects the facts alleged by the Complainant.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, the District Office of Employee Relations will promptly contact the Complainant and specify the defect. If the Complainant is unable to fix the defect in the Complaint, the Vice President of Student Services shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation.

Who May File a Complaint: Any student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, parent of a minor, or an individual with legal authority on behalf of a student or employee who believes the student or employee has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing directed to the Vice President of Student Services, the College President, or the Vice Chancellor of Human Resources.

Complainants may but are not required to use the form prescribed by the Chancellor of the California Community Colleges. These forms are available from the District Office of Employee Relations, the District's Human Resources website, and at the State Chancellor's website.

II. Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor of Human Resources and Employee Relations immediately.

III. Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

IV. Communicating that the Conduct is Unwelcome

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

V. Intake and Processing of the Complaint

Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor of Human Resources and Employee Relations shall:

- Consider whether the District can undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all Parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a Complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor of Human Resources and Employee Relations should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

VI. Investigation

The Vice Chancellor of Human Resources and Employee Relations shall:

- Authorize the investigation of the Complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the Parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. The investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.

- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

VII. Investigation of the Complaint

The District shall promptly investigate every Complaint. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes Complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus. The District shall notify the Complainant that the District will commence an impartial factfinding investigation of the allegations contained in the complaint.

As set forth above, where the Parties opt for an informal resolution, the Vice Chancellor of Human Resources and Employee Relations may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

VIII. Investigation Steps

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

IX. Timeline for Completion

The District will undertake its investigation as promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

X. Cooperation Expected

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

XI. Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including individuals contacted and interviewed:
- A summary of the testimony provided by each witness including the complainant and any available witnesses identified by the Complainant in the complaint;
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether each factual allegation in the complaint occurred based on the preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages and
- Any other information deemed appropriate by the District.

XII. Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of students and employee respondents during the investigation process and any ensuing discipline.

XIII. Administrative Determination

1. In any case not involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report, and written notice to the Complainant setting forth all of the following: [NOTE: For cases involving employment discrimination, Title 5 only requires that a copy or summary of the report be provided to the Complainant. The District may, but is not required to, provide the report to the respondent in order to have a consistent process for addressing employment and non-employment discrimination claims.]

(a) The Chancellor or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) In the event a discrimination allegation is substantiated a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;

(c) The proposed resolution of the complaint;

(d) The Complainant's right to appeal to the District Board of Trustees and the California Community Colleges Chancellor's Office; and

(e) In matters involving student sexual misconduct, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

2. In any case involving employment discrimination, within 90 days of receiving a complaint, the District shall complete its investigation and forward a copy or summary of the report and written notice to the Complainant setting forth all the following:

(a) The Chancellor's or his/her/their designee's determination as to whether discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b) If a discrimination allegation is substantiated, a description of actions taken, if any, to prevent similar acts of unlawful discrimination from occurring in the future;

(c) The proposed resolution of the complaint; and

(d) The complainant's right to appeal to the District Board of Trustees and to file a complaint with the Department of Fair Employment and Housing.

The District shall also provide the Respondent the following:

(a) The Chancellor or his/her/their designee's determination as to whether unlawful discrimination occurred with respect to each allegation in the complaint based on the preponderance of the evidence standard;

(b)The proposed resolution of the complaint, including any disciplinary action against the Respondent; and

(c) In matters involving student sexual misconduct not subject to Title IX, the Respondent's right to appeal to the District's Board of Trustees any disciplinary sanction imposed upon the Respondent.

XIV. Discipline for Student Sexual Misconduct Not Subject to Title IX (new section)

In a complaint involving student sexual misconduct not subject to Title IX, if a student Respondent is subject to severe disciplinary sanctions, and the credibility of witnesses was central to the investigative findings, the District will provide an opportunity for the student Respondent to cross-examine witnesses indirectly at a live hearing, either in person or by video conference and a live hearing conducted by a neutral decision-maker other than the investigator. The District shall appoint a neutral third party to attend the hearing solely for the purpose of asking any questions to the witnesses. The neutral third party shall not be the student Respondent, the student Respondent's representative, or any individual charged with making a final determination regarding discipline. The student Respondent may submit written questions before and during the cross-examination, including any follow-up questions. The neutral third party asking questions shall not exclude any questions unless there is an objection to the question by any individual charged with making a final determination regarding discipline.

XV. Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate and consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

1. providing an escort to ensure that the Complainant can move safely between classes and activities;
2. ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
3. preventing offending third parties from entering campus;
4. providing counseling services or a referral to counseling services;
5. providing medical services or a referral to medical services;
6. providing academic support services, such as tutoring;
7. arranging for a Student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
8. reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems, and should follow up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all Parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

XVI. Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 30 days, submit a written appeal to the Board of Trustees.

In a complaint involving student sexual misconduct not subject to Title IX, a Respondent who is not satisfied with the results of the administrative determination may submit a written appeal to the District's Board of Trustees within 30 days.

The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision on the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and the Respondent. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days, the administrative determination shall be deemed approved on the forty-sixth day and shall become the final decision of the District in the matter. The District shall promptly notify the Complainant and the Respondent of the Board's action, or if the Board took no action, that the administrative determination is deemed approved.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

XVII. Remand

The California Community College Chancellor's Office may remand any matter to the District for any of the following reasons: to cure defects in the investigation or in procedural compliance; to consider new evidence not available during the investigation despite the Complainant's due diligence that would substantially impact the outcome of the investigation; or to modify or reverse a decision of the District's Board of Trustees based upon misapplication of an applicable legal standard or an abuse of discretion.

If the California Community College Chancellor's Office remands a matter to the District, the District shall take necessary action and issue a decision after remand within 60 days. In any case not involving employment discrimination, the Complainant may appeal the District's amended determination to the California Community College Chancellor's Office within 30 days by following the appeal procedures above.

XVIII. Extension of Time

If the District is unable to comply with the 90-day deadline, the District may extend the time to respond by up to 45 additional days. An extension may be taken only once without permission from the California Community Colleges Chancellor's Office, and must be necessary for one of the following reasons:

- a need to interview a party or witness who has been unavailable;
- a need to review or analyze additional evidence, new allegations, or new complaints related to the matter; or

- to prepare and finalize an administrative determination.

The District shall send a written notice to the Complainant and to a Respondent who is aware of an investigation indicating the necessity of an extension, the justification for the extension, and the number of days the deadline will be extended. The District shall send this notice no later than 10 days prior to the initial time to respond.

The District may request additional extensions from the California Community Colleges Chancellor's Office after the initial 45-day extension. The District shall send a copy of the extension request to the Complainant and to a Respondent who is aware of an investigation. The Complainant and Respondent may each file a written objection with the California Community Colleges Chancellor's Office within 5 days of receipt.

XIX. Disclosures to the California Community Colleges Chancellor's Office

Upon request of the California Community College's Chancellor's Office, the District shall provide copies of all documents related to a discrimination complaint, including the following: the original complaint, any investigative report unless subject to the attorney-client privilege, the written notice to the Complainant setting forth the results of the investigation, the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights, the Complainant's appeal of the District's administrative determination, any other non-privileged documents or information the Chancellor requests.

The District shall provide to the California Community Colleges Chancellor's Office an annual report with the following information: the number of employment and non-employment discrimination complaints and informal charges received in the previous academic year; the number of complaints and informal charges resolved in the previous academic year; the number of complaints of unlawful discrimination received in the previous academic year, and the number of those complaints that were sustained in whole or in part; and any other information requested by the Chancellor.

XX. File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

1. the original complaint;
2. the investigatory report;
3. the summary of the report if one is prepared;
4. the notice provided to the Parties, of the District's administrative determination and the right to appeal;
5. any appeal; and
6. the District's final decision.

For any appeal to the California Community Colleges Chancellor's Office, all relevant, non-privileged documents shall be provided upon request of the Chancellor.

XXI. Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence.

1. The procedures shall be published in all student, faculty, and staff handbooks, each college's catalog and schedule of classes, and other printed material deemed appropriate by each college's Vice President of Student Services.
2. The procedures also will be disseminated to students at each college's new student orientation and at periodic workshops to be scheduled by each college's Vice President of Student Services.
3. The procedures will also be disseminated to each faculty member, all members of the administrative staff and all members of the support staff both at the time of hire and at the beginning of each school year.
4. The procedures also shall be displayed in a prominent location in each college along with the other notices regarding the college's procedures and standards of conduct. A copy of the procedures shall be made available to any person expressing a verbal complaint about such matters.

XXII. Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all non-supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all non-supervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have a refresher until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training also must address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, and appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign-in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written responses or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

XXIII. Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

NOTE: DFEH Regulations require any employer whose workforce contains 10 percent or more of persons who speak a language other than English as their spoken language to translate its harassment, discrimination, and retaliation policies into every language that is spoken by at least 10 percent (10%) of the workforce. In order to comply with this requirement, Districts should translate BP 3410 Nondiscrimination, BP 3430 Prohibition of Harassment, AP 3410 Nondiscrimination. AP 3430 Prohibition on Harassment, and AP 3435 Discrimination and Harassment Complaints and Investigations into any applicable languages.

Reference:

Education Code Section 212.5, 66281.5 and 67386
Government Code Section 12950.1;
Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
Title 2 sections 11023 and 11024
20 U.S. Code Sections 1681 et seq.
34 Code of Federal Regulations Section 106.8(b)

Approved by the Chancellor: June 14, 2016

Revised and approved by the Chancellor: December 12, 2017
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: October 6, 2020
Revised and approved by the Chancellor: April 5, 2021
Revised and approved by the Chancellor: November 9, 2021

BP 4100 Graduation Requirements for Degrees and Certificates

The Peralta Community College District grants the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted (additional requirements can be listed in the administrative procedures); and who meet residency requirements.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain skills that may be oriented to career or general education. Students must obtain a "C" or better in each course and meet college residency requirements.

Students may be awarded a Certificate of Proficiency upon successful completion of a program of study which includes up to 17.5 units. Students must obtain a "C" or better in each course. A Certificate of Proficiency will not appear on a student's transcript. Students may be awarded a Certificate of Completion or a Certificate of Competency upon successful completion of courses of study or curriculum which are noncredit and for which the District offers a certificate.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of each of the local college curriculum committees and the district Council on Instruction, Planning, and Development (CIPD). The procedures shall assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students. Further, each college catalog shall include a statement on Catalog Rights.

References:

Education Code section 70902(b)(3); sections 66745 et seq.;
Title 5 sections 55060 et seq.;
Accreditation Standard II.A.3.

Approved by the Board of Trustees: January 24, 2012

Revised and approved by the Board of Trustees: December 12, 2017
Revised and approved by the Board of Trustees: February 26, 2019

BP 4220 Standards of Scholarship

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: academic record symbols and grading, credit for priorlearning, academic and progress probation, academic and progress dismissal, alleviating substandard work and academic renewal, remedial course limit, excess units, and course repetition.

These procedures shall be published in the college catalogs.

Reference:

Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq. and 55050 et seq.

Approved by the Board of Trustees: January 24, 2012

Revised and approved by the Board of Trustees: November 15, 2016
Revised and approved by the Board of Trustees: February 26, 2019
Revised and approved by the Board of Trustees: March 23, 2021

AP 4222 Remedial Coursework

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as "pre-collegiate basic skill instruction delivered in the non-degree applicable credit mode."

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measurable progress toward the development of skills appropriate to his/her enrollment in college-level courses. Students also may be referred to appropriate adult noncredit education services.

No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support including addition language support for English as a Second Language students, during the same semester that they take a transfer-level English of mathematics course but only if an administrator determines the support will increase the likelihood of passing the transfer-level English or mathematics course. The administrator shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.

Reference:

Education Code Section 78213
Title 5 Section 55035
ACCJC Accreditation Standard II.A.4

Approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: March 7, 2019

AP 4225 Repeatable Courses

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses, including:

- student repetition when a satisfactory grade was received,
- student repetition when a satisfactory grade was not received,
- courses per Title 5 which are determined to be repeatable, and

- active participatory credit courses in physical education and visual or performing arts that are related in content.

A. Alleviate substandard academic work [55040(b)(2), 55042]

1. A student may petition for approval to repeat a course when a student was awarded a substandard grade a "D", "F", "FW", "NP" or "NC") or received a 'W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
2. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
3. Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
4. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
5. Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

B. Withdrawal (55024)

1. As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times).
2. The 'W" shall not be used in calculating GPA, but must be used in determining probation and dismissal.
3. Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

C. Significant lapse of time [55040(b)(3), 55043]

1. A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.
2. However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or
3. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.
4. The previous grade and credit will be disregarded in computing the student's GPA.

D. Recency requirement at an institution of higher education [55040(b)(3), 55043]

1. As noted above in section C, a student may petition to repeat a course when "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question."
2. The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
3. The previous grade and credit will be disregarded in computing the student's GPA.

E. Legally mandated [55040(b)(8)]

1. A student may petition to repeat a course not marked as repeatable "in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment."
2. Such courses may be repeated for credit any number of times as legally required.
3. Students must certify or provide documentation that course repetition is legally mandated.
4. The grade received each time shall be included for purposes of calculating the student's grade point average.

F. Significant change in industry or licensure standards [55040(b)(9)]

1. A student may petition to repeat a course "as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure."

2. The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
3. The grade received each time shall be included for purposes of calculating the student's grade point average.

G. Extenuating circumstances [55040(b)(5), 55045]

1. A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student's control.
2. The previous grade and credit will be disregarded in the computing of the student's grade point average.
3. This does not apply to courses designated as repeatable.

H. Occupational Work Experience [55040(b)(6), 55253]

1. Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
    a. General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
    b. Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
2. The grade each time shall be included for the purpose of calculating the student's grade point average.

I. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]

1. A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
2. A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
3. Under no circumstances may a portion of a physical education course be repeated.

J. Special classes for students with disabilities [55040(b)(7)]

1. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.
2. The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.

K. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]

1. A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
2. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.
3. In most cases, the limit will be four (4) semesters.
4. The grade received each time shall be included for calculating the student's grade point average.

L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]

1. A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
2. There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four (4) semester enrollments in the course [58161(d), 58162].
3. The grade received each time shall be included for calculating the student's grade point average.

M. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]

1. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
2. The outcomes of the course must be tied to the student's participation in the competition.
3. The event must be sanctioned by a formal collegiate or industry governing board.
4. A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
5. The enrollment limits apply even if the student receives a substandard grade or a 'W" during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
6. The grade each time shall be included for calculating the student's grade point average.

N. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]

1. A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
2. A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
3. The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
4. All grades and credits received count in calculating the student's grade point average.

AP 4227: Repeatable Courses, AP 4228: Course Repetition, Significant Lapse in Time, and AP 4229: Course Repetition, Variable Units have been merged into this AP 4225.

Approved by the Chancellor: May 24, 2013

Revised and approved by the Chancellor: June 13, 2017

BP 4230 Grading and Academic Record Symbols

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the "FW" grade for unofficial withdrawal.

Reference:

Title 5 Section 55023

Replaces:

Grading and Academic Record Symbols was covered in Board Policy 5.22 **Academic Standards/ Standards of Scholarship**
First approved March 17, 1981 and last revised March 18, 2011.

Approved by the Board of Trustees: March 27, 2012

AP 4235 Credit for Prior Learning

(Formerly Credit by Examination)

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)

- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning

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

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

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

Prior Learning Assessment Grading Policy

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

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

See Administrative Procedure 4236 Advanced Placement Credit

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's Administrative Procedure 4235 Credit for Prior Learning and the IB details in the college catalog

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's Administrative Procedure 4235 Credit for Prior Learning and the CLEP details in the college catalog.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Admission and Records Office
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

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

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

Student-Created Portfolio Assessment

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

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

Credit by Examination from Within the District

A. Credit by examination can also be obtained through satisfactory completion of an examination administered by the college in lieu of completion of a course in the college catalog. Courses that can be taken through Credit-by-Examination are so designated in the catalog.
B. Rules for Credit by Examination through a college administered examination:

1. The student must be currently registered in the college and have completed 12 units at the college for residency purposes.
2. The student must have a minimum cumulative grade point average (GPA) of 2.0.
3. The student must be in good standing and have no financial obligations owed to the Peralta Community College District.
4. The course is listed in the college catalog as having a credit-by-exam option.
5. A grade of incomplete (I) may not be assigned for Credit by Examination. The student's grade shall be recorded on his/her academic record, even if it is substandard. The student will not have the option of rejecting a substandard grade.
6. Credit by Examination counts as enrollment for repeatability purposes.
7. The student may make only one attempt of Credit by Examination per course.
8. The student may not earn more than 12 units of Credit by Examination for an associate degree and 6 units toward a certificate of achievement.
9. The student must pay the fees equal to the enrollment fee cost of the course (BOGFW does not cover this fee).
10. Although the University of California and the California State University accept, with certain limitations, appropriate credits obtained by examination, there is no guarantee that other institutions will do so.
11. The grade obtained through Credit by Examination will be recorded on the transcript (academic record) with a descriptor CE (Credit by Examination).
12. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in the student's native language are excluded from Credit by Examination consideration.
13. Credit by Examination is not available where:

    (a) the student already has completed a more advanced course in the discipline.
    (b) the student previously has received an evaluative symbol grade (A, B, C, D, F, W, FW, CR, P, NC or NP) for a course taken at one of the Peralta colleges.
    (c) the student has failed a Credit by Examination test (cannot petition to retake the course by Credit by Examination)

14. Grades issued upon completion of Credit by Examination will be included in the calculation of the student's grade point average for determining scholarship awards.
15. Credit by Examination only shall be available in Fall and Spring Semesters. the student must be enrolled at the college or enrolled in an approved CTE/high school articulated program during the semester in which the Credit by Examination is attempted.
16. The petition for Credit by Examination must be completed and submitted to the Office of Instruction by the beginning of the fifth (5th) week of the semester and the examination must be completed before the end of the semester.
17. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, Social Security benefits, athletics, or residency for financial aid.
18. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

C. Credit by Examination Procedure for Credit by Examination through a college administered examination:

1. Student obtains a Petition for Credit by Examination from the Office of Instruction or from the Office of Admissions and Records.
2. Student completes the Student Information section of the petition and submits it to the Office of Admissions and Records for Verification Determination of Eligibility:

    (a) Currently enrolled at the college in the semester in which the exam is to be taken
    (b) In good academic standing (see II.B.2)
    (c) Has less than 15 units earned through Credit by Examination
    (d) Not currently enrolled in the course to be challenged through Credit by Examination
    (e) Grade Basis selected (as appropriate to the course)

3. Once the Verification Determination of Eligibility has been completed by the Office of Admissions and Records, the student will be contacted to pick up the Petition from the Office of Admissions and Records.

4. Student meets with the department chair of the discipline to receive approval for the petition. If approved, a full-time instructor is assigned to administer the examination and the student makes arrangements to take the examination.
5. Student takes the approved petition to the Cashier's Office (Bursar's Office) for payment of fees and receipt. Fees are non-refundable regardless of the outcome of the exam. BOGW cannot be used for payment of Credit by Examination fees. Fees must be paid after department approval is granted and before the examination is administered.
6. Student submits the approved petition to the instructor administering the examination. The Instructor will record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the department chair.
7. The department chair will review and sign the petition, and forward it to the Office of Instruction. Completed examination materials must remain on file in the Office of Instruction for three years.
8. The Office of Instruction will assign a class number for the examination and forward the petition to the Office of Admissions and Records to be processed.
9. The Office of Admissions and Records will post the course and assigned grade to the student's academic record (transcript). The petition will be retained in the Office of Admissions and Records.

References:

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902
Title 5 Sections 55050, 55051, 55052, and 55052.5

Approved by the Chancellor: October 27, 2020

Approved by the Chancellor: January 5, 2021
Revised and approved by the Chancellor: February 22, 2022

AP 4260 Prerequisites, Co-requisites, and Advisories

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

I. Information in the Catalog and Schedule of Courses

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

II. Challenge Process

A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

    1. If space is available in a course when a student files a challenge to the prerequisite or co- requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the

challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.

2. 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 students registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5 Section 55003(p).
2. The student seeks to enroll and has not been allowed to enroll due to a 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. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process
The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:

    i. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:

        a. Approve the course; and,
        b. As a separate action, approve any prerequisite or co-requisite, only if:
        The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:

            1. involvement of faculty with appropriate expertise;
            2. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
            3. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
            4. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
            5. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
            6. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
            7. maintain documentation that the above steps were taken.

        c. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a

cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

d. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
e. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
f. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

ii. A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

a. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
b. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.

iii. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
iv. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 550039(c).

4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

III. Courses Exempt from Content Review

Title 5 subdivision (e) of section 55003 specifies the conditions under which a prerequisite or co- requisite does not need to be subject to either content review or content review with statistical validation:

A. It is required by statute or regulation; or
B. It is part of a closely-related lecture-laboratory course pairing within a discipline; or
C. It is required by four-year institutions; or

D. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

IV. Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

A. Advisories on Recommended Preparation
The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

B. Limitations on Enrollment
The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review.
The following requirements must also be met in order to establish these particular limitations on enrollment:

1. Performance Courses.
The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that: Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

    i. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
    ii. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

2. Honors Courses
A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements.
If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

3. Blocks of Courses or Sections.
Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Also, please reference, "Guidelines for Title 5 Regulations Section 55003, Policies for Prerequisites, Co-requisites and Advisories on Recommended Preparation" (CCCCO, February 2012), which can be found at the following web site: https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction- Unit/Files/Prerequisites_Guidelines_55003-Final_pdf.pdf?la=en&hash=1C2711D92D6E603417C5FD5B75FB2FEA54576BE6

References:

Title 5 Section 55003
Title 5 Sections 55000 et seq.
Guidelines for Title 5 Regulations Section 55003, Policies for Prerequisites, Co-requisites and Advisories on Recommended Preparation (CCCCO, February 2012)

Approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: October 15, 2012
Revised and approved by the Chancellor: January 5, 2021

AP 4610 Instructional Service Agreements

This procedure follows the 2015 Guidelines from the California Community Colleges State Chancellor's Office.

Community college districts may claim full-time equivalent students (FTES) and state apportionment for courses given through instructional service agreements/contracts provided that California Education Code and title 5 requirements are met. The regulations are contained in California Education Code sections 78015, 84752 and California Code of Regulations, title 5, sections 51006, 53410, 55002, 55003, 55005,55300, 58050, 58051(c)–(g), 58051.5, 58055, 58056, 58058(b), 58102-58106, 58108. Other regulations and/or statutes may apply.

These guidelines paraphrase applicable sections of Education Code and title 5 and apply only to programs and/or courses conducted in a cooperative instructional service arrangement with public agencies. (As indicated in Legal Advisory 04-01.5, although these guidelines are focused on agreements with public agencies, most of the requirements apply equally to private training partners.) The following list of required elements should be used as a guide in the preparation of agreements/contracts.

1. The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program (Cal. Ed. Code, § 78015).
2. The college or district must have a written agreement/contract with the contractor stating:
    a. the responsibilities of each party, including a notation that although operated on- site by the contractor, the college or district is responsible for the educational program and/or course(s),
    b. the procedures, terms and conditions relating to:
        1. enrollment period,
        2. student enrollment fees,
        3. the number of class hours sufficient to meet the stated performance objectives,
        4. supervision and evaluation of students,
        5. withdrawal of students prior to completion of a course or program, and
    c. the terms and conditions relating to cancellation and termination of the arrangement.
3. The college or district has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district (Cal. Code Regs., tit. 5, § 58058) who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of

the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.

   a. Where the instructor is not a paid employee of the district, the college or district has an additional written agreement/contract with each instructor requiring FTES to be reported by the instructor and stating that the college or district has the primary right to control and direct the instructional activities of the instructor.
   b. The college or district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.

4. The college or district lists minimum qualifications for instructors teaching agreement/ contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or district (Cal. Code Regs., tit. 5, § 53410).
5. The course(s) included in the agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites (Cal. Code Regs., tit. 5, § 58051.5).

   a. Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites (Cal. Code Regs., tit. 5, §§ 51006, 58106).
   b. The district policy on open enrollment (Cal. Code Regs., tit. 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes (Cal. Code Regs., tit. 5, § 51006).
   c. Course outlines of record for advanced public safety courses, including in-service training courses in the areas of police, fire, corrections, and other criminal justice occupations, will not list as a prerequisite public safety employment, or possession of a basic course diploma. Appropriate health and safety prerequisites and/or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan, as well as additional requirements established at the local level, so long as they do not violate the law, title 5, or this directive (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g) and 58106; Pen. Code § 832.3(c)).
   d. Course outlines of record for advanced public safety courses, including in-service training courses in public safety areas as described above, should include a sufficiently detailed list of prerequisites that are directly related to content of the advanced course, so that all prospective students can be assessed for enrollment eligibility, and shall only be put in place as provided by title 5, section 55003. Prerequisites shall not be established or construed so as to prevent academically qualified persons who are not employed by public safety agencies from enrolling in and attending courses (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g), 58106; Pen. Code § 832.3(c)).
   e. A student may request an evaluation of his/her previous experience and coursework to determine if it is equivalent to the listed requirements. If it is determined that a student does not meet the prerequisite requirements pursuant to title 5 section 55003(o), the student may challenge the prerequisites through the college's prerequisite challenge process pursuant to title 5 section 55003(p). The college shall maintain documentation that demonstrates that its processes for assessing student eligibility for enrollment were followed.
   f. College publications shall inform students regarding the method by which they can seek an evaluation for equivalent enrollment eligibility for advanced public safety courses (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g) and 58106; Pen. Code § 832.3(c)).
   g. College publications, including the course outline of record and course syllabi, shall include a notification that will advise advanced public safety course students that approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

6. Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.
7. The agreement/contract or addendum must specify all courses conducted in the cooperative arrangement and provide corresponding outlines of record with documentation that each has been approved by the

college's curriculum committee, is consistent with title 5 course standards and has been approved by the district board of trustees.
8. Procedures are in place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Faculty covered under the agreement and students are held to a comparable level of rigor to all courses offered at the college.
9. Permanent records of student attendance, grades and achievement will be maintained by the public agency or college (as determined appropriate by the community college district). Records will be open for review at all times by college officials and submitted on a schedule developed by the community college district.
10. It is agreed that both contractor and community college district will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment Tutoring).
11. The community college district must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group.
12. The community college district is responsible for obtaining certification from the public agency verifying that the instructional activity to be conducted will not be fully funded by other sources.*
13. If the course(s) will be located outside the boundaries of the district, the district must comply with the requirements of title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

In accordance with Assembly Bill 444 (Stats. 1996, ch. 637) effective September 16, 1996; title 5, section 58051.5, was amended to include appropriate language to implement California Education Code Section 84752. See Legal Opinion O 11-01.

References:

As listed in the text

Approved by the Chancellor: January 9, 2017

AP 5011 Admission: Special Admission and Enrollment of High School and Other Young Students

Introduction

Per Education Code 48800 and 76002, the Peralta Community College District (Berkeley City College, College of Alameda, Laney College, and Merritt College) authorizes the admission of special admit students, who are "highly talented" minor students without high school diplomas, who can benefit from "advanced scholastic or career/technical work."

Students will receive college credit in all courses. The responsibility to make the determination of the student's preparation belongs to the school district in which the student is enrolled. However, the final determination rests with the College where the special admit student seeks to enroll.

A student participating in the special enrollment program as a special admit receives college credit. With the approval of the high school, the student also may receive high school credit. The Office of Admissions and Records will send an official transcript to the high school upon request.

The authority to restrict the admission or enrollment of a special admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, remains the prerogative of the college.

Special admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) students.

Additionally, the California Education Code section 76004 that the District may participate in a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates or helping high school students achieve college and career readiness (see below).

This procedure does not apply to (Early College High School Program), such as College of Alameda or the Laney College Gateway to College Program.

High School Students

High school students may be admitted for enrollment to a Peralta college who are eligible to participate based on the criteria listed below. Per Education Code sections, 76001, 76002, and 48800, persons who are 18 years of age or older and still enrolled in high school or adult high school also may be admitted as "special admit" students.

The student must be recommended by his/her high school principal. As part of the approval process, the principal must verify through consent and signature on the High School Special Enrollment form that the recommended student can benefit from college instruction. Home schooled students must provide approval/clearance from their local high school district.

A parent/guardian consent and signature on the High School Special Enrollment form verifying parental/guardian approval must be submitted in addition to the district online admission application. Parents/guardians also must acknowledge on the High School Special Enrollment form that the student will be expected to conform to all college/district policies and that topics of instruction are appropriate for adult-level students.

A student enrolling in 6.5 to 15 units must obtain permission from the college Vice President of Student Services or designee at the College prior to enrollment (use the High School Special Enrollment Program form). Official high school transcripts must be attached to the enrollment form.

Conditions for Enrollment:
The Peralta Community College District may admit a high school student who meets the following conditions:

Academic Eligibility:

1. Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as verified by the high school.
2. When a student seeks to enroll in a course that has a pre-requisite of co-requisite, the students must meet the stated prerequisite and or co-requisite in order to enroll in the class.
3. Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

1. Admission is subject to seat availability.
2. Special admit full-time students must meet the eligibility standards as established in Education Code Section 48800.05.
3. Students may not enroll in pre-collegiate courses (numbered 250 or higher), physical education courses, or any course comparable to a course offered at the high school.
4. Students may not enroll in a college course to alleviate a high school deficiency.
5. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue enrollment as a special admit student.
6. Students will not receive priority enrollment status. Students will not be charged enrollment fees or any other college/district fees.

Enrollment Steps:

1. Complete the High School Special Enrollment form that includes the approval/signature of the parent/guardian and of the student's high school principal
2. Complete the online admissions application.
3. The High School Special Enrollment form will be submitted to the Office of Admissions and Records, and the student will be enrolled in the selected classes.

Talented Elementary and Middle School Students

The Peralta Community College District may admit highly gifted elementary and middle school students for enrollment in a Peralta College if they are deemed eligible to participate.

Elementary and middle school students will have limited course options for enrollment and the list of these courses can be found at the following web site:

http://web.peralta.edu/admissions/high-school-students/elementary-middle-school-students/

Enrollment Steps:

1. The student must be recommended by the school principal who signs the Elementary and Middle School Special Enrollment form. The principal must verify that the recommended student can benefit for college instruction. Home schooled students must provide approval/clearance from the local school principal.
2. The parent/guardian also must sign the Elementary and Middle School Special Enrollment form. The form is submitted to the Office of Admissions and Records at the college. In signing the form, parents acknowledge that the parent/guardian understands that the student will be expected to conform to all college/district policies.
3. The student must complete the District paper admission application to be submitted with the elementary and middle school student special admissions enrollment approval form.
4. Special part-time students are exempt from paying enrollment fees and any other college/district fees.
5. Students enrolling as elementary or middle school special admit students can only enroll in select classes. Elementary and middle school students may only enroll in one class per semester from the list of select classes and may be permitted to enroll in two classes in summer session.

College Classes on High School Campuses

If a class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board. The principal of the school must sign an agreement with the college/district which agrees to the open enrollment of students. The class will be open to all students.

If the decision to offer a class on a high school campus is made after publication of the District's/College's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

State Apportionment

A community college district may include K-12th grade students who attend a community college within the District pursuant to Education Code Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those students are enrolled in community college classes that meet all of the following criteria:

1. The class is open to the general public.
2. The class is advertised as open to the general public in one or more of the following:
    a. the college catalog.
    b. the regular schedule of classes.
    c. an addendum to the college catalog or regular schedule of classes.

If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class. If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.

College and Career Access Pathways (CCAP)

Per California Education Code section 76004, the Peralta Community College District may enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting, a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:

1. outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
2. establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
3. identify a point of contact for the participating Peralta Community College District and school district partner.
4. certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
5. certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
6. certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
7. include a plan by the participating community college district to ensure all of the following:
    a. a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
    b. a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and

c. participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

8. certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
    a. The district shall provide to the Peralta Federation of Teachers (PFT) in a timely manner prior to the start of each assignment under the district Memorandum of Understanding (MOU) with the PFT, the names of faculty to be assigned to provide services for the school district under the PCCD-District's partnership agreement and or pursuant to Education Code section 76004, s0 as to assure the assignment has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the PCCD.
    b. The PCCD shall, each applicable term, provide the PFT a list of all faculty providing services under the MOU with the PFT, along with a copy of the certifications required in Education Code section 76004. Said lists and certifications shall be provided no later than 14 calendar days after the start of the academic term or assignment.

9. specify both of the following:
    a. which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
    b. which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

10. certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

A Peralta Community College District when participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

1. developing seamless pathways from high school to community college for career technical education or preparation for transfer;
2. improving high school graduation rates; or<
3. helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

1. The units constitute no more than four community college courses per term;
2. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
3. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

In connection with a CCAP partnership, the governing board of the District shall exempt special part-time students from the following fee requirements:

1. Student representation fee (Education Code Section 76060.5)
2. Nonresident tuition fee (Education Code Section 76140)
3. Transcript fees (Education Code Section 76223) or processing fee (Education Code Section 76140)
4. Course enrollment fees (Education Code Section 76300)
5. Apprenticeship course fees (Education Code Section 76350)
6. Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the Peralta Community College District and the school district shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:

1. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
5. The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

References:

Education Code Sections 48800, 48800.5, 76001, 76002 76004, 76060.5, 76140, 76223, 76300, 76350, and 79121

California Community Colleges Chancellor's Office Legal Opinion 04-13 and 05-01 Memorandum of Understanding between the Peralta Federation of Teachers, AFT Local 1603, CFT/AFT, AFL-CIO,
and the Peralta Community College District and the Governing Board regarding course instruction or other educational services provide by the PCCD to high school districts.

Approved by the Chancellor: February 19, 2013

Revised and approved by the Chancellor: April 18, 2013
Revised and approved by the Chancellor: June 17, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: May 6, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: January 24, 2017
Revised and approved by the Chancellor: June 17, 2019
Revised and approved by the Chancellor: January 5, 2021

AP 5015 Residence Determination

A. Residence Classification. Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

1. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
2. Residence classification is the responsibility of the District Office of Student Services. Initial residence classification is determined by the District Office of Admissions and Records through a student's self-reporting in Open CCC (online admission application).
3. The Colleges shall publish the District's residence determination date and summary of the rules and regulations governing residence determination and classification in the college catalogs or addenda.
4. A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.

B. Definition of Residence.

1. A student who has resided in the state for more than one year immediately precedingthe residence determination date is a resident.
2. A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

C. Rules Determining Residence. The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

1. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
2. A person may have only one residence.
3. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
4. A residence cannot be lost until another is gained.
5. The residence can be changed only by the union of act and intent.
6. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
7. The residence of the parent with whom an unmarried minor child maintains his/her place of dwelling is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of dwelling was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
8. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

D. Determination of Resident Status. A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

1. A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
2. A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
3. A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
4. A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:

    a. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
    b. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
    c. He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
    d. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.

5. A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
6. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is in attendance at, or has been admitted to the District shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification so long he/she remains continuously enrolled in the District.
7. A student who is a member of the armed forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his or her resident classification, so long as he or she remains continuously enrolled in the District.
8. A veteran who was discharged or released from at least 90 days of active service commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
9. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
10. An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their familial relationship to a member of the uniformed services who is serving on active duty
11. A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

12. A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
13. A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
14. A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
15. A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
16. Students who attended high school or adult evening high school in California for three or more years or a combination of high school and elementary or secondary school and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an 17application as soon as he or she is eligible to do so. (Education Code 68130.5).
17. A student demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District saying that he or she intends to establish residency in California as soon as possible.
18. A student who has a special immigrant visa that has been granted status under Section 1244 of Public Law 110-81 or under Public Law 109-163, or is a refugee admitted to the United States under Section 1157 of Title 8 of the United States Code, and who upon entering the UnitedStates settled in California, shall be exempted from paying the nonresident tuition fee required by Section 76140 for the length of time he/she lives in this state up to the minimum time necessary to become a resident.

E. Right to Appeal. Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Office of Admissions and Records, may make written appeal to the Associate Vice Chancellor of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

F. Appeal Procedure.

1. The appeal is to be submitted to the District Office of Student Services. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
2. The appeal will be forwarded to the Associate Vice Chancellor of Student Services within five working days of receipt by the office.
3. The Associate Vice Chancellor of Student Services shall review all the records and have the right to request additional information from either the student or the District Office of Admissions and Records.
4. Within 30 calendar days of receipt, the Associate Vice Chancellor of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

G. Reclassification. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

1. Petitions for reclassification are to be submitted to the District Office of Student Services.
2. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.
3. Written documentation may be required of the student in support of the reclassification request
4. A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).
5. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:
    a. Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the year the reclassification application is made;
    b. Has not and will not receive more than seven-hundred fifty dollars ($750) per year in financial assistance from his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification; and
    c. Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
6. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.
7. Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one-year requirement is met and demonstration of intent is sufficiently strong.
8. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.
9. The Associate Vice Chancellor of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.
10. Students have the right to appeal according to the procedures above.

H. Non-Citizens. The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

1. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.
2. Any students who are US citizens, permanent residents of the US, and aliens who are not non-immigrants (including those who are undocumented) may be exempt from paying nonresident tuition if they meet the following requirements:
    a. Total attendance of or attainment of credits earned while in California equivalent to three or more years of fulltime attendance or attainment of credits at any of the following:
        i. California high schools;
        ii. California high schools established by the State Board of Education;
        iii. California adult schools established by either a county office of education, unified or high school district, or the Department of Corrections and Rehabilitation.

iv. campuses of the California community colleges, or
v. a combination thereof.

b. Additionally the following must be met;

i. Graduation from a California high school or attainment of the equivalent thereof; or
ii. completed an associate degree from a California Community College, or
iii. completed the minimum requirements at a California Community College or
iv. fulfill the minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges.

c. registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;
d. completion of a residence questionnaire prescribed by the Chancellor and furnished by the District, verifying eligibility for this nonresident tuition exemption; and
e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
Documents and information obtained in implementing this exemption are confidential.

3. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Associate Vice Chancellor of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, and 68074-68075.7
Title 5 Sections 54001 et seq., 51412; 68130.5
38 U.S. Code Section 3679

Approved by the Chancellor: November 1, 2012

Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: March 28, 2018
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: December 6, 2019
Revised and approved by the Chancellor: February 8, 2022

AP 5030 Student Fees

I. Campus Center Use

A. In accordance with California Education Code Section 76375, the Peralta Community College District may establish a Campus Center use fee to students for the purpose of operating a student body center.
B. The current fee is $2 per semester per campus.
C. In accordance with Title 5, section 58510, the fee is subject to change only after a favorable vote of two-thirds of the students voting in a student election.
D. Students exempt from the Campus Center Use fee include:

1. Student enrolled in non-credit courses
2. Recipients of Temporary Assistance to Needy Families (TANF), SSI/SSP, or general assistance.
3. Contract education students enrolled in non-apportionment courses.
4. All special admit students (see AP 5011);

E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

II. Student Representation Fee (Education Code Section 76060.5; Title 5, 54805)

A. A student representation fee of $2 per College, per semester, for each enrolled student, shall be used to provide support for student governmental affairs representation ($1) and for the Student Senate of the California Community Colleges ($1). A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. The Chief Business Officer of the District shall have custody of the money collected pursuant to the Education Code, and the money shall be disbursed for the purposes described above upon the order of the Associated Student Government. The student representation fee authorized by Education Code may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.

B. Students exempt from the Student Representation Fee include:

   1. Special admit students (see AP 5011).
   2. Students who are only enrolled in non-credit courses.

C. This fee is refundable on or before the last day of the term for which the fee is charged.

III. Capital Outlay

A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee for students who are not California Residents. As of Fall 2018 the fee is $7 per unit.

B. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes. There will be no refunds after this date.

IV. Enrollment

A. In accordance with California Education Code Section 76300 and 76300.5; Title 5Sections 58500 and 58509, students enrolling at the Peralta Community College District will be charged an enrollment fee as established periodically by the State of California.

B. The current fee is $46 per unit. The fee is subject to change by the state legislature and applies to credit courses only.

C. Students exempt from the Enrollment fee include:

   1. Students who meet the criteria for the California College Promise Grant and Special admit students (see AP 5011);
   2. Student enrolled in an approved apprenticeship program;
   3. Contract education students enrolled in non-apportionment courses; and
   4. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

E. Students who fail to pay the enrollment fee or non-resident tuition by two weeks before the semester start date shall be dropped from their classes for non-payment of fees. Students who enroll in classes subsequent to two weeks before the semester start date, but do not pay the enrollment fee, will be subject to the penalties described in Board Policy 5035 as of the first day of classes. The only possible exemptions from the mandatory drop and/or penalties for nonpayment are listed in section IV.C above and section XII below.

F. The Vice Chancellor of Finance and Administration is authorized to participate in the state Chancellor's Tax Offset Program (COTOP) in order to recover outstanding student debts.

V. Health Fee

A. In accordance with California Education Code Section 76955, the Peralta CommunityCollege District may establish a student health fee.

B. The current fee is $18 per Fall and Spring semester and $15 per Summer semester. The fee is subject to increase by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of $1 above the existing fee, the fee may be increased by$1.

C. Students exempt from the Health fee include:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);
2. Students who are attending college under an approved apprenticeship training program;
3. Contract education students enrolled in non-apportionment courses;
4. Special admit students enrolled in 11 to15 units or less (see AP 5011); and
5. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes

VI. International Application Fee

A. In accordance with California Education Code Section 76142, the Peralta CommunityCollege District may establish an International Application Fee.
B. The application fee is due and payable with submission of an application for admission into one of the Peralta Community College District's Colleges by an international applicant.
C. This $50 fee is non-refundable.

VII. International Student Health Insurance Fee

A. In accordance with California Education Code Section 70902(b)(9), the Peralta Community College District may establish a health insurance fee for nonresident students who areboth citizens and residents of a foreign country.
B. All international students with an F-1 Status will be automatically enrolled in the Peralta International Student Health Insurance Plan.

1. Students engaged in Post-Completion Optional Practical Training (OPT) have the option to opt into the health insurance plan. These students are required to enroll directly with the health insurance provider for the months in which they area applying and approved for Post-Completion OPT.
2. The Office of International Education will have this information and forms available on its website.

C. The current fees are posted in the class schedule and on the Office of International Education's website. Fees are subject to change per contract renewal.
D. This fee is only refundable if students have pre-existing health coverage through a governmental agency in their country of residency.
E. Students must pay the International Student Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

VIII. Non-Resident Tuition (Out of State and/or International)

A. In accordance with California Education Code Section 76140 and 7600.5, Title 5 Sections 58500 and 58509, the Peralta Community College District is required to charge Non-Resident Tuition for students classified as non-residents.
B. Non-Resident Tuition will be set by the Board of Trustees no later than February 1 for the succeeding fiscal year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The non-resident tuition fee thus established will be published in the College catalog, Schedule of Classes, and online.
C. As of Fall 2021, the fee is $307. The fee is subject to change by the state legislature and applies to credit courses
D. Students exempt from Non-Resident Tuition include:

1. California State Residents.
2. Students taking noncredit courses.
3. Students who are members of the Armed Forces of the United States stationed in this state on active duty.
4. A student who is a natural or adopted child, stepchild, or spouse, who is a dependent of a member of the armed forces.
5. Students enrolled in an approved apprenticeship program.
6. Contract education students enrolled in non-apportionment courses.

7. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).
8. Any student who meets the following requirements:

    a. demonstrates financial need;
    b. has a parent who has been deported or was permitted to depart voluntarily;
    c. moved abroad as a result of that deportation or voluntary departure;
    d. lived in California immediately before moving abroad;
    e. attended a public or private secondary school in the state for three or more years; and
    f. upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

E. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.

IX. Parking Fee

A. In accordance with California Education Code Section 76360, Peralta Community College District may establish a Parking fee.
B. The fee schedule is as follows:

1. $2 per day (exact change only);
2. A student decal for enrolled/registered students may be required;
3. $40 permit per Fall and Spring semester for students enrolled in less than 6 units;
4. For students enrolled in 6 units or more, the parking fee is as follows:

    - Fall 2019 – Spring 2020: $27.21

5. $20 permit per Fall and Spring semester for low-income students;

    - A low income student is defined as a person who demonstrate(s) financial need under federal standards or income standards established by the Board of Governors and students receiving benefits under the Temporary Assistance to Needy Families Program (formerly Aid to Families with Dependent Children), the Supplemental Security Income/State Supplemental Payment Program or a general assistance program.

6. $20 permit per Summer semester for all students;
7. $10 permit per Fall and Spring semester for students with motorcycles; and
8. $5 for permit per Summer semester for students with motorcycles.

X. Refund Processing Fee

In accordance with Section 58508 of Title 5 of the California Code of Regulations, the Peralta Community College District may retain a maximum of $10 from enrollment fees as a refund processing fee.

XI. Transcript Fee

A. In accordance with California Education Code Section 76223, the Peralta CommunityCollege District is authorized to charge a Transcript Fee for furnishing copies of student records.
B. Students must pay all outstanding debts to the college prior to release of transcripts, including fees owed for the current semester.
C. Transcripts are ordered:

1. In person at the campus Admissions & Records offices;
2. In person at the District Admissions & Records office;
3. Online via TranscriptsPlus®;
4. By Mail. Students can fill out a transcript request form available on Admissions & Records website and mail the request with payment to any Admissions & Records Office.

D. The transcript fee schedule is as follows:

1. First 2 transcripts are free;
2. Additional transcripts (3rd transcript and subsequent transcripts) are $6 per transcript.

E. Expediting fees are optional but will be charged in addition to the transcript fee if the student requests expedition. The following expediting fee schedule includes the $6 transcript fee when applicable:

1. Pick-Up in District Admissions Office

   a. First 2 transcripts, $6 per transcript
   b. Third transcript or subsequent, $12 per transcript

2. Same Day Transcripts

   a. First 2 transcripts, $19 per transcript
   b. Third transcript or subsequent, $25 per transcript.

F. Once ordered, transcripts are mailed within 2-5 business days unless expedition isrequested. Records prior to Fall 1970 may take up to 15 business days for processing.

1. Expedited orders are as follows:

   a. Pick-Up in District Admissions Office orders are available for pick up within 2 business days.
   b. Same day orders are available within 2 hours.
   c. Same day orders can only be requested in person at the District Admissions and Records Office.

G. Express shipping is optional and only available with online ordering via TranscriptsPlus®. The following fees will be charged in addition to the transcript fees if the student requests express delivery via Federal Express.

1. Federal Express domestic delivery to main 48 states

   a. $20.00 per order

2. Federal Express domestic delivery to Alaska or Hawaii

   a. $23.00 per order

3. Federal Express international delivery

   a. $43.00 per order

XII. Other Fees as allowable by Law. Material Fees are described in AP 5031.

XIII. Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

XIV. Installment Payment Plan

1. Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
2. Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least $25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. This language is taken from what is stated in the current class schedules.
3. Foreign students may participate in Payment Plans after their first semester and only for current fees, Foreign students who owe fees from pervious terms cannot pay these through an installment plan.
4. The payment plan will be interest free.

5. The payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made.
6. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035.

References:

Title 5 Section 51012, 54805, 58520, and 58629
Education Code Section 66025.3, 68120, 70902(b)(9); 76300; 76300.5
California Community College Chancellor's Office Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Approved by the Chancellor: October 18, 2012

Revised and approved by the Chancellor: February 19, 2013
Revised and approved by the Chancellor: March 8, 2013
Revised and approved by the Chancellor: April 11, 2014
Revised and approved by the Chancellor: October 25, 2014
Revised and approved by the Chancellor: March 5, 2015
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: March 6, 2017
Revised and approved by the Chancellor: May 3, 2017
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: May 21, 2019
Revised and approved by the Chancellor: November 28, 2019
Revised and approved by the Chancellor: February 12, 2020
Revised and approved by the Chancellor: July 20, 2020
Revised and approved by the Chancellor: May 14, 2021
Revised and approved by the Chancellor: November 9, 2021

AP 5031 Instructional Materials Fees

I. The President of each college is authorized to require students to provide instructional and other materials required for a credit or non-credit course, as necessary. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

   A. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
   B. Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.
   C. Prior to the approval of any new instructional materials fee, the President shall ensure that the fee meets the guidelines as published by the State Chancellor's Office in "Student Fee Handbook," Section 5, "Instructional Materials."

II. Definitions.

   A. "Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student and are of continuing value outside of the classroom.

B. “Tangible personal property” includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.”

C. "Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

D. "Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

E. "Continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

References:

Education Code Section 76365; Title 5 Sections 59400 et seq.

Approved by the Chancellor: November 28, 2012

AP 5050 Student Success and Support Programs

NOTE: The California Community Colleges Chancellor’s Office is working on streamlining the reporting requirements for the Student Success and Support Program along with other programs. One change has been to submit information related to the Student Success and Support Program to the California Community Colleges Chancellor’s Office as part of an “Integrated Plan.” However, because Title 5 Regulations addressing Student Success and Support Programs have not been repealed, districts are still required to comply with the Student Success and Support Program requirements.

The District shall provide Student Success and Support Program services to further equality of educational opportunity and academic success. The Student Success and Support Program brings the student and the district/colleges into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. All non-exempt new students are to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and course of study and in the development of an education plan.

A. Each student, upon admission to the college/district, must do all of the following:

1. complete orientation;
2. identify an education and career goal;
3. identify a course of study;
4. be assessed to determine appropriate course placement;
5. participate in the development of the abbreviated and/or comprehensive student educational plan;
6. attend class and complete assigned coursework; and
7. complete courses and maintain progress toward an educational goal.

B. Student Success and Support Services include, but are not limited to, all of the following:

1. Orientation designed to provide students information concerning college procedures, college resources, college life, academic expectations, financial assistance, and other appropriate matters/information important to student success shall be provided on a timely basis.

2. Assessment and counseling upon enrollment, which shall include, but not be limited to,all of the following:
    a. administration of assessment instruments to determine student competency in computational and language skills and to use multiple measure assessment;
    b. assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
    c. evaluation of student study and learning skills
    d. referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; Extended Opportunity Programs and Services; Disabled Student Services; and CalWORKS;
    e. advisement concerning course selection
    f. follow-up services and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation; and
    g. assist students in the development of an appropriate Student Education Plan (SEP) in accordance with their educational goal.

C. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

D. Exemptions.

A student may be exempt from orientation, assessment, counseling, advising, or student education plan development if any of the following apply:

1. has completed an associate degree or higher;
2. has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
3. has completed these services at another community college within a time period identified by the district;
4. has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5, section 55000 or necessary in response to a significant change in industry or licensure standards, or
5. has enrolled at the college as a special admit student pursuant to Education Code section 76001.

Any student exempt from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in these services.

The District will not exempt a student solely because a student has not selected an education and career goal or course of study.

E. The District shall do all of the following:

1. Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
2. Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
3. Provide annual reports to the California Community Colleges Chancellor’s Office in a manner and form described by the California Community Colleges Chancellor’s Office; and
4. Publicly post the college’s placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

Reference:

Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.
ACCJC Accreditation Standard II.C.2

Approved by the Chancellor: October 18, 2012

Revised and approved by the Chancellor: April 11, 2014
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: December 6, 2019
Revised and approved by the Chancellor: November 9, 2021

BP 5052 Open Enrollment

The policy of Peralta Community College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s). Enrollment also will be limited to students meeting properly validated prerequisites and co-requisites, or other exemptions set out in statute or regulation. Enrollment may be subject to any priority system that has been established.

The Chancellor shall assure that this policy is published in college catalogs and schedules of classes.

Reference:

Title 5 Section 51006
Title 5 Section 55003, et. seq. (prerequisite regulations)

Replaces:

Board Policy 5.19 Policy on Open Classes adopted 1977.

Approved by the Board of Trustees: June 26, 2012

Updated and approved by the Board of Trustees: June 24, 2014

AP 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260, Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Programs that have special admission requirements
- Registration priorities are based on California Education Code and Title 5.

The District will provide priority registration for students who enroll in community college for the purpose of:

- Degree or Certificate attainment;
- Transfer to a four-year college or university; or
- Career advancement.

Student will have the following registration priority, in the order of priority listed below:

Group #1: Members of the Armed Forces or a Veteran; Foster youth, former foster youth or homeless youth or former homeless youth.

Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the Armed Forces or a Veteran pursuant to Education Code section 66025.8 or as a foster youth, former foster youth, or homeless youth up to the age of 24 pursuant to Education Code section 66025.9.

Disabled Student Programs and Services (DSPS) students; Extended Opportunity Programs and Services (EOPS) students; and California Work Opportunity and Responsibility to Kids Program (CalWORKs).

Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), or California Work Opportunity and Responsibility to Kids Program (CalWORKs).

A student who is a Tribal TANF recipient.

Group #2: Continuing Students and First-time Students

Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time student who have completed orientation, assessment, and developed education plans.

Students in this group will receive registration priority in the following order:

- Students participating in approved special programs, including but not limited to, CARE, Student Athletes, TRiO, First Year Experience (FYE), the Puente Program and others.
- Gateway to College and ASTI Students
- All other Continuing and First-time Students
- Readmitted students

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policies and District Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester units at the District.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined by Board Policy and District Administrative Procedure 4230. The 100-unit limit does not include non-degree applicable units in English as a Second Language or basic skills courses. Students enrolled in high unit majors or programs may petition to retain priority registration in Group #3.

The District shall notify students who are placed on academic or progress probation, of the potential loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Group #3: Concurrently enrolled High School Students (10th, 11th, and 12th grade).

Appeal of Loss of Enrollment Priority
Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student, when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective for Fall 2014 semester enrollment and thereafter. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

Unit Load
Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from any Vice President of Student Services at any of the colleges. No student will be allowed to in enroll in more than 25 units.

The maximum number of units a student can enroll in for the Summer Session is 10 units.

Classes with Time Conflicts
Students may not register for courses taught at conflicting times.

Outstanding Fee, Title 5, Sections 58500-58508
Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

References:

Education Code Sections 66025.8, 66025.9 and 66025.92;
Title 5 Sections 51006, 58106, and 58108

First approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: May 24, 2013
Revised and approved by the Chancellor: February 14, 2014
Revised and approved by the Chancellor: March 15, 2016
Revised and approved by the Chancellor: December 12, 2017

AP 5130 Financial Aid

I. Student Eligibility

Recipients of financial aid from Federal and State-funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer to a 4-year college or university. In addition to financial need, other eligibility requirements for most Federal and State programs include:

A. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law or completed more than 6 degree applicable units prior to July 1, 2012.
B. Being a U.S. Citizen, eligible non-citizen, or AB540.
C. Maintaining satisfactory academic progress in accordance with district standards.
D. Not be in default on a federal loan or grant overpayment.
E. Be registered with the selective service, if required.
F. Have a valid social security number.

II. Application Procedures

Step 1. Application (FAFSA) or "California Dream Act Application" for students without legal immigration status.

Student fills out FAFSA online and submits it to the Federal Financial Aid. Students without legal immigration status fills out the California Dream Act application through the California Student Aid Commission in lieu of the FAFSA. Students completing the FAFSA or the California Dream Act are encouraged to submit the application as early as possible, beginning October 1 each academic year.

Step 2. Student Aid Report (SAR)

Federal Student Aid processes the FAFSA and produces a Student Aid Report (SAR), which is sent to the student, and an Institutional Student InformationAid Report (ISIR) which is sent to the colleges listed on their FAFSA.

The California Student Aid Commission processes the California Dream Act application and produces a Student Aid Report (SAR), which is sent to the student and is sent to the colleges listed on the California Dream Act application.

Step 3. Student Notification

The Peralta Community College District College designates as the home college emails a welcome letter to the student's Peralta email address listed on their Passport account. Financial Aid applicants are informed to view their financial aid status and financial aid "To-Do" items by logging onto their Peralta Passport account. Students should review items on To-Do list and provide required documentation to the home college Financial Aid Office.

If the student is selected for "Verification" and did not use the IRS Data Retrieval Tool when filling out the FAFSA or California Dream Act, they may be required to provide additional documentation that is listed on the financial aid "To-Do" list located in their passport account and submit them to their home college's Financial Aid Office.

The following is a list of documents that may be requested from students:

1. Copy of a California Driver's License. DMV Identification Card, Green Card, or Passport
2. Copy of a Social Security Card
3. Verification Worksheet form
4. IRS Income Tax transcript
5. Proof of Selective Services
6. Proof of a High School Diploma, GED, etc.

The student's information must be updated with Admissions and Records.

Step 4. Financial Aid Office Visit

Upon arrival, the Financial Aid Staff (FAS) will review the student's file to determine what documents are needed to complete their financial aid file.

A. The FAS determines if the student's current ISIR transaction is in the District's computer system (PeopleSoft).
B. The FAS assesses the documents available to determine if the file is complete and if the student is eligible or ineligible for Financial Aid.
C. The FAS will inform the student if the student is ineligible or if additional document(s) are needed. If the file is incomplete, all reviewed documents will be returned to the student with a request to return with a complete set.
D. The visit will be logged by the FAS and copies of communications will be placed in the student's file.
E. If no additional documents are needed, the FAS will complete the student's file and package their financial aid award. A Financial Aid award notice will be emailed to the student's Peralta email address, and the student is advised to view their Passport account for their award information.

III. Payment Procedures

The Federal Pell Grants and Direct Loan program will be disbursed in multiple payments per term. Federal Supplemental Educational Opportunity Grants, the State Cal Grant Program, the Student Success Completion Grant will be disbursed once per semester, and the Federal Work-Study Program earnings will be paid on a monthly basis.

IV. Overpayments

Peralta will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Peralta, a student's withdrawal date is:

A. The date the student officially notified the Admissions & Records Office of his or her intent to withdraw or
B. The date verified by the instructor indicating the last day of attendance, academically related activity, or no attendance.

V. Satisfactory Academic Progress

Federal and State financial aid regulations require Peralta to establish; publish; and apply quantitative, qualitative, and incremental standards by which Peralta can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Peralta makes these standards applicable to the following aid programs:

- Federal Pell Grant
- Federal William D. Ford Direct Loan Program Federal Work Study
- Federal Supplemental Educational Opportunity Grant
- Bureau of Indian Affairs Cal Grant B
- Cal Grant C Chafee Grant
- Student Success Completion Grant California Dream Loan Program

Financial aid progress standards apply to current and prior academic work at Peralta, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2- time) and academic programs (Certificate, Associate Degree, and transfer).

VI. Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of obtaining a Certificate, Associate Degree, or completing a transfer program. Certificate programs offered by the Peralta Colleges must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

VII. Program Length

Peralta offers a variety of Certificate programs, Associate degrees, and transfer programs, each with its own unit, course, and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in units, required for each program.

VIII. Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within 90 units (an Associate Degree equals 60 units).

IX. Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

A. Maintain a cumulative 2.00 G.P.A. and
B. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic semester. Students must complete and earn above 66.7% of the cumulative attempted credits at the end of each semester to maintain the pace required to complete degree requirements.

66.7% Cumulative Progression Samples of Total Attempted Credit Hours and the Earned Credit Hours required to meet 66.7% progression		
Cumulative Units Attempted on Academic Transcript	**Cumulative Units Earned on Academic Transcript**	**Cumulative Completion Percentage**
60 credits attempted	40 credits earned	66.7
36 credits attempted	24 credits earned	66.7
24 credits attempted	16 credits earned	66.7
12 credits attempted	8 credits earned	66.7

Enrollment in credit courses for .1 to 5.5 units is considered less than 1/2 time; 6 to 8.5 units is considered 1/2 time; 9 to 11.5 units are considered 3/4 time, and 12 or more units is considered full-time. A student's enrollment status will be determined at the end of the financial aid census date of each semester. If awarded after that period, the status will be determined at the time of the financial aid funding.

X. Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", "CR", or "P".

XI. Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "NP", "IP", "I," "EW", "FW" or "W." However, under the Peralta grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

XII. Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

A. A student may repeat a course one time for which the student earns a "D" grade for the course.
B. A student may repeat a course for which a grade of "F" or "W" is received in order to achieve a passing grade.

XIII. Change of Major of Study

Students have a limited number of times they can change their major. They can do so two (2) times within one academic year. Additionally, major changes are only allowed within the first 2 weeks of the semester for fall or spring terms and 1 week in the summer semester.

XIV. High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise, an overpayment will result.

XV. Transfer Students

Students that transfer from another accredited post-secondary institution can submit academic transcripts of their previous college credits to the Admissions and Records Office. Those transcripts will be reviewed and evaluated. The accepted units will be applied toward the cumulative total of units earned and will be applied to the Satisfactory Academic Progress maximum timeframe guidelines.

XVI. Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree applicable.

XVII. Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained Satisfactory Academic Progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

XVIII. Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAP Policy, may be considered. Students must submit a petition form with documentation to substantiate reinstatement.

Examples of extenuating circumstances may include:

A. **Injury or illness of student.** (Student must verify extensive hospitalization, medical treatment, or serious illness.)

B. **Personal crises.** (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
C. **Change of major or objective.** (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
D. **Other circumstances.** (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

XIX. Appeals Process

In order for an appeal to be considered, the student must provide the following:

A. The Appeal Form with a written statement explaining the circumstance that prevented the student from making academic progress.
B. A current educational plan with the entire courses listed to complete the educational goal.
C. Supporting verification (e.g. a hospital or doctor's statement verifying an extended illness, medical bills, Probation Contract).
D. All academic transcripts from all previously attended colleges. If aid is denied by the Appeals Committee, the decision is final unless new documentation can be presented.

XX. Delinquent Financial Obligations

A. The Peralta Colleges will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due to the District (e.g., financial aid liability, returned check, equipment breakage, unpaid library fine,etc.)
B. Students who meet all Financial Aid eligibility requirements and have anticipated aid may be exempt from registration holds. Students in these scenarios must also agree and permit the use of Financial Aid payment towards the student's financial obligation to the District.
C. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation to the District.
D. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Office where the obligation occurred for resolution of the debt.

XXI. California College Promise Grant (formerly known as the BOG FeeWaiver)

A. In addition to the Financial Aid Awards provided above, some students will be eligible for the California College Promise Grant (formerly known as the California Community Colleges Board of Governors Fee Waiver). The California College Promise Grant (CCPG) is designed to ensure that the fee policies of the California Community Colleges (CCC) are not a financial barrier to education for any California resident. Enrollment fees charged to CCC students are determined by the Legislature and the Governor and can be adjusted whenever it is deemed appropriate. These fees are waived for needy students as defined by the California College Promise Grant Program. https://home.cccapply.org/money/california-college-promise-grant

B. Loss of Eligibility for California College Promise Grant

1. Beginning fall 2015, students shall be evaluated for the loss of the CCPG fee waiver. Beginning fall 2016, a student shall become ineligible for the CCPG fee waiver if the student is placed on academic or progress probation or any combination thereof for two consecutive primary terms (see BOG fee waiver; this exemption is effective until the date specified in Education Code section66025.9(c).
2. Primary terms are fall and spring semesters at the Peralta Community College District. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary term.
3. A unit is earned when a student receives a grade of A, B, C, D (see Board Policy 4230 and Administrative Procedure 4230).
4. Information regarding the loss of eligibility, as well as guidelines for appeals and deadline dates for the CCPG, shall be printed in college catalogs, catalog addenda, and in-class schedules.

C. Notification

1. The District shall notify students who are placed on academic or progress probation for the first time of the potential loss of the CCPG fee waiver. Notifications will be sent to students 30 days after the end of each primary term that resulted in the student's being placed on probation. The notification will clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG fee waiver until the student is no longer on probation. Each student will be notified about probation through his/her email. The notification also will advise students about the available student support services to assist them in maintaining eligibility. Guidelines for appeals and deadline dates will be provided in the notifications, as well as in the college class schedules, website, and catalog.
2. The District also shall notify the students who are placed on academic or progress probation for a second consecutive term which has resulted in the loss of his/her CCPG fee waiver. Each student will be notified about his/her loss of the CCPG fee waiver through his/her Peralta email.
3. Each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of potential loss of fee waiver at or near the beginning of the semester in which the status is in effect.

D. Appeal of Loss of California College Promise Grant Fee Waiver

1. Students may appeal the loss of the CCPG fee waiver when the loss is due to extenuating circumstances. Extenuating circumstance are verified cases of:
    a. Accidents, illness, or other circumstances beyond the control of the student;
    b. A change in a student's economic situation;
    c. Evidence that a student was unable to obtain essential support services;
    d. Special consideration of factors for CalWORKs, EOPS, DSPS, and veteran students;
    e. Students with disabilities who applied for but did not receive accommodation in a timely manner; or
    f. Significant academic improvement; or
    g. Successful appeal for enrollment priority, which extends to the California College Promise Grant program.
2. Guidelines and instructions for appeals and deadline dates will be provided on the appeal form.
3. Each college shall designate individual(s) who will review and determine the appeal at his/her sole discretion. A student who successfully appeals shall have California College Promise Grant eligibility restored.

    Note: Effective January 1, 2020, districts must provide students with the Financial Aid Shopping Sheet, as developed by the U.S. Department of Education, when it provides a financial aid award package to an individual who is offered admission. Districts should ensure their locally created practice or financial aid handbooks incorporate this requirement.

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 70030 et seq., 76300 and 94912.5;
Title 5 Sections 55031 and 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15

Approved by the Chancellor: December 14, 2012

Revised and approved by the Chancellor: February 14, 2014
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: May 8, 2018
Revised and approved by the Chancellor: November 16, 2018
Revised and approved by the Chancellor: November 18, 2019
Revised and approved by the Chancellor: May 14, 2021

AP 5500 Student Standards of Conduct, Discipline Procedures and Due Process

I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.

III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the District, depending on the specific form of discipline. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

IV. Standards of Conduct. Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.

A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or District. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:

1. Violation of District policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
2. Willful misconduct which results in injury or death of any person on college-owned or - controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.
4. Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.
5. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District. Conduct that constitutes sexual harassment under Title IX is addressed under AP 3433 Prohibition of Sexual Harassment under Title IX and AP 3434 Responding to Harassment Based on Sex under Title IX – these procedures must be used.
6. Unauthorized entry to or use of college facilities.
7. Committing or attempting to commit robbery or extortion.
8. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.

11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
12. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
13. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
14. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
15. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

B. In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 school days of the results, to the alleged victim, who shall keep such information confidential.

V. Forms of Discipline. Students facing disciplinary action are subject to any of the following actions:

A. Written or verbal reprimand. An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
B. Probation. A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.
C. Loss of Privileges and Exclusion from Activities. Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
D. Educational Sanction. Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
E. Treatment Requirement. Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the Vice President of Student Services (or designee).
F. Group Sanction. Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.
G. Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class meeting. The instructor must immediately report the removal to the Vice President of Student Services (or designee).
H. Exclusion from Areas of the College. Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.
I. Withdrawal of Consent to Remain on Campus. Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police have reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.
J. Short-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for a period of up to ten consecutive days of instruction.

K. Long-term Suspension. Exclusion of the student by the President (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and District for one or more terms.
L. Expulsion. Exclusion of the student by the Board of Trustees from attending all colleges in the District.

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

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

VII. Due Process for Discipline, Suspensions and Expulsions

A. Definitions:

1. Student. Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District who was enrolled at the time of the alleged violation of the Standards of Student Conduct.
2. Faculty Member. Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
3. Day. A day during which the District is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.
4. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the United States Postal Service.

B. Procedure. Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice. The Vice President of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

   a. The specific section of the Code of Student Conduct that the student is accused of violating.
   b. A short statement of the facts (such as the date, time, and location) supporting the accusation.
   c. The right of the student to meet with the Vice President of Student Services (or designee) to discuss the accusation, or to respond in writing.
   d. The nature of the discipline that is being considered.

2. Time limits. The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the Vice President of Student Services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the Vice President of Student Services (or designee) which led to the decision to take disciplinary action.
3. Conference Meeting. A student charged with misconduct must meet with the Vice President of Student Services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the Vice President may proceed on the assumption that the charge(s) is (are) valid. The conference with the Vice President of Student Services (or designee) will be for the purpose of:

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

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

a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
b. A disciplinary action is imposed, and the student accepts the disciplinary action.
c. A disciplinary action is imposed, and the decision of the Vice President of Student Services (or designee) is final due to the form of the discipline.
d. A disciplinary action of a long-term suspension is imposed, and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the Vice President of Student Services (or designee).
e. A recommendation for expulsion is made by the Vice President of Student Services (or designee) to the College President.

5. Short-term Suspension.
Within 5 days after the meeting described above, the Vice President of Student Services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President of Student Services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President of Student Services' (or designee) decision on a short-term suspension shall be final.
6. Long-term Suspension.
Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to impose a long-term suspension. Written notice of the Vice President of Student Services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.
7. Expulsion.
Within 5 days after the meeting described above, the Vice President of Student Services (or designee) may decide to recommend expulsion to the President. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the President. The President shall then decide whether to make a recommendation of expulsion to the Chancellor and Board of Trustees. Written notice of the President's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

VIII. Hearing Procedures:

A. Request for Hearing. Within 5 days after receipt of the Vice President of Student Services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. the request must be made in writing to the President (or designee). Any charge(s) to which the student does not respond shall be deemed valid.
Any recommendation for expulsion by the Vice President of Student Services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.
B. Schedule of Hearing. The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.
C. Student Disciplinary Hearing Panel. The hearing panel for any disciplinary action shall be composed of one faculty (selected by the President of the Faculty Senate), one classified (selected by the President of the Classified Senate), one administrator (selected by the President of the College) and one student (selected by the Associated Students).
The President (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the President.
D. Hearing Panel Chair. The President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.

E. Conduct of the Hearing.

1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a college representative who shall be the Vice President of Student Services.
3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.
6. The student may represent himself or herself and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
10. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
11. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the President (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

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

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

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

X. Chancellor's Decision

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

XI. Board of Trustees' Decision:

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

B. Expulsion:

1. The Board of Trustees shall consider any recommendation from the President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
2. The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice by certified mail to the address last on file with the District at least three days prior to the meeting of the date, time, and place of the Board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The Board may accept, modify or reject the findings, decisions and recommendations of the President (or designee) and Chancellor (or designee). If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the Board shall be final.
7. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

XII. Time Limits

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

XIII. Student Grievance:

A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 5530 Student Rights and Grievance.

B. Students in Allied Health Programs:
Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health program for clinical performances.

References:

Education Code Sections 66017, 66300, 66301, 72122, and 76030, et seq.
Penal Code Section 626.4
ACCJC Accreditation Standards I.C.8 and 10

Approved by the Chancellor: December 5, 2012

Revised and Approved by the Chancellor: January 3, 2014
Revised and approved by the Chancellor: June 15, 2015
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: May 14, 2021