

Berkeley City College

Anthropology

Overview

College	BCC - Liberal Arts and Social Sciences
Originator	Thomas Kies
Award Type	AA-T Degree

Codes and Dates

State Approval Date	2/02/2017
Curriculum Committee Approval Date	9/03/2015
Board of Trustees Date	10/06/2015
Current Effective Date	1/01/2017
Program Control Number	32916
Top Code	2202.00 - Anthropology
CIP Code	45.0200: Anthropology.

Description

The Associate in Arts in Anthropology for Transfer Degree is designed for students who plan to transfer to a four-year institution as anthropology majors. In this program, the students gain exposure to the four subfields of anthropology (biological, archaeological, cultural, and linguistic anthropology).

Students who successfully complete the A A-T in Anthropology earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to a CSU campus and to a program or major in anthropology or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's 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 Inter-segmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 18–20 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. For a more detailed description of Associate Degrees for Transfer, see "Associate Degrees for Transfer (ADT) to a California State University" on page XXXX.

Students are advised to consult with a Berkeley City College Counselor and/or the Social Sciences Department Chair for additional information and to verify transfer requirements.

Career Opportunities

The AA-T anthropology is designed for student planning to transfer to another institution of higher learning.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Explain core concepts of anthropology including biological, archaeological, and social cultural subfields.
 2. Demonstrate skills in the scientific methods used by contemporary anthropologists.
 3. Describe an appreciation for the biological, historical, and cultural diversity of our world.
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Degree Requirements:

Required Courses:	Credit Hours: (0 Required)
ANTHR 001 Introduction to Physical Anthropology	3
ANTHR 002 Introduction to Archaeology and Prehistory	3
ANTHR 003 Introduction to Social and Cultural Anthropology	3

List A: Select 3-4 units from the following:	Credit Hours: (0 Required)
ANTHR 001L Physical Anthropology Laboratory	1
ANTHR 018 Introduction to Anthropological Linguistics	3
MATH 013 Introduction to Statistics	4

List B: Select one course from the following or any 3-unit course not already used for list A	Credit Hours: (0 Required)
SOC 120 Introduction to Research Methods	3
PSYCH 028 Introduction to Research Methods in Psychology	3
GEOL 010 Introduction to Geology	3

List C: Select one course from the following or any 3-unit course not already used for list A or B	Credit Hours: (0 Required)
ANTHR 013 Urban Anthropology	3
ANTHR 055 Native American Cultures	3
ETHST 001 Introduction to Ethnic Studies	3
HUMAN 040 Religions of the World	3
SOC 001 Introduction to Sociology	3

Unit Calculation:	Credit Hours: (60 Required)
Total Units Required for the Major: 18-19	
Total Units that may be double-counted: 9-19	
General Education (CSU GE or IGETC) Units: 37-39	
Elective (CSU Transferable) Units: 12-24	

Total: 60

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Berkeley City College

Liberal Arts: Arts And Humanities

Overview

College	BCC - Liberal Arts and Social Sciences
Originator	Ari Krupnick
Award Type	A.A. Degree

Codes and Dates

State Approval Date	4/02/2019
Curriculum Committee Approval Date	2/07/2019
Board of Trustees Date	3/26/2019
Current Effective Date	8/01/2019
Program Control Number	19267
Top Code	4901.00 - Liberal Arts and Sciences, General
CIP Code	24.0101: Liberal Arts and Sciences/Liberal Studies.

Description

The A.A. in Liberal Arts with an emphasis in Arts and Humanities provides students with a broad perspective on culture and artistic expression of human beings and societies. It is designed to stimulate appreciation for and understanding of values, ideas, and artifacts of culture and society, specifically as these relate to how different cultures through the ages have responded to themselves and the world around them through the production of creative forms of expression. Critical thinking skills and self-understanding through these courses provide a framework for lifelong study in the liberal arts. Successful completion of the curriculum in Arts and Humanities 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 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. In all cases, students consult with a counselor to develop a program of study.

Career Opportunities

Successful completion of the curriculum in Arts and Humanities 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 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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Describe the connections between specific factors (i.e., politics, religion, science, etc.) of historical periods and the artistic styles and general cultural milieus that emerged from those historical periods.
2. Analyze critically artistic, philosophical and ideological styles, movements, and perspectives in well organized and effective essays.
3. Evaluate major ideas and theories on human creativity, community making, and cultural development in an historically-grounded way, and discuss how these ideas/theories affect individual and social interactions and the politicization of communities.

Degree Requirements:

Complete 18 units from a minimum of two disciplines from the following list of choices: (0 Required)

AFRAM 001	Introduction to African American Studies	3
AFRAM 033	The Roots of African-American Culture	3
ANTHR 018	Introduction to Anthropological Linguistics	3
ARAB 001A	Elementary Modern Standard Arabic	5
ARAB 001B	Elementary Modern Standard Arabic	5
ART 001	Introduction to Art History	3
ART 002	History of Western Art from Prehistory through the Middle Ages	3
ART 003	History of Western Art from Renaissance to Contemporary Art	3
ART 004	History of Modern Art (1800 to Present)	3
ART 013	History of Women in Art	3
ART 016	Introduction to Islamic Art	3
ART 020	Beginning Drawing & Composition	3
ART 022	Intermediate Drawing & Composition	3
ART 046	2-D Visual Design	3
ART 047	3-D Visual Design	3
ART 050	Beginning Painting	3
ART 182	Introduction to Visual Culture	3
ASAME 030	Asians and Asian-Americans Through Films	3
CHIN 001	Elementary Chinese (Mandarin)	5
COMM 010	Gender and Communication	3
COMM 019	Survey of Mass Media	3
ENGL 001B	Composition and Reading	4
ENGL 017A	Shakespeare	3
ENGL 017B	Shakespeare	3

ENGL 020	Introduction to Dramatic Literature	3
ENGL 021	Film Criticism and Analysis	3
ENGL 044B	Masterpieces of World Literature	3
ENGL 047	Children's Literature	3
ENGL 050	Multicultural American Literature	3
ENGL 085A	Literature in English Through Milton	4
ENGL 085B	Literature in English: Late 17th through Mid-19th Century	4
ENGL 085C	Literature in English: Mid 19th through the 20th Century	4
FREN 001A	Elementary French	5
FREN 001B	Elementary French	5
HIST 002A	History of European Civilization	3
HIST 002B	History of European Civilization	3
HIST 003A	World History to 1500	3
HIST 003B	Modern World History: 1500-Present	3
HUMAN 001	Introduction to Humanities	3
HUMAN 005	Storytelling in American Culture	3
HUMAN 015	Popular Culture	3
HUMAN 021	Film: Art and Communication	3
HUMAN 026	Global Cinema	4
HUMAN 030A	Human Values/Ethics	3
HUMAN 030B	Human Values/Aesthetics	3
HUMAN 040	Religions of the World	3
HUMAN 052	Women and Cinema	4
HUMAN 053	Comparative Film Genres	4
HUMAN 055	The Representation of Immigration in Cinema and Television	4
HUMAN 057	Film Directors and Artists	4
HUMAN 182	Introduction to Visual Culture	3
HUMAN 226	Global Cinema (Screening)	1
M/LAT 030A	Survey of Latin-American Films	3
M/LAT 030B	Survey of Latin-American Films	3
MUSIC 010	Music Appreciation	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
MMART 123	The Art of Documentary Film	3
PHIL 001	Introduction to Philosophy	3
PHIL 002	Social and Political Philosophy	3
PHIL 011	Formal Logic	3
PHIL 016	Buddhist Philosophy	3
PHIL 020A	History of Ancient Greek Philosophy	3
PHIL 020B	History of Modern European Philosophy	3
PHIL 031A	Human Values/Ethics	3
PHIL 035	Feminist Philosophy	3
PHIL 037	Introduction to Asian Philosophy	3
PORT 001A	Elementary Portuguese	5
PORT 001B	Elementary Portuguese	5
SPAN 001A	Elementary Spanish I	5
SPAN 001B	Elementary Spanish II	5
SPAN 002A	Intermediate Spanish I	5
SPAN 002B	Intermediate Spanish II	5
SPAN 010A	Advanced Spanish Conversation	3
SPAN 010B	Advanced Spanish Conversation	3
SPAN 022A	Spanish for Bilingual Speakers I	5
SPAN 022B	Spanish for Bilingual Speakers II	5
SPAN 035A	Intermediate Conversational Spanish: Current Events	3
SPAN 035B	Intermediate Conversational Spanish: Film	3
SPAN 038	Latin American Literature	3
SPAN 039	Latin American Novel	3
SPAN 040	Hispanic Civilization and Culture	3
WS 035	Feminist Philosophy	3
WS 052	Women and Cinema	4

Students must receive a minimum grade of "C" or better in all required core courses and electives in order to qualify for the degree. Students wishing to tr.

Major Requirements: 18

Credit Hours:

General Education and Electives: 42

Credit Hours:

Total Units: 60

Credit Hours:

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Laney College

Associate Of Arts Degree In Psychology For Transfer

Overview

College	Laney - Humanities, Social Sciences
Originator	Tarek ElJarrari
Award Type	AA-T Degree

Codes and Dates

State Approval Date	9/24/2014
Curriculum Committee Approval Date	3/07/2014
Board of Trustees Date	6/10/2014
Current Effective Date	1/20/2015
Program Control Number	32885
Top Code	2001.00 - Psychology, General
CIP Code	42.0100: Psychology, General.

Description

The Associate in Arts in Psychology for Transfer Degree is designed to prepare students for a seamless transfer with junior status and priority admission to their local CSU campus to a program or major in Psychology or similar major for completion of a baccalaureate degree. Students are required to complete: A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. The Associate Arts in Psychology for Transfer Degree will also assist Psychology major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities

N/A

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Read critically and write effective essays.
 2. Analyze and utilize empirical findings.
 3. Analyze major psychological theories and concepts.
-

Degree Requirements:

Core Courses (14 units)	Credit Hours: (0 Required)
PSYCH 001A Introduction to General Psychology	3
PSYCH 028 Introduction to Research Methods in Psychology	3
BIOL 010 Introduction to Biology	4
MATH 013 Introduction to Statistics	4
Select two of the following (min 6 units):	Credit Hours: (0 Required)
PSYCH 006 Social Psychology	3
PSYCH 007A Psychology of Childhood	3
PSYCH 021 Lifespan Human Development	3
PSYCH 024 Abnormal Psychology	3
PSYCH 012 or Human Sexuality	3
BIOL 027 Human Sexuality	3
SOC 001 Introduction to Sociology	3
PSYCH 026 Culture and Psychology	3
	Credit Hours: (0 Required)

Total Major Units: 20

IGETC or CSU GE-Breadth Education pattern **Credit Hours:** (0 Required)
37 - 39

CSU Transferable Elective Course to meet 60 units: **Credit Hours:** (0 Required)

Total Units: **Credit Hours:** (60 Required)
60

Total: 60

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Laney College

Architecture

Overview

College	Laney - Career and Technical Education
Originator	Ron Betts
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	5/29/2018
Board of Trustees Date	12/12/2017
Program Control Number	21535
Top Code	0201.00* - Architecture and Architectural Technology
CIP Code	04.0901: Architectural Technology/Technician.

Description

The Architecture Department offers vocational and paraprofessional programs in architectural technology as well as preparation for transfer to four- and five-year architecture programs.

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafting technicians, 3-D project renderers, and other similarly related occupations in public and private sector architecture and construction/building industry related offices. Supplemental courses offer students a broad architectural and general education background and enable them to continue their education in architecture at the university level.

Career Opportunities

Entry level CAD/Revit Technicians

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Create a Building Design using manual/computer tools.
 2. Create Accurate Detailed Drawings
 3. Verbally and Graphically present ideas
-

Degree Requirements:

First Semester (9 units):	Credit Hours: (9 Required)
ARCH 010 Introduction to Architecture	2
ARCH 013 Architectural Drafting and Design I *	4
ARCH 104A Beginning Computer Aided Drafting (CAD)	3
Second Semester (10 units):	Credit Hours: (10 Required)
ARCH 023 Architectural Drafting and Design II	4
CONMT 020 Blueprint Reading and Interpretation	3
ARCH 125 Digital Tools for Architecture and Design	3
Third Semester (5 units)	Credit Hours: (5 Required)
CONMT 032 Materials and Methods of Construction	3
ARCH 121A Beginning REVIT--Building Information Modeling (BIM)	2
Fourth Semester (2 units):	Credit Hours: (2 Required)
ARCH 121B Advanced REVIT--Building Information Modeling (BIM)	2
Recommended but not required	Credit Hours: (0 Required)

ARCH 033	Architectural Drafting and Design III	4
ARCH 035	Perspective, Shades and Shadows I	2
ARCH 043	Architectural Drafting and Design IV	4
ARCH 045	Perspective, Shades and Shadows II	2
ARCH 107	Architectural History and Theory	3
ARCH 111	Sustainable Architectural Design	3
ART 060	Beginning Painting: Watercolor	2
ART 176	Beginning Sculpture	3
COMM 001A	Introduction to Speech	3
COMM 045	Public Speaking	3
ENGL 001A	Composition and Reading	4
ENGL 001B	Composition and Reading	4
PHOTO 011	Introduction to Black/White Film Photography	3
PHYS 003A	General Physics	5
PHYS 004A	General Physics with Calculus	5

Total: 26

*: Students should be aware that ARCH 211 is a prerequisite for this course

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Laney College

Architecture

Overview

College	Laney - Career and Technical Education
Originator	Ron Betts
Award Type	A.S. Degree

Codes and Dates

State Approval Date	5/08/2018
Board of Trustees Date	12/12/2017
Program Control Number	09031
Top Code	0201.00* - Architecture and Architectural Technology
CIP Code	04.0901: Architectural Technology/Technician.

Description

The Architecture Department offers vocational and paraprofessional programs in architectural technology as well as preparation for transfer to four- and five-year architecture programs.

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafting technicians, 3-D project renderers, and other similarly related occupations in public and private sector architecture and construction/building industry related offices. Supplemental courses offer students a broad architectural and general education background and enable them to continue their education in architecture at the university level.

Career Opportunities

Entry level CAD/Revit Technicians

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Create a Building Design using manual/computer tools.
 2. Create Accurate Detailed Drawings
 3. Verbally and Graphically present ideas
-

Degree Requirements:

First Semester (9 units):	Credit Hours: (0 Required)
ARCH 010 Introduction to Architecture	2
ARCH 013 Architectural Drafting and Design I *	4
ARCH 104A Beginning Computer Aided Drafting (CAD)	3
Second Semester (10 units):	Credit Hours: (0 Required)
ARCH 023 Architectural Drafting and Design II	4
CONMT 020 Blueprint Reading and Interpretation	3
ARCH 125 Digital Tools for Architecture and Design	3
Third Semester (9 units):	Credit Hours: (0 Required)
ARCH 033 Architectural Drafting and Design III	4
CONMT 032 Materials and Methods of Construction	3
ARCH 121A Beginning REVIT--Building Information Modeling (BIM)	2
Fourth Semester (6 units):	Credit Hours: (0 Required)
ARCH 043 Architectural Drafting and Design IV	4

ARCH 121B Advanced REVIT--Building Information Modeling (BIM) 2

Credit Hours: (0 Required)

Total Major Units: 34

Recommended But Not Required

Credit Hours: (0 Required)

ARCH 035	Perspective, Shades and Shadows I	2
ARCH 045	Perspective, Shades and Shadows II	2
ARCH 107	Architectural History and Theory	3
ARCH 111	Sustainable Architectural Design	3
ART 060	Beginning Painting: Watercolor	2
ART 176	Beginning Sculpture	3
COMM 001A	Introduction to Speech	3
COMM 045	Public Speaking	3
ENGL 001A	Composition and Reading	4
ENGL 001B	Composition and Reading	4
PHOTO 011	Introduction to Black/White Film Photography	3
PHYS 003A	General Physics	5
PHYS 004A	General Physics with Calculus	5

Credit Hours: (0 Required)

General Education Pattern 19

Total Units

Credit Hours: (60 Required)

Total: 60

*: Students should be aware that ARCH 211 is a prerequisite for this course

Laney College

Digital Fabrication Technology - Machine Technology

Overview

College	Laney - Career and Technical Education
Originator	Richard Rothbart
Award Type	Certificate of Achievement

Description

Laney College's Machine Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques within, but not limited to, the machining field. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using CNC and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
 2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process.
 3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.
-

Degree Requirements:

Fundamental skills (min 7 units):	Credit Hours: (7 Required)
CARP 224A Digital Fabrication I	2
MACH 210 Machine Technology I	5
Computer Assisted Design (min 3 or 4 units):	Credit Hours: (3 - 4 Required)
MACH 020 or CAD Solid Modeling with Solidworks	4
ENGIN 022 Engineering Graphics	3
Further study in Digital Fabrication (min 10 units):	Credit Hours: (10 Required)
CARP 224B Digital Fabrication II	2
MACH 030 Introduction to CNC Programming and CAD/CAM Technology	4
MACH 031 Advanced CNC and CAD/CAM Programming	4
Continuation and discovery of new disciplines (min 8 units):	Credit Hours: (8 Required)
MACH 220 Machine Technology II	5
WDTEC 010 Wood Technology I	3
Cooperative Education (min 2 units):	Credit Hours: (2 Required)
MACH 466L Occupational Work Experience in Machine Technology	2

Total: 30.000 - 31.000

Laney College

Digital Fabrication Technology - Design and Engineering

Overview

College	Laney - Career and Technical Education
Originator	Richard Rothbart
Award Type	Certificate of Achievement

Description

Laney College's Engineering and Design focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in design firms, engineering firms, furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques. Engineering and design based thinking will frame the way students approach projects and problems, using skills and techniques in those disciplines to guide solution based problem solving.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safety - Demonstrate proper safety protocols of all tools and equipment in the classroom .
 2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process using engineering and design principles.
 3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.
-

Degree Requirements:

Fundamental skills (min 10 units):	Credit Hours:	(10 Required)
CARP 224A Digital Fabrication I		2
MACH 210 Machine Technology I		5
ENGIN 010 Introduction to Engineering		3
Computer Assisted Design (min 3 or 4 units):	Credit Hours:	(3 - 4 Required)
MACH 020 or Machine Technology 20		4
ENGIN 022 or Engineering Graphics		3
ARCH 125 Digital Tools for Architecture and Design		3
Further study in Digital Fabrication (min 10 units):	Credit Hours:	(10 Required)
CARP 224B Digital Fabrication II		2
MACH 030 Introduction to CNC Programming and CAD/CAM Technology		4
MACH 031 Advanced CNC and CAD/CAM Programming		4
Continuation and discovery of new disciplines (min 6 units)	Credit Hours:	(6 Required)
ARCH 142 Digital Craft For Architecture and Design		3
ENGIN 110 Engineering Entrepreneurship		3
Cooperative Education min 2 units):	Credit Hours:	(2 Required)

Total: 31.000 - 32.000

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Laney College

Digital Fabrication Technology--Wood Technology

Overview

College	Laney - Career and Technical Education
Originator	Myron Franklin
Award Type	Certificate of Achievement

Description

Laney College's Wood Technology focused Digital Fabrication Technology Program prepares graduates for modern Digital Fabrication and Advanced Manufacturing careers in furniture, cabinet, industrial art, custom installation and parts manufacturing shops. These multi-disciplinary courses emphasize and expand on the fundamentals of computer-assisted design (CAD) and computer-assisted manufacturing (CAM) techniques. Students will learn intermediate and advanced skills skills in iterative, design oriented thinking by employing rapid prototyping philosophy framed within a creative problem solving mindset. Graduates will leave with the ability to: conceptualize a project, 3D model it in its entirety, create the project using computer numerically controlled (CNC) and advanced manufacturing equipment, rapidly analyze and improve a project through iteration, and finish a project using modern and hand techniques.

Career Opportunities

CNC operator CNC programmer Part designer Fabricator CAD/CAM specialist Design and fabrication consultant 3D printer operator Digital Fabrication technician Production assistant Manufacturing technician Shop fabricator Fabrication technician Fabrication lab manager Advanced manufacturing teacher Shop manager Process engineer Engineering Equipment Technician Makerspace and Instructional Support Technician Sign fabricator Fablab instructor Laser cutter operator

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Safety--Demonstrate proper safety protocols of all tools and equipment in the classroom .
 2. Skills - Students will be able to use modern industrial computer numerically controlled (CNC) equipment to produce projects and apply improvements within the prototyping process.
 3. Materials and Practices - Students will identify, analyze, evaluate and apply the correct materials to the appropriate production parameters creating efficient work flows for projects with optimal material use.
-

Degree Requirements:

Fundamental skills (min 5 units):	Credit Hours: (5 Required)
CARP 224A Digital Fabrication I	2
WDTEC 010 Wood Technology I	3
Computer Assisted Design (min 3 or 4 units)	Credit Hours: (3 - 4 Required)
MACH 020 or Machine Technology 20	4
ENGIN 022 Engineering Graphics	3
Further study in Digital Fabrication (min 6 units)	Credit Hours: (6 Required)
CARP 224B Digital Fabrication II	2
WDTEC 030 CAD/CAM Techniques in the Cabinet-making Industry	4
Continuation and discovery of new disciplines (min 8 units)	Credit Hours: (8 Required)
MACH 210 Machine Technology I	5
WDTEC 020 Wood Technology II	3
Cooperative Education (min 2 units)	Credit Hours: (2 Required)
WDTEC 466N Occupational Work Experience in Wood Technology	2

Total: 24.000 - 25.000

Laney College

Quality and Regulatory Practices in Biotechnology

Overview

College	Laney - Mathematics and Sciences
Originator	Leslie Blackie
Award Type	Certificate of Completion

Description

The Certificate of Completion in Quality and Regulatory Practices in Biotechnology (CCt BIOL) prepares students to work in a regulated field. Students will explore concepts related to quality control and quality assurance. Key concepts for product safety and quality include the roles of governmental oversight and regulation during discovery, development and manufacturing of products in validation, documentation and regulatory compliance. Students will gain sufficient mastery of the Quality Book of Knowledge to take the CQIA exam administered by the American Society for Quality (ASQ)

Career Opportunities

Quality Job titles that align with Certifications include Analyst Initiates and coordinates quality-related data from production, service or process improvement activities and reports these data using statistical techniques. Average salary: \$69,98 Associate: Involved in quality improvement projects but not necessarily full time. Does not necessarily have primary responsibility for traditional quality management, assurance or control activities. Average salary: \$59,036 Auditor: Performs and reports on internal or external quality system audits. Average salary: \$76,979 • Average with certification: \$79,264 • Average without certification: \$71,555 Other titles: Calibration Technician, Reliability/Safety Engineer, Inspector, Specialist, SSupplier Quality Engineer/Professional Technician

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply knowledge gained in sufficient mastery of the Quality Body of Knowledge to pass the Certified Quality Improvement Associate exam
-

Degree Requirements:

Core Courses:	Noncredit: (89.25 - 105 Required)
<i>Students must complete a minimum of 89.25 class hours</i>	
BIOL 574 Quality Practices in Biotechnology	36.75 - 52.5
BIOL 577 Business and Regulatory Practices in Biomanufacturing	52.5
Competency Requirement:	Noncredit: (0 Required)
Teacher or department will determine if student has met the competencies of the program and document it.	0
Total: 89.250 - 105.000	

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Merritt College

Administrative Assistant

Overview

College	Merritt - Division II
Originator	Fereshteh Mofidi
Award Type	A.A. Degree

Codes and Dates

Curriculum Committee Approval Date	4/26/2018
Program Control Number	9044
Top Code	0514.00* - Office Technology/Office Computer Applications
CIP Code	01.0100: Agricultural Business and Management.

Description

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

Career Opportunities

n/a

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Complete business projects via the integration of word processing, spreadsheet, database and presentation software.
2. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
3. Demonstrate organizational management skills to complete work independently and in a group.

Degree Requirements:

Degree Major Requirements:		Credit Hours: (25 Required)
BUS 005	Human Relations in Business	3
BUS 010	Introduction to Business	3
BUS 020	General Accounting	3
CIS 001 or	Introduction to Computer Information Systems	4
CIS 005	Introduction to Computer Science	5
COMM 020	Interpersonal Communication Skills	3
CIS 040	Database Management	4
CIS 042	Spreadsheet Applications	4
COPED 450	General Work Experience	1

Typewriting proficiency via credit by exam at 45 NWPM for graduation.

Total Units Required for Major: 25 - 28

Recommended:		Credit Hours:	(0 Required)
ENGL 001A	Composition and Reading		4
MATH 013 or	Introduction to Statistics		4
MATH 203	Intermediate Algebra		0

General Education (PCCD GE Pattern): **Credit Hours:** (19 Required)
19

Units that may be double-counted: **Credit Hours:** (0 Required)
7

Electives (degree-applicable courses): **Credit Hours:** (16 Required)
20 - 23

Total: 60

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Merritt College

Administrative Assistant

Overview

College	Merritt - Division II
Originator	Fereshteh Mofidi
Award Type	Certificate of Achievement

Description

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

Career Opportunities

N/A

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Complete business projects via the integration of word processing, spreadsheet, database and presentation software.
2. Synthesize business communication techniques to create, revise and evaluate verbal and written business messages.
3. Demonstrate organizational management skills to complete work independently and in a group.

Degree Requirements:

Requirements:	Credit Hours:	(25 - 28 Required)
BUS 005	Human Relations in Business	3
BUS 010	Introduction to Business	3
BUS 020	General Accounting	3
CIS 001 or	Introduction to Computer Information Systems	4
CIS 005	Introduction to Computer Science	5
CIS 040	Database Management	4
CIS 042	Spreadsheet Applications	4
COMM 020	Interpersonal Communication Skills	3
COPED 450	General Work Experience	1
Typewriting proficiency required via credit by exam at 45 NWPM		

Recommended:	Credit Hours:	(0 Required)
ENGL 001A	Composition and Reading	4
MATH 013 or	Introduction to Statistics	4
MATH 203	Intermediate Algebra	0

Total: 25.000 - 28.000

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Merritt College

Business Information Processing

Overview

College	Merritt - Division II
Originator	Fereshteh Mofidi
Award Type	A.A. Degree

Codes and Dates

Curriculum Committee Approval Date	4/26/2018
Board of Trustees Date	6/12/2018
Program Control Number	9045
Top Code	0514.00* - Office Technology/Office Computer Applications
CIP Code	52.0401: Administrative Assistant and Secretarial Science, Gene

Description

Students in this program acquire proficiency working with computer technology, business software applications and managing business information processing needs with current Office software applications, Internet & web work via business correspondence & a variety of documents, presentation graphics, database management, spreadsheet creation, integration of applications, and business resource and support departments.

Career Opportunities

N/A

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Utilize office technology to compose and format business documents.
2. Integrate the use of word processing, spreadsheet, database, presentation, and electronic communication software to complete business tasks.
3. Demonstrate technological communication and problem-solving skills in a business setting.

Degree Requirements:

Requirements:	Credit Hours:	(0 Required)
BUS 005	Human Relations in Business	3
BUS 010	Introduction to Business	3
CIS 001 or	Introduction to Computer Information Systems	4
CIS 005	Introduction to Computer Science	5
CIS 040	Database Management	4
CIS 042	Spreadsheet Applications	4
CIS 234A	World Wide Web Publishing I	2
CIS 234D	Web Authoring	2
CIS 234E	Creating an E-Commerce Web Site	2
COMM 020	Interpersonal Communication Skills	3
COPEd 450	General Work Experience	1
Typewriting proficiency via credit by exam at 45 NWPM for graduation.		
Total Units Required for Major:		28 - 29

Recommended:

Credit Hours: (0 Required)

BUS 054	Small Business Management	3
BUS 070	Introduction to Marketing	3
BUS 074	Introduction to Advertising	3

General Education (PCCD GE Pattern): **Credit Hours:** (0 Required)
19

Units that may be double-counted: **Credit Hours:** (0 Required)
7

Electives (degree-applicable courses): **Credit Hours:** (60 Required)
19 - 20

Total: 60

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Merritt College

Computer Science and Information Systems Career Readiness

Overview

College	Merritt - Division II
Originator	Anita M Black
Award Type	Certificate of Completion

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 Short Term Vocational (STV) 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):

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

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.

Degree Requirements:

Major Core Courses

Noncredit: (0 Required)

Courses listed in recommended sequence of completion

CIS 520	Setting the Technical Professional Work Stage	0
CIS 521	Communication for Technical Professionals	0
CIS 522	Collaboration, Conflict Resolution as a Technical Specialist	0
CIS 523	Time Management and Organization of Technical Projects	0
CIS 524	Job Evaluation and Self Assessment for Technology Professionals	0
CIS 525	Resume Writing for Technology Professionals	0

CIS 526	Interview Preparedness for the Technology Professional	0
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CIS 527	Interview Practice for the Technology Professional	0
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Hours required for CIS 527 depend on the nature and number of interview scenarios included

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Merritt College

Conservation and Resource Management

Overview

College
Originator
Award Type

Merritt - Division II
Bradley Balukjian
Certificate of Achievement

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

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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

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.
-

Degree Requirements:

Major Core Courses

Credit Hours: (25 Required)

BIOL 015	Environmental Biology	3
COPED 476F	Occupational Work Experience in Environmental Management and Technology	3
ENVMT 001	Environmental Careers	1
ENVMT 002	Introduction to Sustainable Environmental Systems	3
ENVMT 002L	Introduction to Sustainable Environmental Systems Lab	1
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

GEOL 021	Bay Area Field Studies	1
ENVMT 012 or	Environmental Racism and Justice	3
AFRAM 038	Environmental Racism and Justice	3

Major Elective Courses**Credit Hours:** (2 Required)*Select one course for a minimum of two (2) units from the following:*

ENVMT 008	Introduction to Outdoor Education	3
ENVMT 011	Sustainable Urban and Regional Planning	3
ENVMT 014	Environmental Impact Reports	2
ENVMT 040	From Tree to Sea: A Bay Area Environmental Cross Section	3
ENVMT 044	Introduction to Creek and Watershed Restoration: General Aspects	3
LANHT 081	Arborist Equipment Fundamentals	2

Interdisciplinary Elective Courses**Credit Hours:** (2 Required)*Select any combination of courses for a a minimum of two (2) units from the following:*

ART 166	Beginning Botanical Drawing	2
BIOL 009	Marine Biology	4
BIOL 029	Introduction to Biodiversity	4
BIOL 060A	Natural History of the Bay Area: The Local Parks	0.5
BIOL 060B	Natural History of the Bay Area: Mt. Diablo State Park	1
BIOL 060C	Natural History of the Bay Area: Herpetology	2
BIOL 061E	Natural History of the Tide Pools of the Greater Bay Area	0.5
BIOL 061G	Natural History: Mammals of the Greater Bay Area	2
BIOL 061H	Natural History of the Bay Area: Butterflies and Moths	2
BIOL 061I	Natural History of the Bay Area: Bryophytes	2
BIOL 061K	Natural History of the Bay Area: Lichens	2
BIOL 062S	Natural History of the Islands of California	2
BIOL 080A	Raptors of Central California and the Bay Area	0.5
BIOL 080B	Bird Singing: The Ecology of Bird Songs and Identification by Ear	0.5
BIOL 080C	Fundamentals of Ornithology and Birding in Central California/Bay Area	0.5
BIOL 080D	Ecology of the California Condor	1.5
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 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 045A	Mushroom Cultivation I	2

LANHT 050	Plant Taxonomy	3
NATAM 076E	California Indian Ecology on the Central Coast	1.5
LANHT 053	Alpines Lab	1

Total: 29

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Merritt College

Ecological Restoration, Ranger, Naturalist And Outdoor Education

Overview

College	Merritt - Division II
Originator	Bradley Balukjian
Award Type	A.S. Degree

Description

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

Career Opportunities

Ecological Restoration, Conservation & Resource Management Job & Internships: Design Firms Private Contractors Public Works/Government Interpretive, Education, Land Management Job & Internships: Parks, Museums, Land Mgt. Agencies, Outdoor Recreation Non-Profit, Public, Businesses Camps, Nature Centers, Eco Tourism Public & Private K-12 Environmental Science Outdoor Education

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. 1. Students will be able to identify, describe and assess ecosystems for type, health and environmental impacts and record observations.
2. 2. Students will be able to develop creative sustainable solutions to ecological land, water, and habitat management and human use problems.
3. 3. Students will be able to prepare interpretive educational programs and written material for natural and cultural environments.

Degree Requirements:

Required Courses	Credit Hours:	(20.5 Required)
ENVMT 001 Environmental Careers		1
ENVMT 002 Introduction to Sustainable Environmental Systems		3
ENVMT 002L Principles of Ecology and Sustainable Systems Lab		1
ENVMT 008 Introduction to Outdoor Education		3
ENVMT 011 Sustainable Urban and Regional Planning		3
ENVMT 018 Environmental Writing		2.5
ENVMT 033AA Introduction to Creek and Watershed Restoration: General Aspects		1
ENVMT 040 From Tree to Sea: A Bay Area Environmental Cross Section		3
ENVMT 043 and Introduction to Urban Forest Products and Policy		3
GEOG 001 or Physical Geography		3
GEOL 012 Environmental Geology		3

Select a minimum of 4.5 units

Dept No Title Units

Credit Hours: (21.5 Required)

ENVMT 009	Early Childhood Environmental Education	3
ENVMT 012	Environmental Racism and Justice	3
ENVMT 019	Civilization's Impact on the Environment: Psychology of Trashing the Earth	3
ENVMT 030	Ecological Restoration: Uplands	2
ENVMT 031	Wetlands Restoration	3
ENVMT 032	Watershed Assessment	0.5
ENVMT 034	From Dams to Greywater: California Water Systems and Alternatives	2
ENVMT 041	Wildlife and Watershed Restoration Gardening	1
ENVMT 042	Ecology, Culture and Stewardship of California Landscapes	1
ENVST 060A or	Natural History of the Bay Area: The State Parks, Part I	0.5
ENVMT 210A/B	Environmental Photography and Photo Monitoring I, II	0
LANHT 005A or	Plant Materials: Fall Native Plant ID and Culture with Lab (Day)	3
LANHT 005B or	Plant Materials: Spring Native Plant ID and Culture with Lab (Day)	3
LANHT 038	Native Plant Habitats	2
LANHT 051ABCD	Natural Landscape Interpretation	0.5
COPED 476F	Occ. Work Experience in Environmental Management and Technology	1

Total: 42.5

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Merritt College

Infant/Toddler Specialist

Overview

College
Originator
Award Type

Merritt - Division I
Jennifer Briffa
Certificate of Proficiency

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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

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.
-

Degree Requirements:

Required Courses		Credit Hours:	(0 Required)
CHDEV 056A	Infant/Toddler Development and Care		3
CHDEV 056B	Curriculum and Environments for Infants and Toddlers		3
Total:			6

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Merritt College

Internet Programming

Overview

College
Originator
Award Type

Merritt - Division II
Fereshteh Mofidi
Certificate of Proficiency

Description

The Internet Programming program prepares students for entry-level positions in Internet programming. Students completing this certificate will be able to develop interactive web sites, either as front-end site solutions or back-end data gathering and manipulation; or will develop stand-alone, custom applications with Internet functionality. A Certificate of Proficiency will be awarded upon satisfactory completion of the courses specified below. The Certificate of Proficiency is not indicated on the student's transcript.

Career Opportunities

http://peralta.curricunet.com/Form/Program/_Form/1565/300

Degree Requirements:

Certificate of Proficiency Requirements:

Credit Hours: (12 Required)

CIS 036A	Java Programming Language I	4
CIS 064	Internet Programming in JavaScript	2
CIS 065	CGI Programming	0
CIS 066	XML Documents and Applications	2
CIS 234A	World Wide Web Publishing I	2
CIS 234B	World Wide Web Publishing II	2

Total: 12

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Merritt College

Legal Office Assistant

Overview

College
Originator
Award Type

Merritt - Division II
Fereshteh Mofidi
Certificate of Proficiency

Description

The Legal Office Assistant certificate program is designed to qualify a student for immediate employment as a Legal Office Assistant in a legal office. Training includes computer application skills in word processing, spreadsheets, database and presentation software, and a basic introduction to the legal profession, law office management, and legal research. Students may further their education by completing Business transfer degree requirements in Business Administration, Business Management or related fields.

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

Career Opportunities

N/A

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply the operation of state-of-the-art industry equipment and software to accomplish work-related tasks accurately and productively in an office environment.
2. Utilize oral, written and interpersonal communication skills necessary to work effectively with people in the legal field.
3. Demonstrate analytical skills and techniques necessary to organize, prioritize and manage information flow in an office setting.

Degree Requirements:

Certificate of Proficiency Requirements:

Credit Hours: (13 Required)

CIS 001	or	Introduction to Computer Information Systems	4
CIS 005		Introduction to Computer Science	5
COMM 020		Interpersonal Communication Skills	3
PARLG 001		Law and the Legal Profession	3
PARLG 004		Law Office Management	2
PARLG 006		Legal Research	3

Require typewriting proficiency via credit by exam at 45 NWPM for graduation.

Recommended:

Credit Hours: (0 Required)

COPEd 474A	or	Occupational Work Experience in Paralegal Studies	1
COPEd 450		General Work Experience	1

Recommended:

Total: 16

Merritt College

Natural History and Resources

Overview

College	Merritt - Division II
Originator	Bradley Balukjian
Award Type	Certificate of Achievement

Codes and Dates

State Approval Date	11/01/2019
Curriculum Committee Approval Date	4/11/2019
Board of Trustees Date	6/12/2019
Current Effective Date	1/01/2020
Program Control Number	38649
Top Code	0115.00* - Natural Resources
CIP Code	03.0101: Natural Resources/Conservation, General.

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

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.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

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.
-

Degree Requirements:

Major Core Courses

Credit Hours: (15 Required)

BIOL 029	Introduction to Biodiversity	4
ENVMT 001	Environmental Careers	1
ENVMT 002	Introduction to Sustainable Environmental Systems	3
ENVMT 002L	Introduction to Sustainable Environmental Systems Lab	1
GEOG 001	Physical Geography	3
ENVMT 012 or	Environmental Racism and Justice	3
AFRAM 038	Environmental Racism and Justice	3

Major Elective Courses**Credit Hours:** (9 Required)*Select any combination of courses for a minimum of nine (9) units from the following:*

ART 166	Beginning Botanical Drawing	2
BIOL 009	Marine Biology	4
BIOL 015	Environmental Biology	3
BIOL 060A	Natural History of the Bay Area: The Local Parks	0.5
BIOL 060B	Natural History of the Bay Area: Mt. Diablo State Park	1
BIOL 060C	Natural History of the Bay Area: Herpetology	2
BIOL 061E	Natural History of the Tide Pools of the Greater Bay Area	0.5
BIOL 061G	Natural History: Mammals of the Greater Bay Area	2
BIOL 061H	Natural History of the Bay Area: Butterflies and Moths	2
BIOL 061I	Natural History of the Bay Area: Bryophytes	2
BIOL 061K	Natural History of the Bay Area: Lichens	2
BIOL 062S	Natural History of the Islands of California	2
BIOL 080A	Raptors of Central California and the Bay Area	0.5
BIOL 080B	Bird Songing: The Ecology of Bird Songs and Identification by Ear	0.5
BIOL 080C	Fundamentals of Ornithology and Birding in Central California/Bay Area	0.5
BIOL 080D	Ecology of the California Condor	1.5
GEOLOGY 001	Introduction to Physical Geology	4
GEOLOGY 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
LANHT 050	Plant Taxonomy	3
NATAM 076E	California Indian Ecology on the Central Coast	1.5

Interdisciplinary Elective Courses**Credit Hours:** (2 Required)*Select any combination of courses for a minimum of two (2) units from the following:*

BIOL 015	Environmental Biology	3
COPED 476F	Occupational Work Experience in Environmental Management and Technology	3

ENVMT 005	Oakland Food Culture	3
ENVMT 008	Introduction to Outdoor Education	3
ENVMT 014	Environmental Impact Reports	2
ENVMT 035	Introduction to Urban Agroecology	3
ENVMT 040	From Tree to Sea: A Bay Area Environmental Cross Section	3
ENVMT 044	Introduction to Creek and Watershed Restoration: General Aspects	3
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
GEOG 021	Bay Area Field Studies	1 - 2
LANHT 045A	Mushroom Cultivation I	2
LANHT 081	Arborist Equipment Fundamentals	2
ENVMT 011	Sustainable Urban and Regional Planning	3

Total: 26

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Merritt College

Office Administrator

Overview

College	Merritt - Division II
Originator	Fereshteh Mofidi
Award Type	Certificate of Proficiency

Description

The Office Administrator program is designed to qualify a student for employment as an Office Administrator in the business world. Training includes computer application skills in word processing, spreadsheets, database and presentation software, and a comprehensive introduction to office procedures and practices, including human relations in business, general accounting principles, and principles of management. Occupational work experience is also required. 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

N/A

Degree Requirements:

Certificate of Proficiency Requirements:		Credit Hours: (17 Required)
BUS 005	Human Relations in Business	3
BUS 020	General Accounting	3
BUS 050	Principles of Management	3
BUS 221A-C	Office Procedures and Practices (1 each module)	3
CIS 001	Introduction to Computer Information Systems	4
COPED 456Q	Occ. Work Experience in Administrative Office Systems and Applications (1-4)	1
Total:		17

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Merritt College

Retail Clerk

Overview

College
Originator
Award Type

Merritt - Division II
Fereshteh Mofidi
Certificate of Proficiency

Description

The Retail Clerk Certificate of Proficiency prepares students for entry-level positions in retailing.

Career Opportunities

N/A

Degree Requirements:

Certificate of Proficiency Requirements:

Credit Hours: (10 Required)

BUS 005	Human Relations in Business	3
BUS 072	Principles of Retailing	3
COMM 020	Interpersonal Communication Skills	3
COPED 456E	Occupational Work Experience in General Business	1

Recommended:

Credit Hours: (0 Required)

BUS 202	Business Mathematics	3
ENGL 201A	Preparation for Composition and Reading	4

Total: 10

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Merritt College

Small Business Management

Overview

College
Originator
Award Type

Merritt - Division II
Fereshteh Mofidi
Certificate of Proficiency

Description

The Small Business Management certificate program is designed to aid those students who already manage their own business, are contemplating starting their own businesses, or who work for a small business concern. This program provides basic knowledge in the fields of accounting, marketing, and management. Students may further their education by completing Business transfer degree requirements in Business Administration, Business Management or related fields.

Career Opportunities

Career opportunities include operating a sole proprietorship and becoming an entrepreneur.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Analyze how primary functions within business interact to achieve organizational goals.
 2. Analyze and evaluate the feasibility of success when starting a new small business venture.
-

Degree Requirements:

Required Courses		Credit Hours:	(16 Required)
BUS 001A	Financial Accounting		4
BUS 002	Introduction to Business Law		3
BUS 010	Introduction to Business		3
BUS 020 or	General Accounting		3
BUS 054	Small Business Management		3
BUS 070	Introduction to Marketing		3
Total:			16

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