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

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

**CATALOG RIGHTS**

A student's catalog rights are defined as maintaining enrollment in at least one semester per academic year, excluding summer session and intersessions, in any of the Peralta Colleges. A student's catalog rights include:

1. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed.*
   
   **or**

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

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

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

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

**THE ASSOCIATE DEGREE**

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

The student is encouraged to fulfill the requirements for an Associate Degree. Degrees are conferred at the end of the academic term. The student who wishes to transfer may, by careful planning, simultaneously complete Associate Degree and transfer requirements. The degree, however, is not required for transfer, nor does it automatically entitle the student to advanced standing at a four-year institution.

A student may apply for an additional Associate Degree for another major. In this case, previously completed acceptable courses may be counted towards the degree; however, the student must fulfill all current major, General Education, and other degree requirements.

**REQUIREMENTS FOR THE ASSOCIATE DEGREE**

1. At least 60 degree-applicable semester units completed which includes courses in the Major, General Education courses, and electives, if necessary.

2. An overall grade-point average of at least 2.0 (“C”).

3. At least 12 units completed at Merritt.

4. General Education Requirements:
   a. A minimum of 19 units with at least a 2.0 (“C”) average. Choices should be made from the Merritt College General Education Course List.
   b. A "C" or better is required in each course in General Education Areas 4a and 4b (English composition and Mathematics areas) in addition to a "C" average for all General Education courses.
   c. General Education courses completed at another Peralta District college will be accepted by Merritt College.

5. Major Requirements: At least 18 units with a grade of “C” or better in each course in the major. **Note:** The number of units varies for the majors; however, a minimum grade of “C” is required in each course in the major.
GENERAL EDUCATION REQUIREMENTS

AREA ONE: NATURAL SCIENCES

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

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

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

AREA TWO: SOCIAL AND BEHAVIORAL SCIENCES

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

AFRAM: 2, 5, 8, 10, 12, 14A, 14B, 16, 19*, 28**, 30, 31, 32, 33, 34
ANTHR: 2, 3, 4, 5, 8, 13, 15, 16, 18, 30A-D
ASAME: 20, 21, 29, 30, 32, 45A, 45B
BUS: 5, 10, 52
CHDEV: 50, 51^*, 53, 57A
COSER: 10, 45
ECON: 1***, 2, 10, 11***
EDUC: 1
ENVSST: 11, 76A-D*, 78A-H*
HUMAN: 2
M/LAT: 28*, 30A, 30B
MUSIC: 1A, 9, 10, 11, 12A, 12B, 13A, 13B
PHIL: 1, 2, 10, 20A, 20B, 30
SPAN: 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 40
SWAHI: 1A, 1B

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

AREA THREE: HUMANITIES

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

AFRAM: 21, 22A, 22B, 22C, 22D, 28*, 41, 42, 43, 45
ANTHR: 7, 8
ART: 1, 2, 3, 4, 9, 10, 11, 12, 15
ASAME: 1, 30
CHIN: 1, 2
FREN: 1A, 1B, 2A, 2B, 30A, 30B
HUMAN: 2
M/LAT: 28*, 30A, 30B
MUSIC: 1A, 9, 10, 11, 12A, 12B, 13A, 13B
PHIL: 1, 2, 10, 20A, 20B, 30
SPAN: 1A, 1B, 2A, 2B, 22A, 22B, 30A, 30B, 31A, 31B, 38, 40
SWAHI: 1A, 1B

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

AREA FOUR: LANGUAGE AND RATIONALITY

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

a. **English Composition:** One course with a minimum of 3 semester units and a grade of "C" or better from the following:

ENGL: 1A, 1B, 5, 201A, 201B, 203A, 203B
ESL: 21A, 21B

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

**Option 1:** One course with a minimum of 3 semester units and a grade of "C" or better from the following:

MATH: 1, 2, 3A, 3B, 3C, 3D, 13, 15, 16A, 16B, 50, 201, 202, 203
or

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


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

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

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

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

AREA FIVE: ETHNIC STUDIES

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

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

*Afram 19 is the same as M/Lat 6; maximum credit: one course.
**Afram 28 is the same as M/Lat 28; maximum credit: one course.
*+Must be taken for a minimum of 3 units to satisfy Area 5 requirements.

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

Important Notes:

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

2. Out-of-district and/or out-of-state courses will be individually evaluated through the Counseling Office to determine if they fulfill the Merritt College General Education requirements. For information regarding this process, students should contact the Counseling Office in Building P, Room 300.
MAJORS

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

ASSOCIATE DEGREES AND CERTIFICATES

Administration of Justice:
  Corrections AA CC
  Police Science AA CC
African-American Studies AA
Anthropology AA

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

Child Development:
  Assistant Teacher AA
  Associate Teacher AA
  Early Intervention CA
  Teacher CC
  Violence Intervention and Counseling CA

Community Social Services:
  Human Services CA
  Substance Abuse AA CC

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

Economics AA

Emergency Medical Technician I CS

English:
  Language Arts AA
  Environmental Design and Energy Technology AS CC
  Environmental Hazardous Materials Technology AS CC
  Environmental Management and Restoration Technology:
    Ecological Restoration CA
  Geographic Information Systems/Global Positioning Systems (GIS/GPS) CA

Environmental Studies:
  Human Ecology AA
  French AA
  General Curriculum AA

Health Occupations:
  Healthcare Interpreter CA
  Health Sciences AS
  Humanities AA

Landscape Horticulture:
  Basic Landscape Horticulture CC
  Horticultural Therapy* CA
  Horticultural Therapy (pending State approval)* AS CC
  Intermediate Landscape Design/Construction CC
  Intermediate Landscape & Parks Maintenance CC
  Intermediate Nursery Management CC
  Landscape Design/Construction Specialist AS CC
  Landscape & Parks Maintenance Specialist AS CC
  Nursery Management Specialist AS CC
  Turf and Landscape Management Specialist (pending State approval) CC
  Turf and Landscape Management Professional (pending State approval) AS CC

Mathematics AS
  Natural Sciences AS

Nurse Aide:
  Certified Nurse Assistant/Home Health Aide CA
  Nursing (Associate Degree) AS

Nutrition and Dietetics:
  Dietary Assistant CA
  Dietary Manager (Dietetic Service Supervisor) CA
  Dietetic Technology AS CC

Paralegal Studies AA CC
  Radiologic Science** AS CC
  Real Estate AA CC
  Recreation and Leisure Services AA
  Social and Behavioral Sciences AA
  Spanish AA
  Vocational Nursing AS CC
*The AS degree and Certificate of Completion will replace the Certificate of Achievement when State approval is granted.

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

**CERTIFICATE OF COMPLETION**

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

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

**CERTIFICATE OF ACHIEVEMENT**

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

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

Violence Intervention and Counseling
Web Page Authoring

**CERTIFICATE OF SKILLS**

A Certificate of Skills is granted in certain programs for which up to and including 5.5 units are required. A grade of "C" or better is required in each course. These programs do not qualify for the Certificate of Achievement. The receipt of a Certificate of Skills is indicated on the student's transcript. Certificates of Skills are awarded for the following:

Emergency Medical Technician I

**VOCATIONAL/TECHNICAL PROGRAMS OFFERED AT THE PERALTA COLLEGES**

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

**Laney College**
Accounting
Architectural and Engineering Technology
Banking and Finance
Biotechnology
Business Administration
Business Information Systems
Carpentry
Computer Information Systems
Construction Management
Cosmetology
Culinary Arts
Environmental Control Technology
Graphic Arts
Labor Studies
Machine Technology
Management and Supervision
Marketing and Sales
Photography
Retail Management
Welding Technology
Wood Technology

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

Vista College
American Sign Language
Biotechnology
Business Administration
Business Office Technology:
  Administrative Assistant
  Administrative Assistant/Legal
  Administrative Assistant/Medical
  Administrative/Accounting Assistant
CIS/Applied Microcomputer Information Systems
Information Technology
International Trade
Multimedia Arts:
  Digital Imaging
  Digital Video Arts
  Web Design/Production
Social Services Paraprofessional (pending State approval)
Travel Industry