

**EDU-112D SKILLS ACQUISITION FOR STUDENT SUCCESS-- ENGLISH**

Course duration: 36-90 hours; open entry format.

Enrolled credit students may take this course for a maximum of 90 hours per term. This course is designed to provide Merced College students the opportunity to improve their critical reading, writing, research, and/or technological skills in a supervised instructional setting. The critical skills learned depend upon the needs of individual students and correspond to the work assigned in co-enrolled courses. (11/16)

**ENG-121 COLLEGE PREP ENGLISH 1: READING**

Course duration: 45-63 hours; open entry format.

Advisory: Read commonly used words and sound out words of more than two syllables.

This course will introduce students to text-based reading at four levels below transfer. Upon entry, students should be able to identify sight words and sound out unfamiliar words. Students will learn skills in order to increase vocabulary through context clues, to understand basic levels appropriate texts, and to think critically about those texts at four levels below transfer. (2/13)

**ENG-122 COLLEGE PREP ENGLISH 2: WRITING**

Course duration: 45-63 hours; open entry format.

Advisory: Read commonly used words and sound out words of more than two syllables.

Course duration: 45-63 hours; open entry format. This course will introduce students to writing at four levels below transfer. Upon entry, students should be able to identify sight words and sound out unfamiliar words. Students will learn skills in order to increase vocabulary, write complete sentences with grammatical accuracy, and to write critically about texts at four levels below transfer. (2/13)

**GED-101 BASIC SKILLS DEVELOPMENT AND GED PREPARATION**

Course duration: 324 hours; open entry format.

This 324 hour course is designed to build the basic academic skills of adult learners in the areas of reading comprehension, language and evidence-based writing, mathematical reasoning, life, physical, and earth sciences, and social science. Special emphasis is placed on analytical reading skills, problem solving, and test preparation. The content of this course is reflective of the modifications to the GED exam that will become effective in January of 2014. Subject matter included are the areas covered by the GED exam such as science, social studies, literature, mathematics and writing. (1/14)

**GUI-101 INTRODUCTION TO COLLEGE**

Course duration: 1.5 hours; open entry format.

This course will acquaint students with the College, academic regulations, the availability of campus resources, and the importance of educational planning. (1/06)

**GUI-102 PROBATION SOLUTIONS – LEVEL 1**

Course duration: 1.5 hours; open entry format.

Successful completion of this course is required for Level I academic and progress probation students to continue enrollment. The student will learn strategies for successful course progression and removal from probation status. They will also learn viable approaches for successfully attaining their academic goals. (10/13)

**MAT-101 COLLEGE PREP MATH I: OPERATIONS OF WHOLE NUMBERS**

Course duration: 45-63 hours; open entry format.

Advisory: ENG-121.

This is an introductory course of the whole number system, including counting, notation, and the number line. Particular emphasis is placed on the basic computational skills, addition, subtraction, multiplication, and division. (12/14)

**MAT-102 COLLEGE PREP MATH II: APPLICATIONS OF WHOLE NUMBERS**

Course duration: 45-63 hours; open entry format.

Advisory: ENG-121; MAT-101.

This is an introductory course of the whole number system, with an emphasis on application problem solving. Particular emphasis is placed on the area, volume, and perimeter of geometric figures. (12/14)

**TUT-106 SUPERVISED TUTORING**

Course duration: 102 hours; open entry format.

This 102 -hour course is designed to assist credit enrolled students who are experiencing difficulty in their college courses. The course provides tutoring from qualified tutors in either a one-to-one or small group setting. (12/13)

**EDUCATION COURSES FOR PERSONS WITH SUBSTANTIAL DISABILITIES**

**SKLS-210 DAILY LIVING SKILLS**

Course duration: 435-455 hours; open entry format.

This 435-455 hour course is designed primarily for mentally and or physically disabled students who are functioning at very low levels. The course teaches the basic living skills necessary for successful social interaction, self-care, and to help enhance self-esteem. (11/13)

**FAMILY AND CONSUMER SCIENCE**

**SEW-402 BEGINNING QUILTING**

Course duration: 54 hours; open entry format.

This 54 hour noncredit course will teach students the fundamentals of quilting. Students will learn ideas and techniques for creating quilted and patchwork bed covers, wall art, clothing and other quilted projects. Topics include piecing, appliqué, and other quilting skills. (1/14)

**SEW-407 NEEDLECRAFTS AND SEWING**

Course duration: 54 hours; open entry format.

This 54 hour course provides instruction in knitting, crocheting, stitchery and sewing with an emphasis on: making needlecrafts easier, learning the basic techniques in each of the areas, and learning how to select the right equipment, and the correct pattern for each level of expertise. (12/13)

**EDUCATION COURSES FOR OLDER ADULTS**

**ARTS-507B MUSIC THERAPY FOR ADULTS - INTERMEDIATE**

Course duration: 54 hours; open entry format.

Limitation on enrollment: Students must demonstrate ability to sight-read music for their instrument.

This 54 hour course provides experience in performing concert and symphonic band literature. Public performance and exchange concerts are scheduled in addition to class instruction and rehearsals. (1/14)

**ARTS-512 CHORAL DYNAMICS**

Course duration: 54 hours; open entry format.

Limitation on enrollment: Ability to accurately match pitch and correctly follow verbal instructions.

This 54 hour course is a study of standard choral literature. It emphasizes part-singing, intonation, breath control, vocal development, style, eras, musical devices, etc. The ensemble makes several public concert appearances each year. (1/14)

**ARTS-520 THEATRE PRODUCTION IN THE COMMUNITY FOR OLDER ADULTS**

Course duration: 54 hours; open entry format.

Limitation on Enrollment: Enrollment by audition or interview, instructor signature required.

This class offers the older adult community member the opportunity to perform theatrical roles and or learn the basics of technical positions in theatrical rehearsal and public performance. (12/15)

**EDU-508 MATURE DRIVER IMPROVEMENT**

Course duration: 8 hours; open entry format.

This course is designed primarily for drivers age 55 and older. Students receive classroom instruction on driving safety, road courtesy, improving driving performance, and safe driving techniques for emergencies. This course is 8 hours in duration. (10/13)

**SHORT TERM VOCATIONAL**

**BUSN-749 MICROCOMPUTERS AND BUSINESS**

Course duration: 720 hours; open entry format.

Advisory: None.

This program is a project-based course designed to develop student entry-level skill proficiency in using state-of-the-art technology to solve problems. Various simulations reflective of real life experiences will be a major part of the instructional units. (5/07)

**BUSN-752 INTRODUCTION TO MICROCOMPUTERS**

Course duration: 24 hours; open entry format.

This course will introduce students to microcomputers and the Windows software environment. Students will learn to identify the components of desktop screens, learn to execute basic computer commands. The class may also cover internet browsing, e-mail, website navigation, and downloading files. This course is 24 hours in duration. (11/12)

**LANG-716 SPANISH IN THE WORKPLACE**

Course duration: 54 hours; open entry format.

This 54 hour introductory course is designed for non-Spanish speakers who wish to develop specific conversational skills that are related to their work or community environment. Special words and phrases are taught with an emphasis on basic vocabulary and word recognition skills that will result in improved communication with Spanish-speaking customers, patients, students, and clients. (12/13)

**LAW-765 SPANISH LANGUAGE INTERPRETER FOR COURT AND ADMINISTRATIVE HEARINGS**

Course duration: 108 hours; open entry format.

This 108 hour course is designed to help prepare students to take the state and or federal exams for Spanish language interpreters. It provides an introduction to the court system and an overview of the administrative hearing process. Topics also include public speaking, memory development, note taking, simultaneous interpretation, and legal and medical terminology. Fluency in Spanish and English reading, writing, and speaking will enhance student success. Students may repeat this course. (10/13)

**MED-717 MEDICAL ASSISTING**

Course duration: 960 hours; open entry format.

Advisory: none.

This entry level course designed for the adult students who desire vocational training in the field of medical assisting. Course instruction includes an overview of the career of medical assisting, knowledge of medical law and ethics, oral and written communication skills, medical terminology, anatomy and physiology, and administrative and clinical office procedures. (2/13)

**SOCL-760 CAREER AND LIFE PLANNING**

Course duration: 435-455 hours; open entry format.

This course is designed for students who function at limited levels of cognitive development. It is designed to help students acquire positive workplace attitudes, skills, and habits. This course is 435 - 455 hours in duration and **may require a work experience component.** (11/17)

**SOCL-761 VOCATIONAL LIFE PLANNING**

Course duration: 8 hours; open entry format.

This course is designed primarily for students who are part of the Merced College Independent Living Program (ILP). The course addresses issues and barriers that students will typically encounter while seeking and maintaining employment and success in becoming an independent adult. Course content includes instruction in the areas of education, employment, housing, money management, and daily living skills. (5/06)

**TRNG-768 BUS DRIVER TRAINING/RE-CERTIFICATION**

Course duration: 36 hours; open entry format.

This 36-hour course is designed to improve the bus driver's public relations ability and to provide basic and refresher course information on vehicle checkout procedures, first aid, and emergency procedures. This classroom instruction course also includes good driving fundamentals, assessing, and adjusting to road conditions, and techniques for safe downhill driving. Defensive driving skills and passenger discipline are addressed. A discussion of new state laws and requirements and analysis of bus accidents is provided. (12/13)

**ENGLISH AS A SECOND LANGUAGE (ESL)**

**ENG-801 BEGINNING ESL SKILLS**

Course duration: 204-255 hours; open entry format.

This course is for preliterate and nonliterate ESL students who have no, or very few, English language skills. Emphasis of the course is on aural/oral skills and visual reinforcement. (3/11)

**ENG-802 ADVANCED-BEGINNING ESL SKILLS**

Course duration: 204-255 hours; open entry format.

Advisory: ENG-801.

This course is for preliterate and nonliterate ESL students who have minimal English language skills. Emphasis in this course is on aural and oral skills with visual reinforcement. The student will be introduced to reading, writing and math skills. (3/11)

**ENG-813 LOW-INTERMEDIATE ESL SKILLS**

Course duration: 204 - 255 hours.

Advisory: ENG-802.

This course is designed for low-intermediate level students who need more practice with English skills. This course includes practice in listening, speaking, reading, and writing. (3/11)

**ENG-815 INTERMEDIATE ESL SKILLS**

Course duration: 204 - 255 hours.

Advisory: ENG-813.

This course is for intermediate level students who have learned basic survival skills, but who need instruction that will lead to a relatively sophisticated level of discourse of issues and ideas that reach beyond basic survival. This course will prepare students to take credit courses at Merced College. This course includes practice in listening, speaking, reading, and writing. (3/11)

**CITIZENSHIP/ESL CIVICS**

**HST-900 AMERICAN CITIZENSHIP**

Course duration: 72 hours; open entry format.

Advisory: ENG-802.

This course is for preliterate and nonliterate ESL students who have no, or very few, English language skills. Emphasis of the course is on aural/oral skills and visual reinforcement. (12/15)