OVERVIEW OF THE COLLEGE

City College Offers You These Opportunities:

Associate in Arts or Associate in Science Degree
City College of San Francisco, a two-year college, confers the degrees of Associate in Arts or Associate in Science on students who satisfy the course and grade requirements for graduation.

Extensive Choice of Majors and Courses
The College offers you an extensive choice of majors and courses. Additionally, you may complete the first two years of training for a profession, satisfy freshman and sophomore requirements for transfer to baccalaureate degree-granting institutions; prepare for employment at the end of two years or a shorter period of training; take evening, Saturday, and summer courses; remove educational deficiencies; or get other special preparation.

Instructional areas include the following:
Program in General Education — An extensive selection of courses in the humanities, the arts, the natural and social sciences, and other fields are offered to enable students to enrich their educational background.
Transfer Program — Courses offered to satisfy lower-division requirements to enable students to transfer to baccalaureate degree-granting institutions as juniors.
Occupational Program — Training for employment in occupations normally requiring two years or a shorter period of specialized college preparation.
Non-traditional Studies — Courses directed specifically to the interest and educational objectives of major segments of the San Francisco community including African Americans, Chinese, Gays and Lesbians, Latin Americans, Asian Americans, and Filipinos.
Interdisciplinary Courses — Interdepartmental instruction in various aspects of the biological, physical, social, and behavioral sciences; humanities; and ethnic studies.
International Education Program — Courses abroad for credit and courses locally about Pacific Rim topics and issues.
Distance Learning Courses — Courses that are offered via television and through online instruction.
Foundation Courses — Basic courses in business, English, guidance, and mathematics
Noncredit Courses — Mostly open-entry/open-exit courses, many emphasizing vocational education, leading to employment or job upgrading but also including courses in English as a second language, elementary-level and secondary-level skills, parent education, health and safety, home economics, citizenship for immigrants, and special courses for disabled persons and older adults.
Community Service Courses — Short-term classes and workshops serving community interests for which fees are charged because no tax support is available.

Accredited Curricula
The entire program offered by City College of San Francisco is accredited by the Western Association of Schools and Colleges, a nationally recognized accrediting agency. The accreditation evaluation report is available for examination in the Chancellor's Office, Conlan Hall, Room 200. In addition, many occupational curricula the College offers have specialized accreditation by, or approval from, recognized national or state agencies.

Admission Open to High School Graduates and Others
City College has an open admissions policy. You are eligible to attend if you meet at least one of the following requirements:
- You will be 18 years old as of the first day of instruction,
- You are a high school graduate, or
- You are the equivalent of a high school graduate, i.e., you have passed the GED or a state high school proficiency examination.

Please note that the above requirements are general, other factors may determine if you are eligible.
Prospective students should apply for admission early to complete the matriculation process and to have the best chance of enrolling in preferred classes.

Conversion of Noncredit to Credit
You may, upon completion of some noncredit certificate programs, petition to have some units of credit assigned to your noncredit studies if you are entering a degree or credit certificate program.

College Education Close to Your Home or Work
All campuses of City College are within easy reach by car or public transportation. Credit and noncredit classes are offered at nine major locations throughout the City.

Student Development
City College offers you a wide variety of services which are designed to help make your educational experience successful and rewarding. The Scholarship and the Financial Aid Programs, the Student Health Service, Veterans Services, Disabled Students Programs and Services, the Extended Opportunity Program and Services, the Re-Entry to Education Program, the Childcare Service, the Peer Adviser Program, the Information Center, and other services are available to assist you as you work toward attaining your educational goals.

Counseling Services
As a student at City College, you receive individual counseling from a professional counselor. Your instructors also advise and help you. Through its counseling programs, the College helps you choose an occupation; plan a program of study based on your interests, abilities, and needs; develop educational plans; provide all types of educational counseling, including academic, career, transfer, and personal, and assist you with personal problems or other matters affecting your studies or your college career.
Career Development and Placement Center

As a City College student, you may use the many services offered by the Career Development and Placement Center to help you develop career goals, select a major, and seek employment. Services include career success courses (LERN 40, 41, 42 and 60), career counseling, referral to internships, part-time, temporary, and full-time jobs, and career choice and job search workshops. The Center maintains a career resources library/lab which features computerized, written, and audio-visual career and employment information to assist you in making informed career decisions and planning your job search strategies. The Career Center maintains a 24-hour JobLine with current employment opportunities listed by employers. In addition, recruitment is ongoing. Visit our website online for our events calendar (www.ccsf.cc.ca.us/Resources/CDPC) or e-mail your questions to us at careerchat@ccsf.org for career advising online.

Other Educational Services

To help you accomplish your educational goals, the College provides additional services, including those offered by the College Library, the Alice Staller Library, the Language Laboratory, the Media Center, the Reading Laboratory, the Writing Laboratory, the Write Place, the Instructional Computing Laboratories, the Mathematics Center, the Chemistry Study Hall, the Nursing Skills Laboratory, the Biology Auto-tutorial Laboratory, and a variety of other facilities throughout the City at satellite campuses. Occupational and general work experience are available to City College students.

Learning Assistance Center

The Learning Assistance Center offers a variety of programs and services designed to help you become a more efficient, independent learner and to make your educational experience at City College more successful. The Tutorial Center provides free tutoring in mathematics, business, social sciences, foreign languages, and other subjects. English and ESL instructors and tutors are available to help you in the Writing Laboratory and the Writing Success Project. The Reading Laboratory provides students with individual assistance in vocabulary, spelling, and reading difficulties. The Academic Computer Laboratory offers access to the Internet and e-mail, and to educational CD ROM and software programs. The Write Place Computer Laboratory offers word processing facilities with assistance from English instructors and tutors. The Computer Learning Lab offers drop-in computer skills workshops for students. College Success Courses and Career Success Courses are offered through the Learning Assistance Department, Interdisciplinary Studies Department, and Career Development and Placement Center.

Associated Students

Any student currently enrolled in a class at City College of San Francisco is a member of the Associated Students (AS). The AS Constitution sets up an Executive Board as a representative body for all CCSF campuses to facilitate communication, leadership, and advocacy. Each campus may adopt its own set of by-laws to guide local governance.

Each spring the Associated Students selects a student trustee to represent their interests on the San Francisco Community College Board of Trustees. Further, AS appoints all student participants for shared governance.

The AS funds such diverse programs as the bookloan program for low income students; an emergency student loan fund; developing a program of cultural events and activities; selecting student representatives on college-wide shared governance committees; Dr. Betty Shabazz Family Resource Center, the Women's Resource Center and more than 60 clubs and campus organizations. There is a $5.00 voluntary Student Activity Fee, payable at registration, to help support these activities.

The Associated Students can be reached in the Student Union Building at the Phelan Campus or by contacting the main office at all other campuses.

The Inter-Club Council (ICC)

Recognized and funded by the Associated Students, the ICC consists of elected representatives from over 60 clubs. For more information about an existing club or about starting a new club, please stop by the Student Union and pick up a club packet.

Student Activities Office - Student Union

City College of San Francisco provides a program of student activities that encourages student leadership, participation in shared governance, and involvement in campus life. Information is available in the Student Union Building, Room 205, Phelan Campus.

The Student Union at the Phelan Campus is a place where recognized student organizations can meet, socialize, and sponsor events. It is also a place where individual students and small groups can study and relax. Other campuses are in the process of creating space for students to meet and organize.

Transfer to Universities and Colleges

To earn the Bachelor's or a higher degree, or to complete training for a profession, you may transfer from City College to a university or a college as follows:

If, when you enter City College, you have already satisfied the requirements for admission to a university or a college, you may transfer with full credit whenever you have completed the proper university courses satisfactorily. Because the College is accredited nationally and offers preparation for so many fields, you have a wide choice of schools at which to take advanced courses. Generally, to be eligible for transfer, you will need an average final grade not lower than C in all courses that you attempt.

If you need to make up high school courses or grades, you may remove your deficiencies while you take the university courses for which you are qualified. The courses and grades necessary for transfer and the number of semesters you will need to complete depend upon the requirements of the university or college at which you plan to continue your studies.

The section in this catalog entitled "Transfer Information" lists general transfer requirements for the University of California (all campuses), University of California, Berkeley, and California State University (all campuses). Your counselor will be glad to discuss these requirements with you and will help you get information concerning transfer.

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and
baccalaureate degree-granting institutions are available at the Transfer Center (Science Hall, Room 132) and online, www.assist.org.

**Occupational and Continuing Education**

**DEGREE CURRICULA**

(60 or more semester units)

Students may receive the Associate Degree with an Award of Achievement and normally qualify for employment after completing specialized courses and general education requirements in the following areas:

**ADMINISTRATION OF JUSTICE**
Administrative of Justice

**AIRCRAFT-MAINTENANCE TECHNOLOGY**
(Options in Aircraft Powerplant Maintenance Technology; Airframe-Maintenance Technology; and Avionics-Maintenance Technology)

**ARCHITECTURE**
Architectural Interiors
Architectural Technology
Construction Management
Design Firm Management

**AUTOMOTIVE TECHNOLOGY**
(Option in Automotive Body and Fender Repair)

**BIOLOGICAL SCIENCES**
Biotechnology

**BUSINESS**
Accounting
Fashion Merchandising
Finance
Marketing
Office Information Processing
Paralegal/Legal Studies
Real Estate
Travel and Tourism

**CHILD DEVELOPMENT**

**COMPUTER AND INFORMATION SCIENCE**
Computer Science
Computer and Information Science

**DENTAL ASSISTING**

**DENTAL LABORATORY TECHNOLOGY**

**DIAGNOSTIC MEDICAL IMAGING**

**ENGINEERING**
Engineering-General
Engineering Electronics Technology
Mechanical Engineering Technology

**ENVIRONMENTAL HORTICULTURE AND FLORISTRY**
Commercial Cut-Flower and Greenhouse Production
Landscape Gardening and Landscape Contracting
Nursery and Garden-Center Operation
Floristry

**FILM PRODUCTION**

**FIRE SCIENCE TECHNOLOGY**

**FLORISTRY** — See Environmental Horticulture and Floristry

**GRAPHIC COMMUNICATIONS**
Graphic Design

**Print Production**

**HEALTH INFORMATION TECHNOLOGY**

**HORTICULTURE** — See Environmental Horticulture and Floristry

**HOTEL AND RESTAURANT OPERATION**

**JOURNALISM**

**LABOR STUDIES**

**LIBRARY INFORMATION TECHNOLOGY**

**MEDICAL ASSISTING**
Medical Administrative Assisting
Medical Office Assisting

**NURSING**

**PHOTOGRAPHY**

**RADIATION ONCOLOGY TECHNOLOGY**

**CREDIT CERTIFICATE CURRICULA**

(Normally 12 to 30 semester units)

Students may receive a Certificate of Completion after completing specific course requirements in the following areas listed under the department where they are offered:

**ADMINISTRATION OF JUSTICE**
Administration of Justice
Forensic Identification

**AIRCRAFT-MAINTENANCE TECHNOLOGY**
Aircraft Powerplant Maintenance Technology
Airframe-Maintenance Technology
Avionics-Maintenance Technology

**AUTOMOTIVE TECHNOLOGY**
Body and Fender Repair
Metal Repair

**BEHAVIORAL SCIENCES**
Introduction to Human Services

**BIOLOGICAL SCIENCES**
Biotechnology

**BROADCAST ELECTRONIC MEDIA ARTS**
Broadcast Journalism
Digital Radio
Sound Design and Production
Video Production and Editing

**BUSINESS**
Fashion Merchandising
Finance
Image Consulting
International Business
Marketing
Microcomputer Accounting
Office Information Processing
Paralegal/Legal Studies
Real Estate
Retail Management
Supervision and Business Management
Travel and Tourism

**CHILD DEVELOPMENT**
Administration
Family Childcare
General
Infant/Toddler Care
Professional Development and Advocacy
School-Age Care
Violence Intervention in Early Childhood

**COMPUTER AND INFORMATION SCIENCE**
Computer Programming
Networking
Microcomputer User Support
Unix/Open Systems

CONSUMER EDUCATION
Nutrition Assistant

DENTAL ASSISTING

DENTAL-LABORATORY TECHNOLOGY

ENGINEERING TECHNOLOGY
Air Conditioning and Refrigeration
Drafting
CAD/CAM
Computer Aided Drafting
Electronics
Analog Electronics and Communication
Digital Electronics
Engineered Plumbing Systems
Personal Computer Repair Technology
Total Quality Management

ENVIRONMENTAL HORTICULTURE AND FLORISTRY
Commercial Cut Flower and Greenhouse Production
Landscape Construction
Landscape Design
Landscape Maintenance
Nursery Operations

FIRE SCIENCE TECHNOLOGY
Fire Officer
Fire Protection

GRAPHIC COMMUNICATIONS
Digital Printing and Publishing Program
Production Art
Prepress
Press and Finishing

HEALTH CARE TECHNOLOGY
CVT/Echocardiography Technician
EKG Technician
Emergency Medical Technician
Pharmacy Technician

HEALTH INFORMATION TECHNOLOGY
Health Information Clerk I & II
Health Information Coding Specialist
Health Information Technology
Medical Transcription

HEALTH SCIENCE
Community Health Worker
Drug and Alcohol Studies
Health Care Interpreter
HIV/STD Prevention Education

HORTICULTURE – See Environmental Horticulture and Floristry

INTERDISCIPLINARY STUDIES
Sexual Health Educator
See also Multimedia Studies

JOURNALISM
Editorial Management and Design
On-line Research

LABOR STUDIES

MEDICAL ASSISTING
Medical Administrative Assisting
Medical Office Assisting
Medical Biller
Medical Receptionist

MULTIMEDIA STUDIES
Animation

Image and Sound
Performance Arts
Programming
Web Design and Graphics
Web Production (Fast Track)
Web Programming (Fast Track)

NURSING (Licensed Vocational)
Home Health Aide/Nurse Assistant
Vocational Nursing

PHYSICAL EDUCATION AND DANCE
Dance Certificate

SPEECH COMMUNICATION

NONCREDIT CERTIFICATE PROGRAMS
City College offers many noncredit certificate programs, some of which meet required guidelines for student financial assistance. Some programs are vocational oriented. They provide training in entry-level, promotional, and new technological areas. Students may receive a Certificate of Completion upon successful completion of all required courses. Students interested in a certificate program listed below should contact the Women's and Men's Resource Center at 241-2316 for information or to make an appointment with a financial aid counselor.

ADULT BASIC EDUCATION – See Transitional Studies

BUSINESS
Computerized Accounting
Construction Administrative Assistant
Microcomputer Business Applications
Office Assistant
Small Business
Supervision and Business Management
Word Processing

ENGINEERING TECHNOLOGY
Combination Welding

ENGLISH AS A SECOND LANGUAGE (ESL)
Vocational ESL Office Training

GENERAL EDUCATIONAL DEVELOPMENT (GED)
See Transitional Studies

GRAPHIC COMMUNICATIONS
Offset Printing Technology

HEALTH CARE TECHNOLOGY
Unit Coordinator (Hospital)/Ward Clerk

HIGH SCHOOL PROGRAM – See Transitional Studies

HOSPITALITY CAREERS

LABOR STUDIES

NURSING (Licensed Vocational)
Geriatric Home Aide

TRADE SKILLS
Building Operation-Maintenance and Repair
Business Machine Technology
Construction Trade
Electronics Technician
Industrial Machinery

TRANSITIONAL STUDIES/HIGH SCHOOL PROGRAM
Adult Basic Education
General Educational Development (GED)
High School Diploma
NONCREDIT APPRENTICESHIP PROGRAMS

The City College of San Francisco in cooperation with the California Division of Apprenticeship Standards and local Joint Apprenticeship Committees offers “related training” apprenticeship programs in designated trades or occupations. Upon completion of an apprenticeship program, the State of California Department of Industrial Relations California Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade. For more information, contact the Apprenticeship Program Office at 550-4382.

OTHER NONCREDIT PROGRAMS

These programs are designed for special groups of consumers. They do not offer a certificate.

DISABLED STUDENT PROGRAMS
OLDER ADULTS
PARENTING