Total Quality Management (TQM)

CREDIT, DEGREE APPLICABLE COURSES:

TQM 101. Total Quality Management: Principles and Elements (3)
Lec-3
Recommended for students from all disciplines.
Total Quality Management (TQM) is the systematic approach to constant improvement throughout an organization. TQM strives to provide customers with products and services that continually meet or exceed their expectations for quality. An introduction to the philosophy, the Deming 14 techniques for implementing Total Quality Management, and ethics involved in changing employer-employee relationships. CSU

TQM 103. Total Quality Management: The Implementation Process (3)
Lec-3
Advis: TQM 101
The study of General Systems Theory; process and analysis using the techniques of process flow diagramming and essential structure analysis; emphasis on statistical process control (SPC) charts for data collection and analysis; application of Total Quality Management in service organizations; development of inventory control systems using Material Requirements Planning (MRP) or Just-In-Time (JIT); team building and group facilitation, employee empowerment and evaluation system; continuing exploration of the ethical issues of Total Quality Management involving supplier relationships and fair market competition. CSU

Welding

NONCREDIT COURSES:

TIWE 9676. Combination Welding
Advis: ABE 2074
Lab/lecture course designed to prepare students for entry into the trade as combination welders. Emphasizes safety, certification preparation, and relevant theory as it applies to industry. Students will weld a variety of metals using a combination of welding processes such as: gas, stick (maw), MIG, TIG, innershield, along with metal cutting and gouging.

TIWE 9677. Welding Gas/MIG/TIG/Pipe
Preparation for employment in the welding industry. Welding plate metal, sheet metal, sheet metal and pipe in flat, horizontal, vertical, and overhead positions. Five major welding processes and two cutting processes: oxy-acetylene welding, shielded metal arc welding, gas tungsten arc welding, gas metal arc welding, flux cored arc welding, and oxy-acetylene cutting and gouging. Instruction includes safety, terminology, applicable welding theory, blueprint reading, and related math.

TIWE 9680. Welding Blueprint Reading (54 hrs)
Advis: ESLN 3800; ABE 2074
Interpretation of blueprints, welding symbols and material specifications. Students will be able to read blueprint format and interpret material specifications, identify weld symbols and sizes and develop basic techniques in sketching.

English

Announcement of Courses

A placement test is required of students prior to enrollment in most English courses. Students with a Bachelor’s degree from a four-year college or university, or an AP score of 3 or higher, or a verbal SAT score (before April 1995) of 510 or higher, or a score of 660 or higher (after April 1995) on the SAT II (Writing Subject Test) may not need to take an English placement test and should see the English Eligibility Coordinator in Room 514, Batmale Hall. Questions concerning status or exceptions should be directed to the English Eligibility Coordinator.

The sequence of composition courses in English is 90, 92, 94, 96, 1A, 1B. Depending upon their initial placement in English and depending upon their educational goals, students may be required to complete one or more of these courses for graduation from City College or for transfer to a four-year college or university.

Students whose scores in the City College English placement examination are low are generally assigned to either English L, 90, 92, 94, or 96. Students for whom English is a second language may be required to take ESL (English as a Second Language) courses. Foreign students whose command of English is inadequate must take the courses that the English Department requires, most frequently ESL. Students who complete a course or sequence in English with final grades of C or higher may not enroll in an equivalent or less advanced course in English. The Chair of the English Department will rule on all matters of equivalency in connection with the College requirement in English.

For information about the English Eligibility Essay Exam, students should see the English Eligibility Coordinator in Batmale Hall, Room 514.

CREDIT, NON-DEGREE APPLICABLE COURSES:

ENGL K. Pronunciation, Spelling, and Reading Skills (3)
Lec-3, conf-1, lab-1
Not recommended for students who are concurrently enrolled in ESL 22 through 58 or 110 through 130.
ENGL L or ENGL 9 may be taken concurrently.
Concentration on the rules of English phonics and word attack skills and development of adequate comprehension, reading rate, and vocabulary.

ENGL L. Individualized Instruction in Basic Reading Skills (3)
Lec-3, conf-1, lab-1 CR/NC only
Prereq: ESL 54 or 58 or 130 or higher; or placement in ENGL L
Advis: Completion/concurrent enrollment in ENGL K
Not open to students who have completed ENGL 9, 19, 96, or higher.
Repeat: max. 9 units
Designed for students who need to develop reading skills, improve basic reading comprehension, increase vocabulary, and improve understanding of idiomatic English and figurative language.
ENGL W. Writing with a Computer (1)
Lab-20 (total hrs) CR/NC avail.
Advise: Typing experience
No previous computer experience required.
Learning to write compositions on a computer. Emphasis on composition and on editing and revision. Techniques for producing papers without the time-consuming rewriting of the entire work.

ENGL 90. Basic Composition and Reading I (3)
Lec-3, lab-1
Prereq.: ENGL 1 or placement in ENGL 90
A final grade of D or F does not allow the student to progress to ENGL 92 without the consent of the English Department Chair.
Credits earned in ENGL 90 do not satisfy the graduation requirements in written composition (Area B).
Basic instruction and practice in writing and reading. Emphasis on reading short selections as a basis for writing.

ENGL 92. Basic Composition and Reading II (3)
Lec-3, lab-1
Prereq.: ENGL 90 or placement in ENGL 92
A final grade of D or F does not allow the student to progress to ENGL 94 without the consent of the English Department Chair.
Credits earned in ENGL 92 do not satisfy the graduation requirements in written composition (Area B).
Continued instruction and practice in writing and reading. Emphasis on reading expository prose and literature as a basis for writing.

CREDIT, DEGREE APPLICABLE COURSES:

ENGL 94. Intermediate Training in Expository and Argumentative Reading and Composition (3)
Lec-3
Prereq.: ENGL 92 or ESL 82, or placement in ENGL 94
Intermediate training in reading and writing. Emphasis on techniques of logical, well-supported essays. CSU

ENGL 96. Advanced Intermediate Reading and Composition: Developing a College Writing Style (3)
Lec-3
Prereq.: ENGL 94, or placement in ENGL 96
Emphasis on critical reading of expository prose and imaginative literature and on writing essays, with attention to developing a variety of techniques in paragraph and sentence construction for the creation of a college writing style. CSU

ENGL 1A. University-Parallel Reading and Composition (3)
Lec-3
Prereq.: ENGL 96 or placement in ENGL 1A, or a SAT VERBAL score (Before April 1995) of 510 or higher, or a score of 660 or higher (After April 1995) on the SAT II (writing subject test), or an advanced placement test score of 3 or higher, or completion of the subject A course or passing the subject A exam at the University of California.
Practice in reading and writing expository prose. CSU/UC/CAN

ENGL 1B. University-Parallel Reading and Composition (3)
Lec-3, field trips
Prereq.: ENGL 1A
The second half of University-Parallel Reading and Composition: further instruction in expository writing in conjunction with the reading of literature. CSU/UC/CAN

ENGL 8. Words (3)
Lec-3 CR/NC avail.
Prereq.: ESL 82 or completion/concurrent enrollment in ENGL 92 or higher
Study of word formations based on Latin and Greek roots and affixes, etymologies of words, development of the meaning of words, context clues, and semantic processes. CSU/UC

ENGL 9. Reading, Study Skills, and Vocabulary: Intermediate (3)
Lec-3, conf-1, lab-1
Prereq.: ENGL 1 or higher or ESL 130 or 54 or 58 or higher
Not open to students who have completed ENGL 19 or are concurrently enrolled in ENGL 96 or higher.
Designed for students who wish to improve their reading and study skills and increase their vocabulary. CSU

ENGL 11. Using Idiomatic English in Writing (1)
Lec-2 (8 wks) CR/NC avail.
Advise: ENGL 90, 92, or 94 (ea. concur.)
Open to those students who wish to improve their writing skills.
Using idioms and constructing appropriate word combinations with the aid of the Longman Dictionary of Contemporary English. For polishing writing skills but not a replacement for a grammar class. CSU

ENGL 14A. Literary Magazine (1)
Lab-3 CR/NC only
Repeat: max. 2 units
May not be offered every semester.
Practical experience in compiling a literary magazine for circulation to students and faculty on campus; evaluation of literary contributions from students. CSU

ENGL 14B. Literary Magazine (2)
Lab-6 CR/NC only
Coreq.: ENGL 14A
Repeat: max. 4 units
Practical experience in editing and supervising production of a literary publication. CSU

ENGL 16. Academic Writing Workshop (3)
Lec-3 CR/NC only
Advise: ENGL 94 or placement in ENGL 96
Open to students eligible for ENGL 1A.
ENGL 16 does not satisfy any part of the graduation requirement in written composition; completion of ENGL 16 does not qualify a student for ENGL 1A.
Repeat: max. 9 units
Individualized instruction and practice in writing college level expository and argumentative essays, including timed writing and answering essay questions. Useful for students who are preparing to take the English Eligibility Essay Exam; who are already qualified for ENGL 1A, but who want additional preparation; or who are preparing for essay exams at universities or written state or national exams. CSU

ENGL 19. Advanced Reading Techniques and Vocabulary (3)
Lec-3, conf-1, lab-1 CR/NC avail.
Advise: Completion/concurrent enrollment in ENGL 94 or higher
Designed for students who wish to increase their reading skills, improve comprehension and speed, and develop vocabulary. CSU
ENGL 20. Modern British and American Literature (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Consideration of works of significant authors in the United States and the British Commonwealth since 1900. CSU/UC

ENGL 26. Intensive Study and Use of English Grammar (3)
Lec-3 CR/NC avail.
Advis: Completion/concurrent enrollment in ENGL 90 or higher, or ESL 72 or ESL 150 or higher
Recommended for students who wish to improve their knowledge and understanding of basic English grammar and those who want to tutor English/ESL.
An intensive and systematic study of the rules of English grammar to improve understanding and use of English. CSU

ENGL 30. Introduction to American Literature (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Study of the development of American literature from 1608 to the present, with emphasis upon writing since 1850. CSU/UC

ENGL 32A. Early African American Fiction (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34A.
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU/UC

ENGL 32B. Contemporary African American Fiction (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34B.
An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present. CSU/UC

ENGL 34A. Early African American Fiction (3)
Lec-3 CR/NC avail.
Not open to students who are enrolled in or who have completed ENGL 32A.
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU

ENGL 34B. Contemporary African American Fiction (3)
Lec-3 CR/NC avail.
Not open to students who are enrolled in or who have completed ENGL 32B.
An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present. CSU

ENGL 34A-H. Creative Writing (3 ea.)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
No part of the ENGL 35 series is prerequisite to any other part.
ENGL 35A-35B. Practice in writing, with special emphasis on the short story. CSU/UC; 35A: CAN
ENGL 35C-35D. Practice in writing, with special emphasis on poetry. CSU/UC
ENGL 35E-35F. Practice in writing, with special emphasis on the novel and plays. CSU/UC
ENGL 35G-35H. Practice in writing, with special emphasis on autobiography. CSU

ENGL 36. African American Literature—A Survey (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Reading and analysis of formal and informal literary expressions of African Americans from slavery to the present. CSU/UC

ENGL 37. African American Women in Literature (3)
Lec-3, field trip CR/NC avail.
An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

ENGL 40. Advanced Composition (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 1A
Students enrolling to satisfy the IGETC critical thinking requirement must take the course for a letter grade.
An advanced composition course that integrates critical thinking skills with the reading and writing of expository and argumentative essays. Focus on critical thinking skills, careful reading and textual analysis and evaluation, and writing non-fiction prose. CSU/UC

ENGL 41. Writing in Connection with Reading the Important Books of the Nineteenth and Twentieth Centuries (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Expository writing based upon the reading and analysis of important works of imaginative literature, as well as an examination of relevant philosophical sources of the late nineteenth and early twentieth centuries. CSU/UC

ENGL 43. Introduction to the Study of Poetry (3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
Lectures on poetry intended to develop the student’s ability to read, understand, and evaluate a poem. CSU/UC/CAN

ENGL 44A-44B. Survey of World Literature, Past and Present (3-3)
Lec-3 CR/NC avail.
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A
ENGL 44A is not prerequisite to 44B.
ENGL 44A. Classical Literature. CSU/UC
ENGL 44B. Medieval to Present Literature. CSU/UC
ENGL 46A-46B-46C. Survey of Literature in English (3-3-3)
Lec-3 CR/NC avail.
Prereq.: ENGL 1A
Required for a university major in English.
No part of ENGL 46 series is prerequisite to any other part.
ENGL 46A. Chaucer through Milton. CSU/UC
ENGL 46B. Late-Seventeenth to Mid-Nineteenth Century. CSU/UC/CAN
ENGL 46C. Mid-Nineteenth through the Twentieth Century. CSU/UC

ENGL 48A-O. Selected Topics (3 ea.)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
Not open to students who are enrolled in or who have completed the same ENGL 49 topic.
No part of the ENGL 48 series is prerequisite to any other part.
Investigation of a major author or authors, a literary movement, theme, or genre. Exploration of the topic through lectures, films, and class discussion leading to a critical analysis of the literature in expository writing and in independent student projects.
ENGL 48A. James Joyce. CSU/UC
ENGL 48B. Detective Fiction. CSU/UC
ENGL 48C. Science Fiction and Fantasy. CSU/UC
ENGL 48D. George Eliot/Marian Evans. CSU/UC
ENGL 48E. Virginia Woolf and Her World. CSU/UC
ENGL 48G. Work and Influence of Mark Twain. CSU/UC
ENGL 48H. The Story of English. CSU/UC
ENGL 48I. Voices and Visions. CSU/UC
ENGL 48J. Transformations of Myth Through Time. CSU
ENGL 48K. The Bible as Literature. CSU/UC
ENGL 48L. The Mystery: East and West. CSU/UC
ENGL 48M. The Literature of Consciousness. CSU
ENGL 48N. The Literature of AIDS. CSU
ENGL 48O. Biography. CSU

ENGL 50. Myth and Literature (3)
Lec-3 CR/NC avail.
Advised: ENGL 96 or placement in ENGL 1A
Study of classical mythology, its central themes and personalities, and its relation to Western literature. At option of the instructor, the course will include study of other mythologies related to this literature. CSU/UC

ENGL 55. Survey of Gay and Lesbian Literature (3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)
Lec 3 CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
No part of the ENGL 56 series is prerequisite to any other part.
Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU/UC
ENGL 56A. The International Scene.
ENGL 56B. Contemporary Fiction.
ENGL 56C. American Classics.

ENGL 57. Women and Literature (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
Literature by women: reading, discussion, and analysis of literature written in English by women over the last four hundred years. Emphasis on the nineteenth and early twentieth century novel, including some poetry and drama, classical as well as new and rediscovered authors. CSU/UC

ENGL 58A. Contemporary Women Writers and Poets (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
Contemporary women writers and poets: reading, discussion, and analysis of fiction, poetry, and drama written in English by contemporary women from diverse cultural and ethnic backgrounds. Works in translation may be included. CSU/UC

ENGL 59. Advanced Literary Analysis (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 1B
Advanced instruction in close reading, critical contextualization, and literary analysis for future upper division literature students. CSU/UC

ENGL 60. Identity in Current Ethnic Fiction (3)
Lec-3, field trips CR/NC avail.
Prereq.: ENGL 96 or placement in ENGL 1A
What does it mean to be American? Exploring American identity through reading and analysis of important works of imaginative literature by contemporary African American, Asian American, and Latino American authors. CSU/UC
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

ESL 35. Tragic Dramas of Greece (3)
Lec-3
PreReq.: ENGL 96 or Placement in ENGL 1A
An intensive consideration of the tragic dramas of Greece from a literary standpoint. CSU/UC

CREDIT, NON-DEGREE APPLICABLE COURSES:

ESL 110. Introductory Academic ESL (6)
Lec-6
PreReq.: Placement in ESL 110 or 32 or completion of ESL 22.
Introduction to pre-college reading materials, skills, and strategies. Practice in writing simple academic paragraphs and reports. High-beginning level vocabulary and grammar study.
Equivalent to the former ESL 32 (Reading/Writing).

ESL 112. Introductory Listening/Speaking (2)
Lec-3
CR/NC avail.
PreReq.: Placement in ESL 112 or 32 or completion of ESL 22.
Introduction to pre-college listening and speaking skills and strategies. Oral communication activities and brief oral presentations with vocabulary and grammatical structures appropriate to the high-beginning level.
Equivalent to the former ESL 32 (Listening/Speaking).

ESL 120. Low-Intermediate Academic ESL (6)
Lec-6
PreReq.: Placement in ESL 120 or 42 or completion of ESL 110 or 32.
Pre-college reading skills and strategies. Practice in writing academic paragraphs, short essays and reports. Low-intermediate level vocabulary and grammar study.
Equivalent to the former ESL 48 or ESL 42 and 44 (Reading/Writing).

ESL 122. Low-Intermediate Listening/Speaking (2)
Lec-3
CR/NC avail.
PreReq.: Placement in ESL 122 or 46 or completion of ESL 112 or 32.
Pre-college listening and speaking skills and strategies. Oral communication activities and oral presentations with vocabulary and grammatical structures appropriate to the low-intermediate level.
Equivalent to the former ESL 46 (Listening/Speaking).

ESL 130. Intermediate Academic ESL (6)
Lec-6
PreReq.: Placement in ESL 130 or 52 or completion of ESL 120 or 42 or 48.
Academic reading skills and strategies. Practice in writing brief expository essays and reports. Intermediate level vocabulary and grammar study. CSU
Equivalent to the former ESL 58 or ESL 52 and 54 (Reading/Writing).

ESL 132. Intermediate Listening/Speaking (2)
Lec-3
CR/NC avail.
PreReq.: Placement in ESL 132 or 56 or completion of ESL 122 or 46.
Introduction to academic listening and speaking skills and strategies. Oral communication activities and oral presentations with vocabulary and grammatical structures appropriate to the intermediate level.
Equivalent to the former ESL 56 (Listening/Speaking).

ESL 140. High-Intermediate Academic ESL (6)
Lec-6
PreReq.: Placement in ESL 140 or 62 or completion of ESL 130 or 52 or 58.
Academic reading skills and strategies, with reading passages used to support written composition work. Practice in writing summaries, expository essays and essay tests. High-intermediate level vocabulary and grammar study. CSU/UC
Equivalent to the former ESL 68 or 62 (Reading/Writing).

ESL 150. Advanced Academic ESL (5)
Lec-5, Lab-1
PreReq.: Placement in ESL 150 or 72 or completion of ESL 140 or 62 or 68.
Advanced academic reading skills and strategies, with reading passages used to support written composition work. Practice in writing summaries, expository essays and essay tests. Advanced level vocabulary and grammar study. CSU/UC
Equivalent to the former ESL 72 (Reading/Writing).

CREDIT, DEGREE APPLICABLE COURSES:

ESL 49. Pronunciation (2)
Lec/Conf-3, Lab-1
CR/NC avail.
PreReq.: Placement in ESL 120 or 42 or completion of ESL 110 or 32.
Intensive practice in the oral control of American English emphasizing both pronunciation and listening skills. CSU

ESL 51A. ESL for Child Development (3)
Lec-3
CR/NC avail.
PreReq.: Placement in ESL 130 or 52 or higher or completion of ESL 120 or 42 or 48, may be taken concurrently with either CDEV 65 or 66.
Repeat: max. 9 units
English as a second language support for Child Development (CDEV) 65 and 66 for limited English speakers. Reading strategies to successfully manage CDEV course load; writing strategies to successfully complete CDEV class reports and tests. Vocabulary building in child development terminology. Instructor will conduct periodic conferences with CDEV instructors on student progress and achievement. CSU
ESL 60. Advanced Grammar (2)
Lec/conf-3
Prereq: Placement in ESL 140 or 60 or completion of ESL 130 or 52 or 58.
Practice of advanced grammatical patterns. CSU

ESL 66. Advanced Listening and Reading (3)
Lec-3
Prereq: Placement in ESL 140 or 150 or 62 or 72 or 82 or completion of ESL 130 or 52 or 58.
Preparation for ESL students in academic skills and strategies that will improve their performance in mainstream courses (e.g., listening skills to improve comprehension of classroom lectures and demonstrations, discipline-specific vocabulary expansion, and ESL reading and writing strategies for note and test-taking). Designed for students who already possess time management and native-language academic skills. CSU

ESL 69. Accent Improvement (2)
Lec-2, lab-1 CR/NC only
Prereq: Placement in ESL 140 or 62 or completion of ESL 130 or 52 or 58.
Repeat: Max. 4 units
Students with severe pronunciation problems should enroll in ESL 49 before taking ESL 69.
Improvement in standard American English pronunciation, voice quality, and physical presentation. CSU

ESL 71. Advanced Editing (1)
Lec/conf-2 CR/NC only
Coreq: ESL 150 or 72 or 82 or ENGL 94 or 96
Repeat: Max. 3 units
Intended for non-native speakers of English.
Practice of editing strategies and skills to improve understanding and use of written English; review of advanced grammatical patterns, and identification and practice of advanced structures beyond the sentence level. CSU

ESL 79. Advanced Speaking and Pronunciation (3)
Lec-3 CR/NC avail.
Prereq: Placement in ESL 150 or 72 or 82 or completion of ESL 140 or 62 or 68.
Practice in effective communication in everyday, academic, and professional situations through the use of dialogues, role plays, improvisations, plays, interviews, debates, and individual and group presentations. Practice in communication skills and pronunciation, stress, intonation, phrasing, phrase reductions and tone as needed. CSU

ESL 82. Advanced Composition (3)
Lec-3
Prereq: Placement in ESL 82 or completion of ESL 150 or 72.
Further practice in reading and writing various forms of composition necessary in college composition. ESL 71 may be taken concurrently. CSU/UC

Vocational ESL Office Training

Noncredit Certificate Program

Program Goal. The program prepares students for a wide variety of entry-level clerical positions in the automated office environment or for further advanced studies. Class instruction includes basic business skills (keyboarding, 10-key calculation, office correspondence and filing), business communication skills (business English, telephone training, and job search), and computer applications (word processing, database management, and spreadsheets).

Admission Requirements. Completion of Intermediate Low 5 (ESLN 3500 or 3505) or equivalent language ability; typing (25 wpm or with permission of instructor).

Length of Program: 810 hours

Core Course
ESLV 3804 VESL Clerical Procedures..................... 180
ESLV 3801 Voc English as a Second Language OR
ESLV 3819 Social Communication AND
ESLV 3829 Computer Voc. ESL ................................ 180
SECY 9374 Keyboarding—All Levels
or SECy 9375 Clerical Keyboarding OR
ESLB 3822 ESL Lang. Skills Keyboard...................... 180
SECy 9354 Business Machines/10-Key
or SECy 9341 Bus Math with Spreadsheets ............ 90
ESLB 3821 Introduction to Micro
or COMP 9857 Microcomp Bus Appl .................. 90
E lectives (Selected from below).............................. 90

Elective Courses:
COMP 9857 Microcomp Bus Appl (if ESLB 3821 before) ...................... 90
COMP 9901 Databases—Beginning .................. 45
ESLV 3823 Practical Engl on the Job II .......... 90
WOPR 9486 Word Processing—Beginning .......... 45

Optional. Students may take additional ESL courses while enrolled in this program.

Requirements for Completion. In addition to the course requirements, students must also fulfill the following requirements: 80% minimum attendance; Typing (45 wpm; 10% error rate) and 10-key (160 wpm; 5% error rate).

For entry requirements, application procedures, and financial assistance consult counseling offices at the following campuses where this program is offered: Alemany 561-1875; Chinatown/North Beach 561-1875; Downtown 267-6500

NONCREDIT COURSES

These courses are designed for students whose first or native language is not English. Students gain proficiency in English to find employment, to continue their education, and to function successfully in the culture and society of the United States. Survival skills are stressed in the first three levels of the program. Vocational tracks provide a bridge to vocational training. Up to 90 ESL credits may be used as elective credit for the high school diploma.

Course prerequisites in English as a Second Language may be met by demonstrating equivalent knowledge and skills.

Academic ESL courses formerly titled “ESL Workshop” are now offered for credit.
ESL, Academic

ESLA 3012. Test of English as a Foreign Language (TOEFL) Preparation (25 hrs)
Advises: Completion of ESLN 3600 or equivalent language ability; ability to work independently
Development of test-taking techniques essential for success in taking TOEFL exams. Sample tests of Listening, Grammar and Reading sections administered.

ESL, Bridge

Grades of CR/NC are offered for ESLB courses.

ESLB 3821. Introduction to Microcomputers for ESL (90 hrs)
ESLB 4821. Introduction to Microcomputers for ESL (45 hrs)
Advises: Completion of ESLN 3400 or equivalent language ability, 20 wpm keyboarding speed
Introduction to computer skills in an ESL context. Development of computer vocabulary related to word processing, spreadsheets, database. Application of reading and writing skills to create and edit documents, worksheets and data reports using simple software.

ESLB 3822. ESL Language Skills/Keyboarding (180 hrs)
ESLB 4822. ESL Language Skills/Keyboarding (90 hrs)
Advises: Completion of ESLN 3100 or equivalent language ability
An introduction to keyboarding skills with materials and lessons especially adapted for ESL students. Development of keyboarding techniques for centering, tabulating, speed and accuracy. Application of typing skills to writing at an appropriate ESL level.

ESL, Citizenship

ESLC 3030. ESL/Citizenship Literacy (90 hrs)
Advises: Native language literacy and completion of ESLN 3105 or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills at the basic literacy level applied to answering test questions on personal information, U.S. history, government and the Constitution.

ESLC 3031. ESL/Citizenship (90 hrs)
Advises: Completion of ESLN 3100 or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on U.S. history, government and the Constitution.

ESLC 3032. ESL Citizenship Multi-Level 1-4 (90 hrs)
BESLC 4032. ESL Citizenship Multi-Level 1-4 (45 hrs)
Advises: Native language literacy and completion of ESLN 3100 or ESLC 3030, or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution.

ESLC 3033. ESL Citizenship Multi-Level 5-8 (90 hrs)
ESLC 4033. ESL Citizenship Multi-Level 5-8 (45 hrs)
Advises: Completion of ESLN 3400 or ESLC 3032, or equivalent language ability
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution. In-depth discussion of the above topics as they relate to current events.

ESL, Focus

ESLF 3000. Native Language Literacy (180 hrs)
Advises: Little or no formal educational experience in native country
Development of literacy skills in native language. Emphasis on reading, writing, math and basic education. 1-6 semesters depending on mastery of course objectives.

ESLF 3001. ESL Women’s Issues (90 hrs)
Advises: Completion of ESLN 3500 or equivalent language ability
Development of listening, speaking, reading, and writing skills though discussions on topics that affect women’s lives such as family life, changing roles of men and women, gender and the workplace.

ESLF 3002. ESL Current Events (90 hrs)
Advises: Completion of ESLN 3600 or equivalent language ability
Readings from a variety of materials on current events and issues followed by discussions to increase awareness of local, state, national and international issues. Development of reading vocabulary, listening and speaking skills. Emphasis on evaluation and interpretation of materials.

ESLF 3003. ESL Math (90 hrs)
Advises: Completion of ESLN 3100 or equivalent language ability
Development of math vocabulary used in directions and written problems involving whole numbers, fractions, decimals and percents in an ESL context.

ESLF 3004. Lifeskills ESL (90 hrs)
Advises: Semi-literate in native language
Designed for students with visual, auditory, short-term memory, or physical limitations. Development of basic language skills using topics, materials, and pacing appropriate to students’ needs and interests.

ESLF 3005. Writing with a Computer - Intermediate (90 hrs)
Advises: Completion of ESLN 3400 or equivalent language ability
Writing in interactive classroom environment using computers to create, save, revise, and print. Revising and editing done through peer-group response and/or teacher feedback. Emphasis on paragraph development and organization.

ESLF 3006. Computer Assisted ESL (180 hrs)
ESLF 4006. Computer Assisted ESL (90 hrs)
ESLF 5006. Computer Assisted ESL (45 hrs)
Advises: Completion of ESLN 3400 or equivalent language ability
Listening, speaking, reading and writing skills expanded and developed through group computer projects and interactive classroom environment. Emphasis on accuracy and fluency.
ESLF 3007. Computer Assisted ESL - Beginning Low (90 hrs)
ESLF 4007. Computer Assisted ESL - Beginning Low (45 hrs)
Advise: Completion of ESLN 3010 or equivalent and desire to acquire language at an accelerated rate
Basic language skills expanded and developed through group computer projects and interactive class environment. Aural development, oral readiness and reading readiness stressed.

ESLF 3008. Computer Assisted ESL Beginning High (90 hrs)
ESLF 4008. Computer Assisted ESL Beginning High (45 hrs)
Advise: Completion of ESLN 3200 or equivalent; ability and desire to acquire language at an accelerated rate
Aural and oral skills expanded and practiced through computer projects and interactive classroom work. Reinforcement of oral/aural skills and development of reading and writing skills.

ESLF 3011. English Through Song Lyrics (90 hrs)
Advise: Completion of ESLN 3300
Using English-language music to learn listening, reading, writing, and conversational skills and grammar, and to develop awareness of American culture.

ESLF 3126. Listening - Beginning Low (90 hrs)
Advise: Completion of ESLN 3010 or equivalent language ability
Beginning listening comprehension developed. Emphasis placed on listening in real life situations.

ESLF 3127. Speaking - Beginning Low (90 hrs)
Advise: Completion of ESLN 3010 or equivalent language ability
Speaking skills developed through dialogues relevant to daily needs and activities. Asking and answering simple questions emphasized.

ESLF 3128. Reading - Beginning Low (90 hrs)
Advise: Completion of ESLN 3010 or equivalent language ability
Basic reading skills practiced, including phonics, recognition of basic sight words, and vocabulary building.

ESLF 3129. Writing - Beginning Low (90 hrs)
Advise: Completion of ESLN 3010 or equivalent language ability
Basic mechanics such as punctuation and capitalization emphasized. Most content dictated, substituted, completed or copied from other sources. Writing intended primarily to facilitate and reflect learning of spoken language.

ESLF 3144. Pronunciation - Beginning (90 hrs)
Advise: Completion of ESLN 3010 or equivalent language ability
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation introduced.

ESLF 3346. Listening - Beginning High (90 hrs)
Advise: Completion of ESLN 3200 or equivalent language ability
Listening comprehension skills developed and expanded. Emphasis placed on listening in real life situations, including school and vocational settings.

ESLF 3347. Speaking - Beginning High (90 hrs)
ESLF 4347. Speaking - Beginning High (45 hrs)
Advise: Completion of ESLN 3200 or equivalent language ability
Speaking skills practiced and further expanded in communicative situations relevant to daily needs and personal vocational interests. Informal student talks given.

ESLF 3348. Reading - Beginning High (90 hrs)
Advise: Completion of ESLN 3200 or equivalent language ability
Basic reading skills practiced and developed, including interpreting vocabulary in context, reading simplified forms, and using various reading strategies to comprehend written materials.

ESLF 3349. Writing - Beginning High (90 hrs)
Advise: Completion of ESLN 3200 or equivalent language ability
Use of correct mechanics and formatting expanded. Writing for self-expression and practical communication needs introduced. Increased language ability drawn upon to produce limited description and narrative in controlled tasks.

ESLF 3566. Listening - Intermediate Low (90 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Intermediate listening skills developed. Emphasis placed on listening in real life situations, including vocational and academic settings.

ESLF 3567. Speaking - Intermediate Low (90 hrs)
ESLF 4567. Speaking - Intermediate Low (45 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Fluency and accuracy in speaking developed. Oral student reports, presentations and demonstrations given. Job interviews role played.

ESLF 3568. Reading - Intermediate Low (90 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Intermediate skills practiced including interpreting and analyzing authentic articles, utilizing reference materials, and increasing speed in reading.

ESLF 3569. Writing - Intermediate Low (90 hrs)
ESLF 4569. Writing - Intermediate Low (45 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Longer written work produced in less controlled tasks, with expanded vocabulary and sentence style. Paragraph development and methods of organization introduced. Work revised and edited from peer-group response and/or teacher feedback.

ESLF 3584. Pronunciation - Intermediate (90 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Pronunciation skills expanded for better oral communication. Review of formation and production of English sounds. Rhythm, stress, and intonation in intermediate level conversations developed.

ESLF 3786. Listening - Intermediate High (90 hrs)
Advise: Completion of ESLN 3600 or equivalent language ability
Intermediate listening skills reinforced and applied to authentic listening material.

ESLF 3787. Speaking - Intermediate High (90 hrs)
Advise: Completion of ESLN 3600 or equivalent language ability
Speaking skills practiced and further refined in communicative situations. Speeches, presentations, and demonstrations given. Critical thinking and problem solving stressed. Job interview skills expanded.

ESLF 3788. Reading - Intermediate High (90 hrs)
Advise: Completion of ESLN 3600 or equivalent language ability
Intermediate reading skills practiced and expanded, including interpreting narrative and descriptive passages, and using reference materials and library conventions.
ESLF 3789. Writing - Intermediate High (90 hrs)
Advising: Completion of ESLN 3600 or equivalent language
Compositions produced as response to a variety of authentic sources
including movies, TV and news stories. Emphasis on development,
organization and style.

ESL, Noncredit General

ESLN 3010. ESL Literacy A (180 hrs)
Advising: Pre-literate, non-literate or semi-literate in native language
with little or no English language skills
Orientation to the classroom and development of ESL literacy
skills. Emphasis on oral English for survival and development of
pre-reading and pre-writing skills.

ESLN 3015. ESL Literacy A-5 (90 hrs)
ESLN 4015. ESL Literacy A-5 (45 hrs)
Orientation to classroom procedures and development of ESL
literacy skills. Emphasis on oral English and development of pre-
reading and pre-writing skills for survival.

ESLN 3020. ESL Literacy B (180 hrs)
Advising: Completion of ESLN 3010 OR semi-literate in native language
or literate in non-Roman alphabet with limited English skills
Development of ESL literacy skills. Emphasis on English sound/
symbol correspondence, reading and writing simple English sentences.

ESLN 3100. Beginning Low 1 (180 hrs)
ESLN 3105. Beginning Low 1 (90 hrs)
ESLN 4105. Beginning Low 1 (45 hrs)
Advising: Completion of ESLN 3010 or equivalent language ability
Basic language skills designed to meet daily needs. Aural develop-
ment, oral readiness and reading readiness are stressed.

ESLN 3140. Beginning Multi-level 1-4 (180 hrs)
ESLN 3145. Beginning 1-4 Multi-level (90 hrs)
ESLN 4145. Beginning 1-4 Multi-level (45 hrs)
Advising: Completion of ESLN 3010 or equivalent language ability
Designed to meet the needs of students with various levels of beginning
English proficiency.

ESLN 3150. Beginning Low 1-2 Intensive (180 hrs)
ESLN 4150. Beginning Low 1-2 Intensive (90 hrs)
Advising: Completion of ESLN 3010 or equivalent language ability
Accelerated course. Basic language skills designed to meet daily
needs. Aural development, oral readiness, and reading readiness
stressed.

ESLN 3200. Beginning Low 2 (180 hrs)
ESLN 3205. Beginning Low 2 (90 hrs)
ESLN 4205. Beginning Low 2 (45 hrs)
Advising: Completion of ESLN 3100 or equivalent language ability
Builds on basic language skills from Beginning Low 1. Aural develop-
ment, oral readiness, and reading readiness are developed further.

ESLN 3300. Beginning High 3 (180 hrs)
ESLN 3305. Beginning High 3 (90 hrs)
ESLN 4305. Beginning High 3 (45 hrs)
Advising: Completion of ESLN 3200 or equivalent language ability
Aural and oral skills expanded and practiced in communicative sit-
uations. Reading and writing skills are further developed.

ESLN 3350. Beginning High 3-4 Intensive (180 hrs)
Advising: Completion of ESLN 3200 or equivalent language ability
desire to acquire language at an accelerated rate
Accelerated course. Aural and oral skills expanded and practiced in
communicative situations. Transition from using reading and writing
as reinforcement of oral/aural skills to reading and writing as indepen-
dent skills.

ESLN 3400. Beginning High 4 (180 hrs)
ESLN 3405. Beginning High 4 (90 hrs)
Advising: Completion of ESLN 3300 or equivalent language ability
Builds on skills developed in Beginning High 3. Transition from
using reading and writing for reinforcement of oral/aural skills to
reading and writing as independent skills.

ESLN 3500. Intermediate Low 5 (180 hrs)
ESLN 3505. Intermediate Low 5 (90 hrs)
Advising: Completion of ESLN 3400 or equivalent language ability
Intermediate grammatical structures introduced. Fluency and com-
munication stressed. Balance between listening/speaking skills and
reading/writing skills emphasized.

ESLN 3550. Intermediate Low 5-6 Intensive (180 hrs)
Advising: Completion of ESLN 3400 or equivalent language ability
desire to work at an accelerated rate
Accelerated course. Integration of basic language skills; develop-
ment of the ability to discuss and write with a degree of accuracy
and fluency. Intermediate grammatical structures introduced. Em-
phasis on communication skills necessary for real life situations, in-
cluding classroom and vocational settings.

ESLN 3580. Intermediate Low 5-6 Multi-level (180 hrs)
Advising: Completion of ESLN 3400 or equivalent language ability
Designed to meet the needs of students with various levels of intermediate
English proficiency.

ESLN 3600. Intermediate Low 6 (180 hrs)
ESLN 3605. Intermediate Low 6 (90 hrs)
Advising: Completion of ESLN 3500 or equivalent language ability
Ability to discuss and write with a degree of accuracy and fluency
developed. Communication skills necessary for real life situations,
including classroom and vocational settings, emphasized.

ESLN 3700. Intermediate High 7 (180 hrs)
Advising: Completion of ESLN 3600 or equivalent language ability
High intermediate language skill designed to meet daily needs in
familiar situations, with emphasis on fluency and communication.

ESLN 3750. Intermediate High 7-8 Intensive (180 hrs)
Advising: Completion of ESLN 3600 or equivalent language ability
and desire to acquire language at an accelerated rate
Accelerated course. High intermediate language skills designed to
meet daily needs in familiar situations with emphasis on fluency and
communication.

ESLN 3785. Intermediate High 7-8 (90 hrs)
Advising: Completion of ESLN 3600 or equivalent language ability
High intermediate language skills designed to meet daily needs in
familiar situations, with emphasis on fluency and communication.

ESLN 3800. Intermediate High 8 (180 hrs)
Advising: Completion of ESLN 3700 or equivalent language ability
High intermediate language skills designed to meet daily needs in
familiar situations, with emphasis on fluency and communication in
the four language skills.
ESL 3900. Advanced Low 9 (180 hrs)
Advised: Completion of ESLN 3800 or equivalent language ability
Advanced low language skills designed to meet daily needs in familiar and unfamiliar situations, with emphasis on fluency and communication in the four language skills.

ESL, Vocational

Grades of CR/NC are offered for ESLV courses.

ESLV 3800. Vocational ESL - 5 (90 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills and cultural knowledge needed in preparation for finding employment in the United States.

ESLV 3801. Vocational ESL - 10 (180 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills and cultural knowledge needed for obtaining employment and staying successfully employed in the U.S.

ESLV 3804. VESL for Clerical Procedures (180 hrs)
Advised: Completion of ESLN 3500 or equivalent language ability
Communicative language required for entry-level clerical work. Terminology related to office procedures, forms, filing, and telephone training. Language for job search and job retention included.

ESLV 3807. Housekeeping (88 hrs)
For those interested in entry-level positions in housekeeping. Includes language on housekeeping methods and terminology such as use of cleaning products and electrical appliances, health and safety procedures, record keeping, employer/employee relations, and job search preparation.

ESLV 3808. Cooking Terminology (90 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills for the culinary worker. English terminology for cooking utensils, supplies, common tasks, and safety in culinary occupations.

ESLV 3813. ESL/ABE for Automotive Technology (270 hrs)
Advised: Completion of ESLN 3500 or equivalent language ability
Language and communication skills, including technical vocabulary, informal speech and idioms used by automotive mechanics. Reading of shop manuals and automotive specification data and the comprehension of oral and written descriptions.

ESLV 3814. VESL for Chinese Cooks (90 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills for the job. English terminology for cooking utensils, supplies, common tasks, and safety in restaurants specializing in Chinese cuisine.

ESLV 3816. Practical English on the Job (Janitorial) (180 hrs)
ESLV 4816. Practical English on the Job (Janitorial) (90 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills for the job and English terminology of equipment, supplies, common tasks, and safety in janitorial work.

ESLV 3819. Social Communication (90 hrs)
Advised: Completion of Beginning High 4 (ESLN 3400) or equivalent language ability
Conversational strategies for appropriate interaction in American work and social settings; cross-cultural discussions about social customs and practice in telephone procedures.

ESLV 3822. Practical English on the Job I (90 hrs)
Advised: Completion of Intermediate Low 6 (ESLN 3600) or equivalent language ability
Verbal communication skills to handle customers, engage in small talk with coworkers, discuss work performance with supervisors, understand cultural differences and be socially interactive on the job.

ESLV 3823. Practical English on the Job II (90 hrs)
Advised: Completion of Intermediate Low 6 (ESLN 3600) or equivalent language ability
Obtain, practice, and utilize communication skills and related vocabulary in the areas of getting a job and interview procedures.

ESLV 3824. Food Service/Hospitality VESL (180 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills for the job, and English terminology of cooking utensils, supplies, common tasks, and safety in food service occupations.

ESLV 3825. VESL and Career Exploration I (45 hrs)
Advised: Completion of ESLN 3200 or equivalent language ability
Verbal communication skills and vocabulary related to keeping a job, discussing personal goals, and understanding cultural/social skills as they relate to the workplace. Part 1 in a 2-part series. See VESL and Career Exploration II (ESLV 3826).

ESLV 3826. VESL and Career Exploration II (45 hrs)
Advised: Completion of ESLN 3200 or equivalent language ability
Verbal communication skills and vocabulary related to the areas of getting a job, personal skills evaluation, career evaluation and resume writing.

ESLV 3827. VESL for Hotel/Service Workers (90 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills for the job, and English terminology of equipment, supplies, common tasks, and safety in hotel service work.

ESLV 3828. Business Writing on Micros/ESL (90 hrs)
Advised: Completion of ESLN 3600 or equivalent language ability; SECY 9388 or 25 wpm keyboarding
Development of business communication skills using a simple word processor. Includes composition and style of documents, vocabulary and spelling, review of grammar, and punctuation. Recognition, pronunciation, and usage of computer terminology relevant to word processing.

ESLV 3829. Computer VESL (90 hrs)
Advised: Completion of ESLN 3500 or equivalent language ability
Communicative language skills, computer vocabulary and terminology used in the automated office environment. Additional focus will be on knowledge and procedures for responding to computer messages and problem-solving.

ESLV 3830. VESL for Health Workers (180 hrs)
Advised: Completion of ESLN 3500 or equivalent language ability
Designed for health care workers and others interested in the health field. Focus on language skills necessary to function in a medical environment. Study of basic medical terms and pronunciation. Social and cultural skills necessary for successful verbal interaction in health care surroundings.

ESLV 3831. VESL for Construction Workers (180 hrs)
Advised: Completion of ESLN 3300 or equivalent language ability
Verbal communication skills for the job, and English terminology of tools, supplies, materials, tasks, and safety in the construction field.
Environmental Horticulture and Floristry

Announcement of Curricula

General Information

The Environmental Horticulture and Floristry Department offers students a choice of preparation for employment in producing, selling, and caring for plants and flowers used to beautify homes, stores, gardens, parks, highways, and industrial property. Training is offered in four fields: commercial cut-flower and greenhouse production, landscape gardening and landscape contracting, nursery and garden-center operation, and retail floristry. The Program in Environmental Horticulture and Floristry comprises the curricula in these fields. Students may complete majors concurrently in any two of these fields, or, with the help of the teaching staff, plan a course of study to meet their particular needs.

Admission. Enrollment is open to all interested students.

Work Experience Training. Students in the Program may obtain field training in the horticulture or floral industries by enrolling in the appropriate work-experience course. To receive credit, students must work at least 5 hours weekly in an approved position. The College helps students find internships opportunities or salaried employment. Placement depends upon students' abilities and records, employers' requirements, and economic conditions.

Students are supervised by both employers and instructors. Students may offer toward graduation a maximum of eight semester units earned in work experience courses.

Associate in Science Degree and Award of Achievement. The Program in Environmental Horticulture and Floristry is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the following curricula with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement. Students who complete a curriculum suggested by the Department to enable them to meet special needs also receive the Award if they satisfy Department requirements.

Transfer to Other California State Universities. Students who complete any of the following curricula satisfactorily may transfer to California Polytechnic State University, San Luis Obispo; California State Polytechnic University, Pomona; or California State University, Fresno and work toward the degree of Bachelor of Science in environmental horticulture.

Approval of Instruction. The curricula in environmental horticulture are approved by the following organizations: the Association of Landscape Architects; California Arborists Association; California Association of Nurserymen (Central, Peninsula, and Redwood Chapters); California Fertilizer Association; California Seed Trade Association; Golf Course Superintendents Association; California Landscape Contractors Association; Park Employees Union, Local No. 311, AFL-CIO; San Francisco Professional Gardeners Association; Agricultural Chemicals Association; Bedding Plant Association; California Anti-Litter League; California Cut Flower Growers Association; California Horticultural Society; and the State Division of Highways. The curriculum in Floristry is offered in cooperation with the San Francisco Bay Area Florists Association.

Commercial Cut-Flower and Greenhouse Production

Degree Curriculum

Students who satisfactorily complete the Curriculum in Commercial Cut-Flower and Greenhouse Production, a two-year course of study, are qualified for employment in the cut-flower and greenhouse production industries in the following capacities: cut-flower grower, flower groundsman, flower shipper, plant propagator, plant salesperson, and pot-plant grower.
The course of study includes instruction in commercial cut-flower and greenhouse production, principles of environmental horticulture, plant identification, the use of horticultural machines, and business practices in the environmental horticultural industry.

Students who complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement in Commercial Cut-Flower and Greenhouse Production.

Courses Required for the Award of Achievement in Commercial Cut-Flower and Greenhouse Production

First Semester
Course                                  Units
O H 50 Intro to Horticulture            3
O H 56 Horticulture Machines            3
O H 76 Fall & Winter Plant Ident.       4
Additional graduation requirements

Second Semester
O H 58 Comm Cut-Flower & Greenhouse Prod 3
O H 77 Spring & Summer Plant Ident.     4
R F 81 Flower & Foliage I.D. & Care     2
Additional graduation requirements

Third Semester
O H 63 Soils                           3
O H 65 Reprod of Ornamental Plants      3
SPCH 11 Intro to Public Speaking        3
R F 82 Indoor Plant I.D. & Care         2
Additional graduation requirements

Fourth Semester
O H 60 Bus Practices in Environ Horticulture 3
O H 75 Pest Control                     3
O H 97 Wk Exper                         3
O H 70A Landscaping Design or
O H 71A Landscape Construction           3 or 4
Additional graduation requirements

Recommended electives: ACCT 50, SMBS 135

Degree Curriculum

Training in the curriculum in Landscape Gardening and Landscape Contracting, a two-year course of study, is planned so that graduates, depending upon their interests, abilities, and achievement, may qualify for employment in a wide variety of capacities. Positions that graduates may hold in private employment, or for which they may take civil-service examinations, include those of landscape or maintenance gardener, junior landscape architect, nurseryman, weed-seed analyst, flower groundsman, horticultural inspector, crop foreman, highway-landscape leadman, and highway tree-maintenance person. Graduates may also hold positions in private employment as arborists; cut-flower and bedding-plant growers; insecticide, fertilizer, nursery or garden-center salespeople; landscape contractors; and landscape consultants.

The course of study includes instruction in principles of landscape design and landscape construction, principles of ornamental horticulture, plant identification, landscape horticulture, and business practices in the ornamental-horticultural industry.

Students who complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement in Landscape Gardening and Landscape Contracting.

Courses Required for the Award of Achievement in Landscape Gardening and Landscape Contracting

First Semester
Course                                  Units
O H 50 Intro to Ornamental Horticulture  3
O H 56 Horticulture Machines             3
O H 76 Fall and Winter Plant Ident.      4
SPCH 11 Intro to Publ Speak              3
Additional graduation requirements

Second Semester
O H 53A Landscape Horticulture           3
O H 63 Soils                            3
O H 75 Pest Control                     3
O H 77 Spring and Summer Plant Ident.   4
Additional graduation requirements

Third Semester
O H 53B Landscape Horticulture           3
O H 70A Prin of Landscaping Design       3
O H 71A Prin of Landscaping Construct    4
Additional graduation requirements

Fourth Semester
O H 60 Bus Practices in Environ Horticulture  3
O H 70B Adv Landscape Design             3
O H 71B Prin of Landscaping Construct    4
O H 97 Wk Exper                          3
Additional graduation requirements

Recommended electives: ACCT 50, SMBS 135

Nursery and Garden-Center Operation

Degree Curriculum

Students who complete the curriculum in Nursery and Garden-Center Operation satisfactorily are qualified for employment in the wholesale and retail nursery businesses as growers, propagators, salespeople, and seedsmen. Graduates of this two-year course of study may also take civil-service examinations for positions as spray-control operators and supervisors, weed-seed analysts, farm and garden supervisors, horticultural inspectors, and plant propagators.

The course of study includes instruction in nursery operation, principles of ornamental horticulture, plant identification, the use of horticultural machines, and business practices in the ornamental-horticulture industry.

Students who complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement in Nursery and Garden-Center Operation.
Courses Required for the Award of Achievement in Nursery and Garden-Center Operation

First Semester
Course                                      Units
O H 50 Intro to Ornamental Horticulture        3
O H 56 Horticulture Machines                    3
O H 76 Fall and Winter Plant Identi            4
Additional graduation requirements

Second Semester
O H 63 Soils                                       3
O H 75 Pest Control                                3
O H 77 Spring and Summer Plant Identi            4
Additional graduation requirements

Third Semester
O H 57A Wholesale Nursery Operations            3
O H 65 Reprod of Ornamental Plants               3
SPCH 11 Intro to Public Speak                    3
O H 70A Landscaping Design                       3
Additional graduation requirements

Fourth Semester
O H 57B Retail Nursery Management                3
O H 60 Bus Practices in Environ Horticulture     3
O H 97 Work Experience                            3
O H 71A Landscaping Construct                    4
Additional graduation requirements

Recommended electives: ACCT 50, SMBS 135

Certificate Curriculum

The program of study for the Certificate of Completion in Environmental Horticulture is designed to give students both broad and specialized training for entry employment or to add to their capabilities in one of the following fields: greenhouse operation, landscape horticulture, and nursery and garden-center operation.

Admission. Enrollment is open to all interested students.

Employment. A number of entry-level positions are open to those who complete training in any of the preceding fields. For example, those who complete the requirements in landscape horticulture may work as self-employed maintenance gardeners or take State and city civil service examinations for the position of maintenance gardener. Those who complete the requirements in greenhouse operation or nursery and garden-center operation are qualified for employment in sales work and in various kinds of horticultural production.

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Environmental Horticulture in one or more areas of specialization: Landscape Maintenance, Nursery Operations, Commercial Cut-Flower & Greenhouse Production, Landscape Design and Landscape Construction. This is accomplished by completing each of the following courses with a final grade of C or higher:

Course                                      Units
O H 50 Intro to Environmental Horticulture     3
O H 56 Horticulture Machines                    3
O H 60 Bus Practices in Environ Horticulture    3
O H 63 Soils                                       3
O H 75 Pest Control                                3
O H 76 Fall and Winter Plant Identi             4
O H 77 Spring and Summer Plant Identi            4
SPCH 11 Intro to Public Speak                    3

To earn the Certificate of Completion, select one of the areas of specialization:

Landscape Maintenance
O H 53A and 53B Landscape Horticulture           6

Nursery Operations
O H 57A Wholesale Nursery Operations
and O H 57B Retail Nursery Operations            6

Commercial Cut-Flower Greenhouse Production
O H 58 Greenhouse Operations
and O H 65 Plant Propagation                      6

Landscape Design
O H 70A Principles of Landscaping Design
and O H 70B Adv Prin of Landscape Design          6

Landscape Construction
O H 71A and 71B Landscape Construction            8

Credit Toward Graduation. All credit that students earn in obtaining the Certificate of Completion in Environmental Horticulture may also be applied toward satisfaction of the requirements for the Award of Achievement in Environmental Horticulture and graduation from the College.

Floristry

Degree Curriculum

Instruction in retail floristry is offered in cooperation with the San Francisco Bay Area Retail Florists’ Association.

Enrollment is open to all interested students.

The two-year course of study is designed to give students thorough and well-balanced training in buying flowers, in the art of arranging and selling them to the public, and in operating a retail flower shop. Students who complete the curriculum satisfactorily are qualified for employment as designers and salespersons in the retail-floral industry.

The course of study includes instruction in the following: beginning, intermediate and advanced floral design, flower shop procedures, “hands-on” floral work experience, flower shop management, merchandising, marketing, basic business arithmetic, and record keeping.

Students who complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the degree of Associate in Science and the Award of Achievement in Floristry.
Courses Required for the Award of Achievement in Floristry

First Semester
Course ___________________________ Units
BSMA J* Basic Business Arithmetic ............ 2
R F 80A Flower Shop Proc & Basic Design ....... 5
R F 81 Flower and Foliage Identification ....... 2
R F 85 Introduction to Flower Arranging ....... 2
Additional graduation requirements

Second Semester
ACCT 50 (or equivalent) Intro to Account ....... 4
R F 80B Intermediate Floral Design ............ 5
R F 82 Interior Plant Identification ............. 2
Additional graduation requirements

* Not required of students who have passed the City College placement examination in mathematics. Students who have passed this examination should take an elective in lieu of BSMA J.

Third Semester
R F 80C Advanced Floral Designs .............. 3
R F 86 Oriental Style Floral Arranging ......... 1.5
R F 98 Work Experience ....................... 3
Additional graduation requirements

Fourth Semester
MRKT 140 Marketing ......................... 3
R F 84 Flower-Shop Oper ....................... 3
R F 98 Work Experience ....................... 3
Additional graduation requirements

Recommended electives: ART 130; BSEN 74, 76; CLW 18;
MRKT 122, 170; SBMB 135; PSYC 26

O H 53A-53B. Landscape Horticulture (3-3)
Lec-2, lab-4, field trips
Advisory: O H 53A; O H 50 and completion/concurrent enrollment in O H 76 or 77
Principles of garden planting and practical laboratory experiences on the college campus. Care and maintenance of established gardens; including, but not limited to irrigation and sprinkler systems, drainage and erosion control, xeriscape and mulches, monthly maintenance, maintenance estimates, and proposals and agreements. CSU

O H 54. Turfgrass Management (1.5)
Lec-1, lab-2, field trips
Advisory: O H 50 and 53A or demonstration of exit skills
Establishment and care of turf areas. Uses of turf in landscape. Site preparation, species selection, and planting of seed, sod and hydroseeding. Turf maintenance including mowing, irrigation, fertilization, thatch management, aeration and renovation. Identification and control of turf pests. Care of specialized turf areas including golf greens and athletic fields. Use and operation of irrigation and maintenance equipment. CSU

O H 55. Tree Care (3) sp
Lec-2, lab-3, field trips
Advisory: O H 50, 53A; and completion/concurrent enrollment in O H 76 or 77
The care and management of large ornamental trees common to residential, public and industrial landscaping. Stresses correct staking, irrigating and fertilizing of ornamental trees, as well as diagnostic cavity work, bracing, cabling and pruning. Use of ropes and other safety equipment in the skill of professional tree climbing is emphasized. CSU

O H 56. Horticulture Machines (3)
Lec-2, lab-3, field trips
Advisory: Completion/concurrent enrollment in O H 50
Field and shop practice in the operation of horticultural equipment such as the sod cutter, trencher, aerator, chipper/shredder, and chainsaw. Proper use of mowers and rototillers, as well as heavy equipment, such as tractors and skip loaders. Repair, maintenance, and preventative procedures for small engines including Briggs and Stratton, Honda, Wisconsin, and Tecumse. CSU

O H 57A. Wholesale Nursery Operations (3) fa
Lec-2, lab-3, field trips
Advisory: O H 50 and 65, and O H 76 or 77, or demonstration of exit skills
Cultural practices and management of wholesale nursery operations from groundcovers and perennials to specimen trees. Emphasis on container production. Propagation and planting, nursery structures and equipment, growing media, irrigation, growth management, pest control, post-harvest operations. Management topics include site selection, nursery organization, industry standards, shipping, laws and regulations, niche marketing. Careers explored. CSU
O H 57B. Retail Nursery Operations (3) fa  
Lec-2, lab-3, field trips  
Advisory: O H 50, 75, and O H 76 or 77, or significant field experience  
Overview of the retail trade. Preparation for the California Association of Nurserymen's certification exam, introduction to marketing and management techniques, and practical training for employment in the nursery or garden center. Examines a wide variety of retail operations including mass market outlets, small specialized nurseries, catalog operations, single-store businesses, small and large chain stores, and "high end" specialty shops. CSU

O H 58. Greenhouse Operations (3) fa  
Lec-2, lab-3, field trips  
Advisory: O H 50, 65, and O H 76 or 77, or significant field experience  
Overview of commercial greenhouse operations including materials and construction, heating and cooling systems, containers and greenhouse equipment; crops surveyed include foliage, cut flowers, potted flowering plants; emphasis on bedding plants; management of growing medium, irrigation, fertilization temperature, growth regulators, CO2, light and temperature; alternative cropping systems, post-production handling, and marketing discussed. CSU

O H 60. Business Practices in Environmental Horticulture (3) fa  
Lec-3, field trips  
Practical business practices in various branches of environmental horticulture including estimating, sales and service, public relations, budgets and record keeping, and starting a business. CSU

O H 63. Soils (3) sp  
Lec-2, lab-3, field trips  
Advisory: O H 50 or significant field experience  
Introduction to soils and growing media as encountered in ornamental horticulture. Preparation and management of field and container soils. Soil composition and texture, soil chemistry, organic matter, colloids, soil structure, soil water and pH, plant nutrients and fertilizers, amendments, composting, beneficial soil organisms and diseases, drainage and irrigation. Managing turf, landscape and container soils. CSU

O H 65. Plant Propagation (3) sp  
Lec-2, lab-3, field trips  
Advisory: Completion/concurrent enrollment in O H 50 or demonstration of exit skills  
Principles and practices of reproducing plants as commercially practiced in the horticulture industry. Topics include propagation by seed and vegetative methods including cuttings, layering, division, grafting, and micro-propagation. CSU

O H 66. Irrigation (2) fa  
Lec-1, lab-3, field trips  
Advisory: O H 50, 53A, or significant field experience  
Basics of design, installation, maintenance, and troubleshooting of sprinkler and drip irrigation systems. Emphasis on landscape and turf irrigation. Nursery and greenhouse irrigation. Topics include establishing hydrozones, providing drainage, calculating pressure and flow requirements, system design and installation, equipment and fittings, automatic control systems and water conserving technologies. CSU

O H 70A. Principles of Landscaping Design (3)  
Lec-2, lab-3, field trips  
Lectures, reading assignments, and hands-on laboratory projects involving the principles of landscape design, especially as applied to residential properties. Graphic drafting techniques are included. CSU

O H 70B. Advanced Principles of Landscape Design (3)  
Lec-2, lab-3, field trips  
Advisory: O H 70A  
Principles of advanced landscape design, especially as applied to residential properties. CSU

O H 71A. Landscape Construction (4)  
Lec-2, lab-6, field trips  
Principles of landscape construction, especially as applied to construction safety, tools, hardware, lumber, fences, gates, benches, decks, steps, paving, concrete blocks, stone walls, and other physical aspects of landscape construction. CSU

O H 71B. Landscape Construction (4)  
Lec-2, lab-6, field trips  
Projects dealing with the use of bricks, concrete blocks, drainage, irrigation, fountains, pumps, landscape surveying, and estimating. CSU

O H 75. Pest Control (3) sp  
Lec-3, field trips  
Advisory: O H 50 or significant field experience  
An overview of pest management in landscape, greenhouse, and nursery operations; introduction to the identification life cycles, and damage of common pests; emphasis on integrated pest management techniques with an introduction to cultural, mechanical, biological, and least-toxic chemical controls; legal requirements applicable to the safe use of pesticides; preparation for the State Qualified Applicator Certificate examination; QAC/QAL continuing education credit available. CSU

O H 76. Fall and Winter Plant Identification (4) fa  
Lec-3, conf-1, field trips  
Identification of approximately 150 ornamental trees, shrubs, vines, and perennials commonly used in the San Francisco Bay Area for fall and winter bloom, fruit, or foliage. Basic plant anatomy and terminology used in the taxonomic classification of plants. Emphasis on cultural requirements, habits of growth, and landscape use of plants. CSU

O H 77. Spring and Summer Plant Identification (4) sp  
Lec-3, conf-1, field trips  
Identification of approximately 150 ornamental trees, shrubs, vines, and perennials commonly used in the San Francisco Bay Area for spring and summer bloom, fruit, or foliage. Basic plant anatomy and terminology used in the taxonomic classification of plants. Emphasis on cultural requirements, habits of growth and landscape use of plants. CSU

O H 91-92-93. Independent Study (1-2-3)  
Conf-1, lab-3, field trips  
PREREQ.: 6 UNITS OF 0 H COURSE WORK AND PROJECT APPROVAL  
Research dealing with a special topic in environmental horticulture. Allows students the opportunity to investigate horticultural problems of special interest or conduct an in-depth project. Emphasis on practical application and current issues in horticulture. CSU
O H 101. Garden Practices (3) spring
Lec-3, field trips CR/NC avail.
Topics include basic tools, soil improvement and composting, planning a garden adapted to climate and microclimate, plant selection, seed germination, transplanting, watering and water conservation, pest management (using integrated, least-toxic methods), and basic maintenance, including pruning. Plants discussed include annuals, bulbs, perennials, groundcovers, lawns, shrubs, trees, vegetables, fruit shrubs and trees, drought-tolerant plants and street trees, and houseplants. Appropriate for students seeking careers in horticulture as well as for home gardeners. CSU

O H 102. Greenhouse Crops (3) fa
Lec-2, lab-3, field trips
Advis: O H 50, 65, and O H 76 or 77, or demonstration of exit skills
Propagation, culture, post-harvest handling and care of principle greenhouse crops. Foliage and cut flowers including roses and carnations. Emphasis on potted flowering plants including poinsettias, azaleas, hydrangeas, chrysanthemums, cyclamen, gesneriads, lilies, and other forced bulbs. Discussion of pests, alternative crops, and field-grown flowers. CSU

O H 104. Principles of Landscaping (3)
Lec-3
Fundamentals of and practices in designing the small home garden.
CSU

O H 111-112-113. Selected Topics in Ornamental Horticulture (1-3)
Lec-1 to 3; lab-1 to 3, field trips CR/NC avail.
Repeat: if no subject repeat
Advis: O H 50
Investigation in depth of selected topics in horticulture. Consideration of current issues and innovations; expansion of subjects covered briefly in introductory courses. CSU

O H 111A. Year-Round Garden Color (1)
O H 111B. Orchids (1)
O H 111C. Container Gardening (1)
O H 111D. Introduction to Xeriscaping (1)
O H 111E. Vegetables & Herbs: Fall (1)
O H 111F. Vegetables & Herbs: Spring (1)
O H 111G. Vegetables & Herbs: Summer (1)

Floristry

CREDIT, DEGREE APPLICABLE COURSES:

R F 80A. Flower Shop Procedures and Basic Designs (5)
Lec-3, lab-6, field trips
Beginning floral design and arrangement techniques commonly used by professional flower artists. Practical application in identifying and constructing numerous floral designs, including arrangements for home interiors, parties, hospital, sympathy, and other decorative and special occasions. Includes corsage and body flower designing as well as identification of aesthetic and mechanical accessories common to the floral industry. Appropriate use of the principles and elements of design are stressed. CSU

R F 80B. Intermediate Floral Design (5)
Lec-3, conf-1, lab-5, field trips
Prereq: R F 80A
Intermediate study of and practice in professional flower arranging techniques used by the floral industry. Emphasis on sympathy tributes, window and store display, oriental, high style design and European floral design. CSU

R F 80C. Advanced Floral Design (3)
Lec-2, conf-2, lab-1, field trips
Prereq: R F 80B
Advanced principles and techniques for designing, coordinating, and installing floral displays for weddings, parties, churches, receptions, residences, and corporate and hotel accounts. Traditional, contemporary, and European style designs for wedding bouquets, personal flowers, and arrangements. Business aspects such as consulting, selling, planning, and pricing. CSU

R F 81. Flower and Foliage Identification/Culture and Care (2)
Lec-2, field trips
Identification of cut flowers and foliage used in commercial floristry, with emphasis on post-harvest care and handling, vase life, wholesale packaging, pricing, and uses in floral designing. CSU

R F 82. Interior Plant Identification (2)
Lec-2, field trips
Identification of indoor/tropical house plants used in commercial floristry, with emphasis on post-harvest care and handling, culture, wholesale packaging, pricing, and uses in floral designing. CSU

R F 84. Flower-Shop Operations (3)
Lec-3, field trips
Principles and practices of flower-shop operation including salesmanship, types of shops, merchandising, buying, advertising, delivery, and personnel. CSU

R F 85. Introduction to Flower Arranging (2)
Lab-3, field trips.
Repeat: max. 4 units
Students provide own materials.
Introduction to basic flower arranging, flower and foliage use, care and handling of fresh materials, use of everlasting materials, flower forms, types and uses of containers. Basic historical periods and styles of decorating for beginners. CSU
R F 86. Oriental Style Flower Arranging (1.5)
Lec-1, lab-2, field trips
Repeat: max. 6 units
Students provide own materials.
Overview, understanding and appreciation of oriental style flower arrangement, known generally as Ikebana. Emphasis on principles of designs, experimentation, technique, exploration, and critique intended to develop creativity and manipulative ability. CSU

R F 88. Designs in Floristry (2)
Lec-1, conf-1, lab-1, field trips
Repeat: max. 4 units
An in-service training program for those engaged in the field of floristry and also for those students currently enrolled in the Retail Floristry Department. Guest lecturer-demonstrators. Design work in corsages, vase arrangements, memorial flowers, and wedding work. CSU

R F 98. Work Experience (1-4)
Conf-1, work-5 (ea unit)
COREQ.: ENROLLMENT IN A MINIMUM OF 7 UNITS OF COURSE WORK INCLUDING THIS COURSE, AND CONSENT OF INSTRUCTOR
Repeat: max. 6 units
A supervised work experience program including work with pay, at an approved retail flower shop. Designed to provide the student with an opportunity to learn and practice skills with instructor and professional guidance. CSU

Ethnic Studies

Fashion

Announcement of Curricula

Fashion Merchandising

The curricula in Fashion Merchandising offer students interested in careers in marketing and fashion merchandising specialized programs for career advancement and employment. Combining classroom instruction with coordinated part-time employment off-campus, the courses of study are designed to help students who complete them to advance into mid-management positions in the industry.

Degree Curriculum. The Degree Curriculum in Fashion Merchandising, a two-year course of study, offers students interested in careers in fashion merchandising specialized training for career advancement and employment. Combining classroom instruction with coordinated part-time employment off-campus, the two-year course of study is designed to help graduates advance to mid-management positions.

Employment. Students interested in or planning careers in retail buying, promotion, advertising, sales, wholesaling, and management should major in Fashion Merchandising.

Award of Achievement in Fashion Merchandising

To qualify for an Award of Achievement, students must complete the following courses: FASH 42, 43, 44, 46, 47, 48, 49, 50, and 60. Additionally, to receive an Associate of Arts Degree, students must satisfy the College graduation requirements. Students who complete the curriculum with an average final grade of C-plus (2.50 grade point average) or higher receive the Award of Achievement in Fashion Merchandising.

Recommended course sequence:

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 46 Fash Merch</td>
<td>3</td>
</tr>
<tr>
<td>FASH 47 Fash Coord</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Field Work in Fash</td>
<td>1</td>
</tr>
<tr>
<td>FASH 43 Fash Merch Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 42 Fash Survey</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
<tr>
<td>FASH 49 Fash Display</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 44 Fash Retail Buying</td>
<td>3</td>
</tr>
<tr>
<td>CASC 22 Textile Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 50 Bus of Modeling</td>
<td>3</td>
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</tbody>
</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 48 Fash Show Prod</td>
<td>3</td>
</tr>
<tr>
<td>FASH 61 Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Recommended electives. ACCT 1, 50; ART 101-108, 138; BSEN 70, 74; CASC 23, 9613; MRKT 140, 170; MABS 60, 63, 65A/B; SPCH 11, 12; SMBS 135; SMBU 9415, 9421; SUPV 221

Credit Certificate Curricula

Admission. Enrollment is open to all interested students. However, students are required to satisfy prerequisites in the program of study.

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Fashion Merchandising or the Certificate of Completion in Image Consulting by completing the appropriate courses listed below with an average final grade of C-plus (2.50 grade point average) or higher.
Courses for the Certificate Curriculum in Fashion Merchandising

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
<tr>
<td>FASH 42 Fash Survey</td>
<td>3</td>
</tr>
<tr>
<td>FASH 43 Fash Merch Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 44 Fash Retail Buying</td>
<td>3</td>
</tr>
<tr>
<td>FASH 46 Fash Merch</td>
<td>3</td>
</tr>
<tr>
<td>FASH 47 Fash Coordination</td>
<td>3</td>
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<tr>
<td>FASH 48 Fash Show Prod</td>
<td>3</td>
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<tr>
<td>FASH 49 Fash Display</td>
<td>3</td>
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<tr>
<td>FASH 50 The Bus of Modeling</td>
<td>3</td>
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<tr>
<td>FASH 60 Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Fash Work Exp</td>
<td>3</td>
</tr>
<tr>
<td>CASC 22 Textile Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CASC 35 Fash Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives. ACCT 50; ART 101-108; BSEN 70 or 74; CASC 15, 23, 26A-B, 28; MRKT 122, 140, 170; PSYC 26; SPCH 11

Courses for the Certificate Curriculum in Image Consulting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 125A Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 70 Fund of Engl Gram and Comp</td>
<td>4</td>
</tr>
<tr>
<td>SMBS 135 Own and Oper a Small Bus</td>
<td>3</td>
</tr>
<tr>
<td>FASH 42 Fash Survey</td>
<td>3</td>
</tr>
<tr>
<td>FASH 45 Image Consulting</td>
<td>3</td>
</tr>
<tr>
<td>FASH 46 Fash Merch</td>
<td>3</td>
</tr>
<tr>
<td>FASH 47 Fash Coord</td>
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<td>1</td>
</tr>
<tr>
<td>FASH 61 Fash Work Exp</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives. ART 125B; CASC 23, 26A-B; MRKT 170; MABS 60; TH A 3A, 3B, 3C

FASH 45. Image Consulting (3)
Lec-3, field trips
This course prepares students to become image consultants, either working independently or for a retailer. It will incorporate the techniques of color and wardrobe selection, figure analysis, and setting up a business. CSU

FASH 46. Fashion Merchandising (3)
Lec-3, field trips
Basics of how fashion merchandising operates with the retail organization; principles of fashion merchandising are studied, along with career opportunities. CSU

FASH 47. Fashion Coordination (3)
Lec-3, field trips
Analysis of the structure of various fashion offices and the variety of fashion coordination jobs at different levels of the market. Examination of the duties and responsibilities of a coordinator with emphasis on trend research, the production of fashion shows, and projection of a firm's fashion image. CSU

FASH 48. Fashion Show Production (3)
Lec-3, field trips
Strongly recommended for all fashion merchandising majors. Preparation and execution of a complete fashion show, from concept to runway, for a specific firm and audience; on- and off-campus production. CSU

FASH 49. Visual Merchandising (3)
Lec-3, field trips
Visual approach to selling with emphasis on the basic principles of display. Elements of store window and interior display. Practice in working with mannequins and props to develop proper techniques. CSU

FASH 50. The Business of Modeling (3)
Lec-3, field trips
Fundamentals of and practices in training for a career in modeling and fashion coordination, with emphasis on developing the ability to identify specific skills requisite to the industry. CSU

FASH 51. Creating a Garment Business (3)
Lec-3, field trips
A study of the organization and creation of a garment business. CSU

FASH 52. Introduction to the Fashion Business (3)
Lec-3, field trips
Career opportunities within the fashion industry, with specific guidelines to assist students who are looking for ways to direct their interests and talents into careers in fashion. CSU

FASH 60. Field Work in Fashion Merchandising (1)
Work-5
Repeat: max. 4 units
On-the-job laboratory training in fashion merchandising with retailers, wholesalers, image and fashion consultants. Placement of students will be determined according to the requirements of the cooperating firms. CSU

FASH 61. Work Experience in Fashion Industry (3)
Work-15
CR/NC avail.
The content of this course involves student work experience in the industry. The course requirements include three coordinating conferences per semester and individual meetings by arrangement. CSU

Fashion

Announcement of Courses
NOTE: Some courses include a materials fee.

CREDIT, DEGREE APPLICABLE COURSES:

FASH 42. Fashion Survey (3)
Lec-3, field trips
Survey of current fashions in men’s, women’s, and children’s apparel and accessories; emphasis on color and fabric trends; relationship of fashion to current life styles. CSU

FASH 43. Merchandise Analysis (3)
Lec-3
In-depth study of basic merchandise knowledge for the consumer and salesperson. Analysis of textile and non-textile materials, home improvement products, transportation products, and recreation products. Use of actual merchandise for demonstration and discussion. CSU

FASH 44. Merchandising–Retail Buying (3) sp
Lec-3, field trips
The merchandising functions of the modern retail store, with emphasis on planning and control, buying and pricing, and receiving and selling merchandise. CSU
FASH 62. Work Experience in Image Consulting (3)
Work-15
Repeat: max. 6 units
This course involves student work experience in which the college procures a position for the student. Course requirements include a minimum of one orientation lecture, one job-site visit with the employer, one job-site visit with the student, and a semester end conference between the student and the employer where the students will submit a weekly log of their work experience. Fifteen hours weekly of non-paid off-campus work experience. CSU

CASC 15A. Clothing Study I (3)
Lec-2, lab-3
Repeat: max. 6 units
CR/NC avail.
A beginning course utilizing basic principles and concepts in the clothing field. Emphasis on skills and techniques, pattern analysis, selection, fitting and construction processes. Students will construct 2-3 garments. CSU

CASC 15B. Clothing Study II (3)
Lec-2, lab-3
CR/NC avail.
PREREQ.: CASC 15A
Repeat: max. 6 units
Elements of garment construction using advanced clothing construction methods and techniques; pattern alterations, couturier patterns and custom finishes. Techniques for sewing hard-to-handle fabrics and stretch knits. Use of serger for construction of garments. Students will construct a garment utilizing techniques from class. CSU

CASC 22. Textile Analysis (3)
Lec-3
Analysis of natural and man-made fibers, fabric construction and special finishes; characteristics that determine use, performance and care; innovations in the textile field, dyes, printing processes and fabric tests. CSU/UC

CASC 23. Fashion History (3)
Lec-3
Chronological study of costumes from antiquity to the present. Western, eastern and folk influences included. Analysis of sources of fashion design developed from influences of history and culture upon clothing. CSU

CASC 25A. Weaving I (2)
Lec-1, lab-3
Repeat: max. 6 units
A beginning course in the fundamentals of loom controlled multi-harness weaves. Emphasis on the fundamentals of fiber classification, yarn calculation, comprehensive drafting, weave analysis and fabric finishing techniques. CSU

CASC 25B. Weaving II (2)
Lec-1, lab-3, field trips
Repeat: max. 6 units
Introduction to designing woven textiles using advanced weave structures. Students learn to select yarns, weaves, and equipment and design original textiles. CSU

CASC 26. Flat Pattern Design I (3)
Lec-2, lab-3, field trips
Repeat: max. 6 units
CR/NC avail.
Principles and techniques of designing a garment pattern using flat pattern methods. Students construct a basic fitting sloper, analyze advanced pattern design problems and create an original design finished garment. CSU

CASC 27. Fashion Draping (3)
Lec-2, lab-3
CR/NC avail.
Repeat: max. 6 units
Draping for garment design and fit. Techniques and concepts of draping the human figure using cloth as the starting point. Draping a fitting shell, draping with special fabrics and draping for unusual design problems. CSU

CASC 28. The Social Meaning of Clothing (2)
Lec-2
The interrelationship of clothing and culture, including the psychological aspects of clothing and human behavior. Analysis of clothing use as a social tool. Comparison of regional and class differences as represented by clothing. CSU/UC

CASC 29. Pattern Grading and Marker Making (2)
Lec-1, lab-3, field trips
Techniques for grading patterns into multiple sizes and creating markers for pattern layouts utilizing both conventional and computerized methods. CSU

CASC 33. Design Portfolio in Fashion (1)
Lec-1, field trips
PREREQ.: CASC 35
Instructs the student in the presentation of their work in a professional portfolio for the purpose of employment. Selection of illustrations for style and medium, types of portfolios available, and overall professional presentation standards will be covered. CSU

CASC 34. Apparel Manufacturing (3)
Lec-3, field trips
Repeat: max. 6 units
CR/NC avail.
All phases of the manufacture of wearing apparel and accessories. Technological limitations and possibilities, operation of machines used in production and manufacturing techniques. CSU

CASC 35. Fashion Drawing (3)
Lec-2, lab-3
Repeat: max. 9 units
Drawing of the fashion figure including working sketches. The clothed figure in motion with emphasis on textile characteristics, color mediums, and construction details. Development of a personal illustration style and a portfolio. CSU
Formerly ART 138

CASC 36. Principles of Fashion Design (3)
Lec-3, field trips
Repeat: max. 6 units
Basic design principles examined as they apply to clothing for women, men, and children. Includes design modifications as required by fabric and figure characteristics. Relates design problems to current aesthetic trends and use of the garment. CSU
CASC 37. Flat Pattern Design II (3)
Lec-2, lab-3, field trips
Prereq.: CASC 26
Repeat: max. 6 units
Continuation of techniques for pattern development, with an
emphasis on industry production skills. Techniques covered include
the development of more complex designs, patterns for stretch
fabric, and use of the computer to create original patterns. CSU

CASC 50. Fashion Design and Production Internship (2)
Work-10
The student, upon completion of the required course work in
Fashion Design and Production, qualifies for placement as an intern
with a local manufacturer or designer. The student will experience
actual working conditions and problems from design to finished
product. CSU

CASC 64. Surface Design I (3)
Lec-2, lab-3, field trips
Repeat: max. 6 units
Printing designs on fabric via painting, stamping, stenciling, air
brushing, photo silkscreening, transferring and marbleizing. Empha-
sis is on technique, color and design. CSU

CASC 65. Surface Design II (3)
Lec-2, lab-3, field trips
Prereq.: CASC 15A
Two dimensional Surface Design created by the manipulation of
fabrics and enhanced with sewn-on embellishments. Trapunto,
layering/texturing, quilting, patchwork, pleating, applique, and
beading. Fee may be charged. CSU

CASC 71. Apparel Art (2)
Lec-2, field trips
Repeat: max. 4 units
Class will present garment design possibilities in techniques includ-
ing: weaving, quilting, fabric painting, appliqui, beading, felting and
reconstructed fabric making. Pattern designing is emphasized. CSU

NONCREDIT COURSES:

CASC 6000. Pattern Design and Drafting (52 hrs)
Development of skills in designing and drafting patterns. Design
includes variations in basic patterns for blouses, skirts, collars,
sleeves, dresses, pants, and suits.

CASC 6003. Upholstery (63 hrs)
Introduction to upholstering furniture and to making furniture
starting from the frame. Use of tools, cutting and fitting different
fabrics, fillings and placement of fabrics.

CASC 6004. Weaving - Contemporary Basketry
Contemporary and traditional basketry. Coiling, twining, plaiting,
and knotless netting using natural fibers and innovative modern
materials.

CASC 6005. Weaving - Beginning (70 hrs)
Adviser: CASC 6008
Design and weaving of textiles using 4 harness floor looms. Simple
weave structures are taught, stressing craftsmanship, sensitivity to
materials and an appreciation of the medium.

CASC 6006. Expanded Woven Design (72 hrs)
Adviser: CASC 6005
The design and weaving of textiles using 4 and 8 shaft floor looms.
Introduction to 16 shaft dobby loom design and technology.
Projects expand basic weave structures with emphasis on best
choice of materials, technique and appreciation of the medium.
Emphasis on imaginative applications of basic technology to in-
novative resolutions.

CASC 6007. Art Weaving (70 hrs)
Design and weave textiles using 4 and 8 harness treadle looms and
16 harness computer driven looms. Utilizing computer weaving
programs, emphasis will be placed on weave structure theory to
enable students to conceptualize and create signature fabrics. In-
tegration of the woven structure with dyeing and surface design pro-
cesses applied before, during and after weaving. Exercises to
enhance confidence in color and design skills.

CASC 6008. Weaving Tapestry (72 hrs)
Integrating traditional Aubusson tapestry techniques with contempo-
rary techniques and materials. All levels: beginning - samplers; inter-
mediate - cartoons; advanced - approved, pre-planned pieces.

CASC 6014. Fashion Sewing and Alteration (108 hrs)
Development of skills in clothing construction. Areas include
tailoring, dressmaking, fitting, alterations. Students provide mate-
rials and supplies.

CASC 6025. Quiltmaking (54 hrs)
Develop/improve skills in sewing, design, pattern drafting, appli-
que, patchwork and quilting. Beginning students construct a sam-
pier quilt. Intermediate/advanced students work on individually
designed projects.

CASC 6027. Surface Design - 3-dimensional (54 hrs)
Applications of design on fabric via painting silk screening, air-
brushing, stencilling, blueprinting, marbleizing and sculpting. Pat-
tern drafting for 3 dimensional objects: figures, animals, boxes,
mask, headaddresses and footwear. Emphasis on color and design.

CASC 6040. Interior Textiles (36 hrs)
Lab-2, field trips
Woven structures used in interior furnishings. Practice techniques of
upholstery, drapery, rugs, bed coverings, wall weavings and table
mattings. Relationship to commercial production of these products
is emphasized. A notebook with sample woven presentations is rec-
nommended.

CASC 6050. Lingerie (72 hrs)
Basic underwear design principles will be examined as they apply
to men and women and children. This will include design modifica-
tions based on individual creativeness, body shape, figure accents,
and selection of fabrics and notions. Course will focus on both
consumer and industrial production.

CASC 6051. Millinery (54 hrs)
All aspects of basic hat making, including sewn hats, framed hats
and felt hats. Application of trims and embellishments included.

CASC 6052. Apparel Art Lab (35 hrs)
Design possibilities in techniques including: weaving, quilting,
fabric painting, applique, beading, felting and reconstructed fabric
making. Pattern designing is emphasized.
CASC 6055. Upholstery Trade (90 hrs)
Upholstering as a trade. Focusing on the skills necessary for upholstering new and existing residential and commercial upholstered furniture. Upholstering as a professional business - wholesale or retail, including fabric and pattern layout, sewing.

CASC 9612. Draping/Design/Pattern Drafting (54 hrs)
Methods and techniques of clothing construction used to meet students' individual design needs. Covers basic sewing and pattern drafting through composing test draping designs on manikins. Demonstrations of draping techniques that summarize the basics of garment assembly and finishing.

Courses Required for the Award of Achievement in Film Production

First Semester
Course                          Units
FILM 20A/B Film History          3
FILM 24 Basic Film Prod           3
FILM 25 Beg Film Editing          3
FILM 60 Sound for Motion Pictures 3
FILM 100 Production Lab           0
Additional graduation requirements

Second Semester
FILM 30 Pre-Production Planning  3
FILM 55 Adv Film Editing          3
FILM 54 Cinematography and Lighting 3
FILM 100 Production Lab           0
Additional graduation requirements

Third Semester
FILM 75 Screenwriting            3
FILM 100 Production Lab           0
FILM 124A Film Production Wkshop  3
FILM 131 Directing Motion Pictures 3
or FILM 136 Special Effects       3
Additional graduation requirements

Fourth Semester
FILM 100 Production Lab           0
FILM 124B Film Production Wkshop   3
FILM 131 Directing Motion Pictures 3
or FILM 126 Documentary Filmmaking 3
Additional graduation requirements

Film

Announcement of Courses
CREDIT, DEGREE APPLICABLE COURSES:

FILM 18. American Cinema (3)
Lec-3, field trips               CR/NC avail.
An introductory course in film studies, bringing Hollywood filmmaking into clear focus as an art form, as an economic force, and as a system of representation and communication. Explores how Hollywood films work technically, artistically, and culturally to reinforce and challenge America’s national self image. CSU

FILM 20A. Film History: Evolution of Film Expression (3)
Lec-2, lab-2                     CR/NC avail.
Repeat: max. 6 units
History of cinema as a unique expressive medium, from 19th century origins to mid-20th century. Aesthetics of silent and sound films, relation of film techniques to content, films in social/historical context and in relation to other arts and popular culture. Screenings in class for study and analysis. CSU/UC
FILM 20B. Film History: Contemporary Film Expression (3)
Lec-2, lab-2
Repeat: max. 6 units
Similar approaches as in FILM 20A, emphasizing film history from the mid-20th century to the present. The post-WWII film renaissance; movements, genres and changing technologies; the expansion of filmmaking to newly represented people, places and ideas; contemporary documentary approaches; cinemas in the age of international media. CSU/UC

FILM 21. Introduction to Film Studies (3)
Lec-3, lab-2
Repeat: max. 6 units
Survey of critical and academic approaches to cinema, including aesthetic (film as art), sociological (film and society), psychological (spectator and response), ideological (multicultural, feminist, gay/lesbian). Readings in film criticism and theory; in-class screenings. CSU/UC

FILM 22. The Documentary Tradition (3)
Lec-3
Repeat: max. 6 units
History and analysis of non-fiction films; screenings in class considering approaches, forms and issues: objectivity and point of view, aesthetics, ethics and principles, the real and the re-enacted. Documentary films as journalism, anthropology, biography, historical restoration and personal statement. CSU/UC

FILM 24. Basic Film Production (3)
Lec-3, lab-3
Repeat: max. 6 units
Super 8mm and 16mm motion picture production, including concept, principles, basic editing, projection and use of non-synchronous sound. Evaluation and critique of students' films. Each student required to complete three films. CSU/UC

FILM 25. Beginning Film Editing (3)
Prereq.: Completion/concurrent enrollment in FILM 24
Lec-3, lab-3, field trips
Repeat: max. 6 units
Basic motion picture editing. Discussion of and demonstration of narrative and non-narrative editing techniques and aesthetics. Emphasis on shooting for the edit. Formats include 8mm and 16mm and video. CSU

FILM 30. Pre-Production Planning (3)
Lec-3, field trips
Repeat: max. 6 units
Lectures on all details of planning the production of a media project. From conception to execution, this course examines the great attention to detail that every type of production needs to be completed. Students are taught the skills to calculate and negotiate all costs, legal concerns, insurance issues, permits, and pitfalls. They are then shown how they might follow through with projects such as short narratives, music videos or commercials, documentaries, CD Roms, and narrative feature films. CSU

FILM 54. Cinematography and Lighting (3)
Lec-3, lab-3, field trips
Prereq.: FILM 24 and 25
Development and execution of short, single-camera styled projects focusing on the skills of cinematography and lighting: script visualization, camera operation, lighting setups, lens selection and emphasis on safety awareness. CSU

FILM 55. Advanced Film Editing (3)
Lec-3, lab-1, field trips
Prereq.: FILM 25
Advanced motion picture editing. Discussion and demonstration of film and digital editing techniques from rough cut to answer print using 16mm sync and non-sync formats. CSU

FILM 56. Introduction to Digital Film Editing (3)
Lec-3, lab-3, field trips
Prereq.: FILM 24, 25 and IDST 120 or BCST 119 or Demonstration of Their Exit Skills
Introduction to film editing techniques using current digital non-linear film editing systems within the cinematic discipline. CSU

FILM 60. Sound for Motion Pictures (3)
Lec-3, lab-3, field trips
Prereq.: Completion/concurrent enrollment in FILM 24 and 25
Films, field trips, lectures, and work projects covering all stages of creation of a motion picture soundtrack. Demonstrations of recording techniques and equipment, transferring, editing, and mixing. Sync sound location recording. Computer-based audio editing programs. CSU

FILM 75. Screenwriting (3)
Lec-3, field trips
An intensive course in motion picture screenwriting for documentary, educational, industrial, and feature films. Lectures, films, weekly assignments and evaluation designed to enhance individual skills in professional screen writing. Students write scripts that can be produced in advanced filmmaking courses. CSU

FILM 76. Advanced Digital Film Editing (3)
Lec-3, lab-3, field trips
Prereq.: FILM 24, 25, and 56 or BCST 144
Advanced film editing techniques using current digital nonlinear film editing systems within the cinematic discipline. CSU

FILM 100. Film Production Laboratory (0)
Lab-8
Coreq.: FILM 24, 25, 54, 55, 60, 124, 126, 131, or 175
Supervised production facilities and equipment use for completion of production assignments in FILM classes. CSU

FILM 124A. Film Production Workshop (3)
Lec-2, conf-1, lab-4, field trips
Prereq.: FILM 55 and 60
Repeat: max. 6 units
Practical experience in actual film production with emphasis on use of professional film production techniques through production of personal and/or group projects. Single-camera styled, sync-sound projects will focus on the skills of cinematography and lighting: script visualization, camera operation, lighting setups, lens selection and emphasis on safety awareness. CSU/UC

FILM 124B. Film Production Workshop (3)
Lec-2, conf-1, lab-4, field trips
Prereq.: FILM 124A
Repeat: max. 6 units
Additional practical experience in two principal areas of film production, at least one of which will generate some synchronized sound; complete a self-generated film or digital video project, or working as part of a production unit, with an emphasis on professional production methodology and quality. CSU/UC
**FILM 126. Documentary Filmmaking (3)**
**Prereq.:** FILM 24  
**Lec-3, field trips**  
Basic production skills for a short 16mm or video documentary film, from writing a proposal to making a successful answer print, including the use of sync sound. Screenings of films and discussions explore the nature, limits, aesthetics, and ethics of documentary filmmaking. CSU

**FILM 131. Directing Motion Pictures (3)**
**Lec-3, field trips**  
**Prereq.:** FILM 24 AND 25  
**Repeat: max. 6 units**  
Function of the film director from script to screen through development and execution of single-camera-style projects focusing on the demands of directing. Emphasis on script planning and blocking, crew management and working with actors. CSU

**FILM 136. Special Effects (3)**
**Lec-3, lab-3, field trips**  
**Prereq.:** FILM 24 AND FILM 25; AND BCST 119 or IDST 120 OR CIS 100M  
**Repeat: max. 6 units**  
A survey of the history, evolution of traditional motion picture special effects from the beginning to the present. Hands-on training in the optical printer, animation stand and rotoscope. Hands-on training in digital special effects creation including bluescreen cinematography, applying digital effects and multi-layer image compositing. Discussion of CGI (computer generated imagery), 3-D animation techniques and pertinent multimedia issues. CSU

**FILM 170. Film/Video Work Experience (2)**
**Conf-1, work-10**  
**Coreq.:** ENROLLMENT IN A MINIMUM OF 5 UNITS AND CONSENT OF INSTRUCTOR  
**Repeat: max. 8 units**  
Supervised, paid or unpaid work in the film/video industry or related projects. Jobs usually arranged by the student, subject to faculty approval. Job experiences at CCSF, e.g., issuing film equipment or projecting for film history classes, are within the scope of this learning experience. A student may not receive work experience credit and lab or work-study funds for the same job. CSU

**FILM 175A. Film/Video Independent Study (2)**
**Ind st-5**  
**CR/NC avail.**  
Individual film/video projects or participation in group productions including personal filmmaking, scriptwriting, serving as crew on other students’ films, and similar situations, subject to faculty approval. Work progress supervised by faculty. CSU

**FILM 175B. Film/Video Independent Study (2)**
**Ind st-5**  
**CR/NC avail.**  
**Repeat: max. 4 units**  
Continuation of projects-in-progress from FILM 175A or begin new film/video projects. CSU

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**French**

**Announcement of Courses**

Students of beginning French are directed to consider French courses numbered 1, 1A, 10A.

A placement test in French is available for guidance in selecting the appropriate course. For information, call 239-3542. Total beginners in French should select from French 1, 1A or 10A.

**CREDIT, DEGREE APPLICABLE COURSES:**

**FREN 1. Elementary French (5)**
**Lec-5, lab-2**  
**CR/NC avail.**  
Adviso: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course.  
Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC/CAN

**FREN 1A-1B. Elementary French (3-3)**
**Lec-3, lab-2**  
**CR/NC avail.**  
Adviso: For FREN 1A: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course  
**Prereq.:** FOR FREN 1A: FREN 1A OR DEMONSTRATION OF FREN 1A EXiT SKILLs  
Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC/CAN  
FREN 1A+1B = FREN 1

**FREN 2. Continuation of Elementary French (5)**
**Lec-5, lab-2**  
**CR/NC avail.**  
**Prereq.:** FREN 1 OR 1B OR DEMONSTRATION OF FREN 1/1B EXIT SKILLs  
Second semester course. Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. CSU/UC/CAN

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**Foreign Languages**

**Announcement of Courses**

(See specific course entries for American Sign Language, Chinese, French, German, Italian, Japanese, Filipino, Russian and Spanish.)
FREN 2A-2B. Continuation of Elementary French (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: For FREN 2A: FREN 1 OR 1B OR
Demonstration of FREN 1/1B Exit Skills.
Prereq.: For FREN 2B: FREN 2A OR Demonstration of
FREN 2A Exit Skills.
Continued practice in speaking and understanding French. CSU/UC/CAN
FREN 2A+2B = FREN 2

FREN 3. Intermediate French (5)
Lec-5, lab-1 CR/NC avail.
Prereq.: FREN 2 OR 2B OR Demonstration of FREN
2/2B Exit Skills.
Third semester course: Review of grammar and composition;
reading of cultural materials. Constant practice in the use and
comprehension of the spoken language. Conducted in French. CSU/UC/CAN

FREN 3A-3B. Intermediate French (3-3)
Lec-3, lab-1 CR/NC avail.
Prereq.: FREN 2 OR 2B OR Demonstration of FREN
2/2B Exit Skills.
Non-sequential
Review of grammar and composition; reading of cultural materials.
Constant practice in the use and comprehension of the spoken
language. Conducted in French. CSU/UC/CAN
FREN 3A+3B = FREN 3

FREN 4. Continuation of Intermediate French (3)
Lec-3, lab-1 CR/NC avail.
Prereq.: FREN 3 OR 3A+3B OR Demonstration of FREN
3 OR 3A+3B Exit Skills.
Fourth semester course. Reading of representative literary works;
review of grammar and composition. Increased emphasis on speaking.
Conducted in French. CSU/UC/CAN The 12 unit sequence of
French 10A-10B-10C-10D permits three repeats for a total of 21
units. It is the student’s prerogative to choose which courses will be
repeated.

FREN 10A. Beginning Conversational French (3)
Lec-3, lab-2 CR/NC avail.
Open to all beginning students. Recommended for students enrolled
in FREN 1 or 1A. Not open to native speakers of French.
Beginner’s course. Extensive oral training in French. Emphasis on
practical vocabulary and idioms rather than formal grammar and literature. CSU

FREN 10B. Continuation of Beginning Conversational French (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: FREN 10A OR Demonstration of FREN 10A
Exit Skills.
Not open to native speakers of French. Recommended for students
enrolled in FREN 2 OR 2A.
Second semester course. Continuation of extensive oral training in
French. Emphasis on practical vocabulary and idioms rather than
formal grammar and literature. CSU

FREN 10C. Intermediate Conversational French (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: FREN 10B OR Demonstration of FREN 10B
Exit Skills.
Not open to native speakers of French. Recommended for students
enrolled in FREN 2 or 2A.
Continuation of extensive oral training in French. Designed for
students who wish to continue acquiring more advanced skills of
the spoken language with a minimum of formal grammar. CSU

FREN 10D. Continuation of Intermediate Conversational
French (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: FREN 10C OR Demonstration of FREN 10C
Exit Skills.
Not open to native speakers of French. Recommended for students
enrolled in FREN 2B or 3A.
Continuation of extensive oral training in French for students who
wish to continue acquiring more advanced skills of the spoken
language with a minimum of formal grammar. CSU

FREN 10E. Continuation of Intermediate Conversational
French (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: FREN 10D OR Demonstration of FREN 10D
Exit Skills.
Not open to native speakers of French. Recommended for students
enrolled in FREN 3 or 3B.
Continuation of extensive oral training in French for students who
wish to continue acquiring more advanced skills of the spoken
language with a minimum of formal grammar. CSU

FREN 11A-11B. Advanced Conversational French (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: FREN 10E OR 3 OR 3A+3B OR Demonstration
of FREN 10E, 3 OR 3A+3B Exit Skills.
Non-sequential
Extensive oral training in French for students who wish to continue
acquiring more advanced skills of the spoken language with a
minimum of formal grammar. CSU/UC

FREN 20. Independent Studies in French (1)
Lec-1 CR/NC avail.
Prereq.: FREN 3A, 3B, OR 4 OR Demonstration of FREN
3A/3B/4 Exit Skills.
May not be offered every semester.
Repeat: max. 3 units
An individualized study program for improving reading and writing
skills in the French language. CSU/UC

FREN 21. French for Business (3)
Lec-3 CR/NC avail.
Prereq.: FREN 2 OR 2B OR Demonstration of FREN
2/2B Exit Skills.
May not be offered every semester.
Intermediate course in basics of financial and business vocabulary,
business correspondence skills and French business practices. CSU
FREN 22. Grammar Review and Composition (3)
Lec-3, lab-2 CR/NC avail.
Prep: FREN 4 or demonstration of FREN 4 exit skills
May not be offered every semester.
Advanced review of grammar and composition with attention to style, vocabulary development, and more advanced grammatical structure, taught entirely in French. CSU/UC

FREN 23. French Phonetics (2)
Lec-2, lab-1 CR/NC avail.
Prep: FREN 10C or 2A or demonstration of FREN 10C or 2A exit skills
May not be offered every semester.
Introduction to the French phonological system with attention given to spoken French and its differences with written French. Emphasis on skills of pronunciation, oral expression and comprehension rather than on conversation or discussion. CSU

FREN 39A-39B-39C. French Literature in Translation (3-3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
Non-sequential
No knowledge of French required.
Reading of representative works in English translation. CSU/UC
39A. French literature of the 19th century.
39B. French literature of the 20th century.
39C. French literature of the 17th and 18th centuries.

FREN 41. Culture and Civilization of France (3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
No knowledge of French required.
May not be offered every semester.
The history, geography, social institutions, literature, art, architecture, and music of France from their beginnings to the First World War. CSU/UC

FREN 42. Contemporary French Culture and Civilization (3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
No knowledge of French required.
May not be offered every semester.
Aspects of French culture and civilization from the entre-deux-guerres period to the present. Insights into the historical and traditional forces which have contributed to the current and emerging conditions of France. CSU/UC

Gay, Lesbian and Bisexual Studies

Announcement of Courses
CREDIT, DEGREE APPLICABLE COURSES:

GLST 5. Introduction to Lesbian, Bisexual, Gay and Transgender Studies (3)
Lec-3, field trips CR/NC avail.
This introductory course examines a broad range of contemporary gay, lesbian, bisexual and transgender issues in various contexts including bio-medical, sociological, political, racial and sexual. Additionally, students have the opportunity to develop critical thinking skills and practical academic skills vital for further progress in the program. Students leave the course with practice in essay writing, exam preparation, literature analysis and become familiar with academic resources available to them through local libraries and the Internet. CSU/UC

GLST 10. Lesbian and Gay Culture and Society (3)
Lec-3 CR/NC avail.
Distinct styles in dress, manner, and taste have played a central role in the development of lesbian and gay community, identity and culture. This course examines significant styles from leather to lipstick and from drag to disco and assesses the evolution of sensibility and identity in various lesbian and gay cultures and communities. CSU

GLST 11. History of Homosexuality in Film (3)
Lec-3 CR/NC avail.
Surveys significant trends in the representation of queer sexualities in mainstream commercial cinema, as well as underground and independent films from the silent era to the present. Identifies prominent theoretical approaches to the study of queer cinema intended to develop analytical skills for interpreting homophobic subtexts in mainstream films, as well as issues in creating alternative representations. Emphasizes the way social attitudes shape cultural representation, and interrogates the relationship between audience interpretation and filmmakers’ intentions. CSU/UC
Formerly FILM 21A

GLST 12. Homosexuality in Recent Cinema (3)
Lec-3 CR/NC avail.
Examines significant issues in the contemporary cinematic representation of queer sexualities inside and outside of commercial cinema. Defines narrative expressed in each form. Films screened progress from multimillion dollar Hollywood representations of queerness which reflect social prejudices to alternative productions made outside of commercial constraint. The language of film theory and recent writings from a queer studies perspective aid in developing a language for discussing the way cinema both challenges and reinforces societal values. CSU/UC
Formerly FILM 21B
GLST 20. Lesbians and Gays in Modern American Culture: The Homosexualization of American Art (3)
Lec-3 CR/NC avail.
Lesbian and gay American artists of the late 19th and 20th centuries and their influences on modern art. This course analyzes the contribution of lesbian and gay artists-and the poets, dancers and writers with whom they associated-on the development of American art. It seeks to restore the specifically lesbian or gay voices of some of the most talked about figures in American cultural history from Thomas Eakins to Jasper Johns against the background of the lesbian and gay movement. CSU/UC

GLST 21. Issues in Lesbian Relationships (3)
Lec-3 CR/NC avail.
An examination of the historical, cultural, and psychological forces that impact lesbian relationships. Examination of the stages relationships go through with an emphasis on the issues of intimacy, commitment, and the sociological repercussions of homophobia and minority status on the lesbian dyad. The complexity of legal, political, and multicultural influences and ramifications will also be explored. CSU

GLST 24. Gay Male Relationships (3)
Lec-3 CR/NC avail.
Examines the dynamics of gay male relationships. Provides historical and theoretical perspectives on the impact of homophobia on gay relationships. Provides students with practice in clear communication and conflict resolution in male dating, bonding, and developing lasting relationships. CSU

GLST 25. The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War (3)
Lec-3 CR/NC avail.
This course examines major works of art, music, dance, photography, poetry, and film from the Fifties and early Sixties. In considering the work of artists as diverse as John Cage, Louise Nevelson, and Andy Warhol, it analyzes the importance of lesbian and gay figures within the avant-garde and the significance of their contributions to American culture during this repressive period. CSU/UC

GLST 30. Issues in the Lesbian Community (3)
Lec-3 CR/NC avail.
Historical analysis and examination of issues central to the development of lesbian identity, culture, and relationships. Exploration and debate of current controversial issues in the political, social, and personal realms of lesbian experience. CSU/UC

GLST 40. Lesbian and Gay Aging Issues (3)
Lec-3, field trips CR/NC avail.
An exploration of the lesbian and gay dimensions of aging. Basic concepts in aging are presented and delineated, using examples drawn from autobiographical sources. Existing lesbian and gay institutions and programs that focus on aging are described, current research in lesbian and gay aging is reviewed, and future trends discussed. CSU

GLST 50. Gay/Lesbian/Bisexual/Transgender Communities of Color in the U.S. (3)
Lec-3 CR/NC avail.
Examination of the formation of lesbian/gay/bisexual and transgender identities and communities among people of color in the United States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. CSU/UC

GLST 55. Global GLBT Art and Culture (3)
Lec-3 CR/NC avail.
Is there such a thing as a global queer culture? Do gay, lesbian, bisexual and transgender people from different global regions have different queer cultural norms or is there something that unites queer people despite their regional difference? This class employs film, documentary, photography, art, music and literature to allow students to compare and contrast contemporary queer subcultures from four (4) separate regions of the globe. CSU/UC

GLST 60. Psychology of Sexual Minorities (3)
Lec-3 CR/NC avail.
Examination of the psychological experience of lesbian, gay, bisexual, transgendered (LGBTQ) and homophobic people. Impact of additional minority identities (e.g., ethnicity, aging, HIV status and spirituality) on LGBTQ identities. Influence of psychology and psychiatry on shaping the experience of LGBTQ people and people with multiple minority identities. Students will gain practice in essay writing, exam preparation, and literature analysis. CSU/UC

GLST 70. AIDS in America (3)
Lec-3 CR/NC avail.
Exploration of the sociological, political and medical dimensions of AIDS. Emergence of AIDS into the American psyche, noting critical moments in the story of AIDS such as defining of risk factors, the discovery of a test for HIV antibodies, and the impact of public figures coming out as HIV positive. Examination of how AIDS and its metaphors have changed, focusing on ethical and legal issues of today and tomorrow. CSU/UC

GLST 75. Queer Cinema in the 70s (3)
Lec-3 CR/NC avail.
Exploration of the overlapping impact of a profoundly significant period in both the gay rights movement and American film history. The resulting images represented queerness more openly than before, while simultaneously painting it as at best ridiculous, and at worst, monstrous. Meanwhile, queer filmmakers were laying the groundwork for the current revolution in independent cinema. CSU/UC

ANTH 20. Anthropology of Homosexualities (3)
Lec-3 CR/NC avail.
The roles and statuses of homosexuals in various cultures throughout the world, drawing heavily on examples from non-Western people, like those in Native American, Middle Eastern, African and Asian societies. Various aspects of culture which affect homosexuals’ status, such as economic participation, religion, social relationships, and attitudes toward sexuality, will be examined in detail. CSU/UC

BCST 106. Queer TV: Television and Lesbian and Gay Identity (3)
Lec-3 CR/NC avail.
Examination of how gays, lesbians, bisexuals, and transgender people are represented in and by the mainstream electronic media with strong emphasis on television. CSU

BIO 15. The Biology of HIV (2)
Lec-2, field trips CR/NC avail.
Introductory survey of the biology of human immunodeficiency virus (HIV) and AIDS. The life cycle of HIV and retroviruses; HIV transmission, epidemiology, immunology, and pathogenesis; and HIV prevention and treatment. CSU
ENGL 55. Survey of Gay and Lesbian Literature (3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)
Lec-3 CR/NC avail.
Prereq.: ENGL 96 or Placement in ENGL 1A
No part of the ENGL 56 series is prerequisite to any other part.
Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU/UC
ENGL 56A. The International Scene
ENGL 56B. Contemporary Fiction
ENGL 56C. American Classics

HLTH 20. Maintaining Sexual Well-Being (2)
Lec-2 CR/NC avail.
A holistic approach to cultivating, maintaining, and balancing male and female sexual energies; investigation into the current role of sexual health with an emphasis on prevention and risk assessment and development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 25. Women’s Health Issues (3)
Lec-3, field trips CR/NC avail.
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, spiritual, and political health.
Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STDs, menopause, violence against women, stress, nutrition, exercise, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

HLTH 27. Men’s Health Issues (3)
Lec-3 CR/NC avail.
Consideration of physical, psychological, social and political influences on the health of men. This course is aimed at meeting the needs of participants with diverse ethnic backgrounds and sexual orientations. CSU/UC

HLTH 45. AIDS: The Epidemic (1)
Lec-1 CR/NC avail.
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

HIST 45. Lesbian and Gay American History (3)
Lec-3, field trips CR/NC avail.
A survey of the origins, development, and current status of the gay, lesbian, and bisexual reform and liberation movements in the United States during the last two centuries, with particular emphasis since the Second World War. The lives, communities, organizations, and resistance movements created by lesbian, gay, and bisexual peoples from diverse racial, ethnic, and class backgrounds. CSU/UC

LABR 91D. Gay and Lesbian Issues in the Workplace (1)
Lec-1 CR/NC avail.
A survey of issues which affect gay and lesbian workers, including job discrimination and relevant legal protections, techniques for responding to harassment at work, and the use of negotiated grievance procedures and other contractual protections in a unionized workplace. Students will participate in role-playing and other classroom activities to develop effective personal and organizational approaches to on-the-job problems. CSU

MUS 27C. Music and Queer Identity (3)
Lec-3 CR/NC avail.
Examination of the question of how music encodes “queerness” by focusing on various musical styles and musical performers that have become significant for various lesbian and gay communities. CSU

SOC 28. Dying and Death in Society (3)
Lec-3 CR/NC avail.
Helpful for those in medical care, social services, counseling or for personal enrichment. Study of the various death systems common in America with special focus on San Francisco. Beliefs, attitudes, anxieties, and behaviors associated with dying, death and bereavement in terms of sociological theory. Guest speakers, film, history and literature are integrated in an interdisciplinary approach to cultural studies. CSU

Geography
See Earth Sciences listings

Geology
See Earth Sciences listings.

German

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Students of beginning German are directed to consider German courses numbered 1, 1A or 10A.

GERM 1. Elementary German (5)
Lec-5, lab-2 CR/NC avail.
Advises: ENGL 94 or ESL 82 or higher or any City College or university foreign language course
Beginner’s course: Grammar, composition, and reading; practice in speaking and understanding German. CSU/UC/CAN

GERM 1A-1B. Elementary German (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: GERM 1B. GERM 1A or Demonstration of GERM 1A Exit Skills.
Advises: ENGL 94 or higher or ESL 82 or higher or any City College or university foreign language course
Grammar, composition and reading; practice in speaking and understanding German. CSU/UC/CAN
GERM 1A+1B = GERM 1
GERM 2. Continuation of Elementary German (5)
Lec-5, lab-2
CR/NC avail.
Prereq.: GERM 1 or 1B or Demonstration of GERM 1/1B Exit Skills.
Second semester course. Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC/CAN

GERM 2A-2B. Continuation of Elementary German (3-3)
Lec-3, lab-2
CR/NC avail.
Prereq.: For GERM 2A: GERM 1 or 1B or Demonstration of GERM 1/1B Exit Skills.
Prereq.: For GERM 2B: GERM 2A or Demonstration of GERM 2A Exit Skills.
Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC/CAN
GERM 2A+2B = GERM 2

GERM 3. Intermediate German (5)
Lec-5, lab-1
CR/NC avail.
Prereq.: GERM 2 or 2B or Demonstration of GERM 2/2B Exit Skills.
Third semester course. Introduction to the reading of serious German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC/CAN

GERM 3A-3B. Intermediate German (3-3)
Lec-3, lab-1
CR/NC avail.
Prereq.: GERM 2 or 2B or Demonstration of GERM 2/2B Exit Skills.
GERM 3A is not a prerequisite for GERM 3B. These courses may be taken non-sequentially.
Introduction to the reading of serious German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC/CAN
GERM 3A+3B = GERM 3

GERM 4. Continuation of Intermediate German (5)
Lec-5, lab-1
CR/NC avail.
Prereq.: GERM 3 or GERM 3A+3B or Demonstration of GERM 3/3A+3B Exit Skills.
Extensive and intensive reading of modern German prose. CSU/UC/CAN

GERM 4A-4B. Continuation of Intermediate German (3-3)
Lec-3, lab-1
CR/NC avail.
Prereq.: GERM 3 or 3A+3B or Demonstration of GERM 3/3A+3B Exit Skills.
German 4A is not a prerequisite for German 4B. These courses may be taken non-sequentially.
Extensive and intensive reading of modern German prose. CSU/UC/CAN
GERM 4A+4B = GERM 4

The 12 unit sequence of GERM 10A-10B-10C-10D permits three repeats for a total of 21 units. It is the student’s prerogative to choose which courses will be repeated.

GERM 10A-10B. Beginning Practical Spoken German (3-3)
Lec-3, lab-2
CR/NC avail.
Prereq.: For GERM 10B: GERM 10A or Demonstration of GERM 10A Exit Skills.
Not open to native speakers of German
Extensive oral training in German; emphasis on practical vocabulary and conversational idiom. CSU

GERM 10C. Intermediate Conversational German (3)
Lec-3, lab-2
CR/NC avail.
Prereq.: GERM 10B or Demonstration of GERM 10B Exit Skills.
Not open to native speakers of German
Recommended for students enrolled in GERM 2 or 2A
Third semester course. Continuation of extensive oral training in German. Emphasis on conversational idiom. Introduction to German customs, culture, civilization, and current affairs. Grammar analysis is kept to a minimum. CSU

GERM 10D. Continuation of Intermediate Conversational German (3)
Lec-3, lab-2
CR/NC avail.
Prereq.: GERM 10C or Demonstration of GERM 10C Exit Skills.
Not open to native speakers of German
Recommended for students enrolled in GERM 2B or 3
Repeat: Max. 6 units
Fourth semester course. Continuation of extensive oral training in German with emphasis on German customs, culture, civilization, and current affairs. Grammar analysis is kept to a minimum. CSU

GERM 11A-11B. Advanced Conversational German (3-3)
Lec-3, lab-2
CR/NC avail.
Prereq.: GERM 10D or 3 or 3A+3B or Demonstration of GERM 10D, 3, or 3A+3B Exit Skills
GERM 11A is not a prerequisite for GERM 11B. These courses may be taken non-sequentially.
Extensive oral training in German. Designed for students who wish to continue acquiring more advanced skills of the spoken language. CSU/UC

GERM 39A-39B. German Literature in Translation (3-3)
Lec-3
CR/NC avail.
Advisory: Eligible for ENGL 1A
GERM 39A is not a prerequisite to 39B.
No knowledge of German required.
Reading and discussion of important works of German literature in English translation. CSU/UC
GERM 39A. German literature to the mid-nineteenth century.
GERM 39B. German literature from the mid-nineteenth century to the present.

Graphic Communications

Announcement of Curricula

General Information

The Graphic Communications Department provides instruction in graphic design for print and new media, industrial design, digital and traditional print production. Successful completion of this program prepares students for entry-level employment or transfer to
a four year institution for further study. The program consists of degree curricula in graphic design or print production, credit certificate curricula in production art, prepress, digital printing and press and finishing, and a noncredit certificate program with an emphasis on offset printing technology. These programs are described on the following pages. Enrollment in the various program areas is open to all interested students.

**Industrial Design.** The Graphic Communications Department offers a concentration in Industrial Design, combining course work in the Graphic Communications and Art Departments. The courses are accepted for credit by four-year institutions offering degree programs in Industrial Design. The program emphasis is on consumer product design, with development of skills related to materials selection, computer plan drawing, manipulation and fabrication techniques, and the history and evolution of the profession through slide presentations, lectures, and field trips. Prospective students should meet with an advisor for more information on program specifics and articulation with four-year schools.

### Graphic Design

#### Degree Curriculum

**Award of Achievement in Graphic Design.** We are living in an information society-surrounded by an ever increasing number of words, pictures and sounds. The role of the graphic designer is to form this information in a meaningful way, communicating ideas in the most effective manner possible.

The Graphic Design emphasis was created to provide students with a strong foundation in the major aspects of the design process. Students develop visualization skills, learn the elements of communication design and then apply this knowledge to a wide range of design problems. The program has a unique, hands-on approach, integrating conceptual design studies with traditional and digital tools and production methods. In the fourth semester, students have the opportunity to further develop their skills through an in-house internship program that provides quality print pieces to the campus community. Program electives include Industrial Design, Art and Photography courses which serve to broaden the scope of learning. Prospective students are encouraged to meet with a program advisor to discuss articulation agreements and other program specifics.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students receive an Award of Achievement in Graphic Design when they complete the required courses in the emphasis with a GPA of 3.2 or higher.

**Note:** Due to the extensive use of materials in some of the classes listed below, you may be asked to pay a materials fee.

**Courses Required for an Award of Achievement in Graphic Communications**

**EMPHASIS in GRAPHIC DESIGN**

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<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>GRPH 21 Visual Literacy</td>
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<tr>
<td></td>
<td>GRPH 23 Orientation to Design and Grph Comm</td>
<td>2</td>
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<tr>
<td></td>
<td>GRPH 25 Intro. to Graphic Arts Microcomputer</td>
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<td>GRPH 27 Survey of Print Production</td>
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<td>Additional graduation requirements</td>
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<td>Second Semester</td>
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<td></td>
<td>GRPH 35 Graphic Design</td>
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<td>GRPH 53A Basic Typography</td>
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<td>GRPH 99A Digital Page Layout</td>
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<td>GRPH 100A Digital Illustration</td>
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<td></td>
<td>Third Semester</td>
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<td></td>
<td>GRPH 36 Publication Design</td>
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<td>GRPH 53B Typographic Design</td>
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<td>GRPH 78 Digital Scanning and Correction</td>
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<td>Graphic Communications electives*</td>
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<td></td>
<td>Fourth Semester</td>
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<td></td>
<td>GRPH 37 Advanced Graphic Design</td>
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<td>GRPH 68 Design &amp; Prepress Production Lab</td>
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<td>GRPH 98A Digital Imaging</td>
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<td>Graphic Communications electives*</td>
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<td>Additional graduation requirements</td>
<td>6</td>
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</tbody>
</table>

*Graphic Communications Electives (Graphic Design) GRPH 68, 98B, 99B, 100B, 123A/B, 124, 140, 145, 148

**Suggested Electives (Graphic Design)**

| ART 101-108 Art History | 3     |
| ART 125A Basic Design | 3     |
| ART 130A Drawing | 3     |
| ART 132A Beginning Figure Drawing | 3     |
| ART140A Beginning Painting | 3     |
| ART 150A Fine-Art Printmaking | 3     |
| ART 136A-C Illustration | 3     |
| ARCH 31A History of Architecture | 3     |
| ARCH 31B History of Architecture | 3     |
| ARCH 32 Bay-Region Architecture | 3     |
| IDST 130 Multimedia Process & Production | 3     |
| IDST 155 2D Animation for Multimedia | 3     |
| PHOT 50A History and Aesthetics of Photo | 4     |
| PHOT 50B History and Aesthetics of Photo | 4     |
| PHYS 10 Conceptual Physics | 3     |

**Print Production**

#### Degree Curriculum

**Award of Achievement in Print Production.** In 1985, people began using the personal computer to prepare copy and art for printed pieces. For printers, this phenomenon called “desktop publishing” has evolved into the all-encompassing computer-based reality of digital prepress.

Students seeking a degree in print production will learn both traditional and digital skills to be versed in the technology of the industry as it exists today. Each area of production-paste-up, camera, and film assembly-has basic concepts introduced using traditional production methods, followed by advanced study using digital tools. All classes are taught with industry standards as a guide. Advanced students have the opportunity to develop their skills in an in-house internship program that provides quality print pieces to the campus community.
Students successfully completing the program are qualified for entry-level employment in service bureaus, prepress houses, small and large printing companies, bindery shops, and other allied businesses. Prospective students are encouraged to meet with a program advisor to discuss articulation agreements and other program specifics.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students receive an Award of Achievement in Print Production when they complete the required courses in the emphasis with a GPA of 3.2 or higher.

Note: Due to the extensive use of materials in some of the classes listed, you may be asked to pay a materials fee.

**Courses Required for an Award of Achievement in Graphic Communications**

**EMPHASIS in TRADITIONAL AND DIGITAL PRINT PRODUCTION**

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<thead>
<tr>
<th>First Semester</th>
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<tr>
<td><strong>Course</strong></td>
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<tr>
<td>GRPH 21 Visual Literacy</td>
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<tr>
<td>GRPH 23 Orientation to Design and Grph Comm</td>
<td>2</td>
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<tr>
<td>GRPH 25 Intro. to Graphic Arts Microcomputer</td>
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<tr>
<td>GRPH 27 Survey of Print Production</td>
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<td>Additional graduation requirements</td>
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<tr>
<th>Second Semester</th>
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<tr>
<td><strong>Course</strong></td>
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<tr>
<td>GRPH 53A Basic Typography</td>
<td>3</td>
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<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
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<td>GRPH 99A Digital Page Layout</td>
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<td>Additional graduation requirements</td>
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<th>Third Semester</th>
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<tr>
<td><strong>Course</strong></td>
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<tr>
<td>GRPH 70A Electronic Imposition</td>
<td>2</td>
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<tr>
<td>GRPH 72A Offset Press Operations</td>
<td>2</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
<td>3</td>
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<tr>
<td>GRPH 100A Digital Illustration</td>
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<td>or GRPH 99B Advanced Digital Page Layout</td>
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<th>Fourth Semester</th>
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<tr>
<td><strong>Course</strong></td>
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<tr>
<td>GRPH 60 Product Finishing</td>
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<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
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<tr>
<td>Graphic Communications Electives (Prepress) GRPH 98B, 99B, 100B, 130, 148</td>
<td>5</td>
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<tr>
<td>Additional graduation requirements</td>
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</tbody>
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*Graphic Communications Electives (Prepress) GRPH 98B, 99B, 100B, 130, 148

**Certificate Curricula**

The Certificate Curricula consists of four programs of study: Digital Printing and Publishing, Production Art, Prepress, and Press and Finishing. Each is designed to prepare students to enter the workforce. For further information contact the Graphic Communications Department office, Visual Arts Room 141.

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion by completing each course in their program of study with a final grade of C or higher.

**Certificate in Digital Printing and Publishing**

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
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<tr>
<td>GRPH 25 Intro to Graphic Arts Microcomputer</td>
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<td>GRPH 27 Survey of Print Production</td>
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<tr>
<td>GRPH 40 Digital Printing and Publishing</td>
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<th>Second Semester</th>
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<tr>
<td><strong>Course</strong></td>
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<tr>
<td>CIS 100P Intro to Computers Using PCs</td>
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<td>GRPH 60 Product Finishing</td>
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<tr>
<td>GRPH 69 Press Production Laboratory</td>
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<table>
<thead>
<tr>
<th>Suggested Electives</th>
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<tbody>
<tr>
<td>GRPH 72A Lithographic Duplicator Operation</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 147 Adobe Acrobat</td>
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**Certificate in Production Art**

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<td><strong>Course</strong></td>
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<tr>
<td>GRPH 21 Visual Literacy</td>
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<td>GRPH 23 Orient to Design &amp; Graph Comm</td>
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<tr>
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<td><strong>Course</strong></td>
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<td>GRPH 35 Graphic Design</td>
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<td>GRPH 53A Basic Typography</td>
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<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
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<td>GRPH 99A Digital Page Layout</td>
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<td><strong>Course</strong></td>
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<tr>
<td>GRPH 53B Typographic Design</td>
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<td>GRPH 98A Digital Imaging</td>
<td>3</td>
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<tr>
<td>GRPH 99B Advanced Digital Page Layout</td>
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<tr>
<td>GRPH 100A Digital Illustration</td>
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<td><strong>Course</strong></td>
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<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
<td>3</td>
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<tr>
<td>GRPH 98B Advanced Digital Imaging</td>
<td>3</td>
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<tr>
<td>GRPH 130 Digital Prepress Seminar</td>
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**Certificate in Prepress**

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<tr>
<td>GRPH 21 Visual Literacy</td>
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<tr>
<td>GRPH 23 Orient to Design and Grph. Comm.</td>
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<td>GRPH 25 Intro. to Graphic Arts Microcomp</td>
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<td>GRPH 27 Survey of Print Production</td>
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<td>GRPH 99A Digital Page Layout</td>
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<td>GRPH 100A Digital Illustration</td>
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<td><strong>Course</strong></td>
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<tr>
<td>GRPH 70A Electronic Imposition</td>
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<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
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<td>Graphic Communications Electives (Prepress) GRPH 98B, 99B, 100B, 130, 148</td>
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<td>Additional graduation requirements</td>
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</table>
Certificate in Press and Finishing

First Semester
Course Units
GRPH 21 Visual Literacy .............................................. 3
GRPH 23 Orientation to Design and Grph. Comm............... 2
GRPH 25 Intro. to Graphic Arts Microcomputer ............... 3
GRPH 27 Survey of Print Production ............................. 3

Second Semester
GRPH 60 Product Finishing ........................................... 2
GRPH 70A Electronic Imposition ................................... 2
GRPH 69 Press Production Laboratory ............................ 3

Offset Printing Technology

Noncredit Curriculum

The noncredit program in Offset Printing Technology prepares students for entry and mid-level positions in offset press operations. The length of the program is 4 to 9 months. Admission requires ESL level 6 or permission of instructor.

Requirements for the vocational certificate. Completion of required courses with a grade of C or higher. CASAS TEST “READING” score of 245 for ESL and non-college graduates. (College graduates not tested.)

Core Course Hours
TIPL 9657 Offset Press Technology ............................... 576
TIPL 9660 Prepress Production ...................................... 70
TIPL 9661 Microcomputers for Graphic Arts .................... 70
SECY 9374 Keyboarding ............................................... 90
GRPH 60 Product Finishing* - 2 Units ............................ 51
ESLB 3821 Intro Micros (ESL students only) ................. 90

* Credit class: requires registration and tuition

Graphic Communications

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

GRPH 21. Visual Literacy (3)
Lec-3, lab-3, field trips
A visual fundamentals course for design and graphic communications students. Study of the principles of visual information organization and sketching techniques for the communication of visual ideas. Introduction to various techniques for problem-solving. CSU

GRPH 23. Orientation to Design and Graphic Communications (2)
Lec-2
A survey class designed to acquaint students with areas of study and employment in graphic design/illustration, industrial design, and print production. Guest appearances from practicing professionals and industry leaders. CSU

GRPH 25. Introduction to Graphic Arts Microcomputer (3)
Lec-3, lab-1, field trips
An introductory computer with an emphasis on text and graphic fundamentals using Macintosh computers. Computer hardware, system software, text formatting, raster and vector graphics will be covered through lecture and practical exercises. CSU

GRPH 27. Survey of Print Production (3)
Lec-2, lab-4, field trips
A technical print production course designed to provide practical laboratory projects in graphic arts paste-up, camera, film assembly and press. Students begin projects in paste-up, using traditional production techniques, and complete them in the press area. CSU

GRPH 35. Graphic Design (3)
Lec-2, lab-4, field trips
Prereq.: GRPH 21 OR ART 125A OR IDST 125
Development of problem-solving and conceptualization skills for graphic design. Exploration of various design principles and their applications. Use of design elements, type and image to communicate effectively to a target audience. CSU

GRPH 36. Publication Design (3)
Lec-2, lab-4
Prereq.: GRPH 35 AND 99A
An intermediate graphic design course focusing on publications and publication systems. The design process, typographic hierarchies, grid systems, and the strategies and techniques of publication design for non-printed and printed materials will be covered. CSU

GRPH 37. Advanced Graphic Design (3)
Lec-2, lab-4, field trips
Prereq.: GRPH 36
An advanced graphic design class focusing on the development of a personal voice and conceptual approach to design thinking. Topics include visual language, sequential design, information design and design writing and research. Design process is emphasized. CSU

GRPH 40. Digital Printing/Publishing (3)
Lec-3, lab-3, field trips
A technical course focusing on digital printing and publishing technology using a Xerox Docutech 135 system. Production concepts and practices including job programming, system features, maintenance, workflow management and customer service. CSU

GRPH 53A. Basic Typography (3)
Lec-3, lab-1, field trips
Prereq.: GRPH 21 OR ART 125 OR IDST 125; AND GRPH 25 OR IDST 120
Coreq.: GRPH 99A
Beginning typography with a study of the history, classification, terminology, and use of type in communications. Students will develop an understanding of type mechanics and design issues through practical exercises and assignments. CSU

GRPH 53B. Typographic Design (3)
Lec-3, lab-1, field trips
Prereq.: GRPH 53A
Continued study of typography with emphasis on the development of an awareness of typographic form and structure. The role of typography in communications will be explored through practical exercises in typesetting and typographic design. CSU
GRPH 60. Product Finishing (2)
Lec-1,5, lab-1,5, field trips
CR/NC avail.
Advise: GRPH 72A or 40
A survey and analysis of commercial finishing techniques currently
used in print and design production with instruction and practice
operating machinery including paper drills/stickers, cutters, fol-
ders, packaging equipment and online finishing systems. Instruction
on paper stocks, book imposition, specialty finishing and quality
control assessment. CSU

GRPH 67. Digital Print Production Lab (3)
Lec-2, conf-2, lab-4, field trips
PREREQ.: GRPH 25 OR IDST 120; AND GRPH 40
Advise: GRPH 60 and CIS 100P
A practical, hands-on course in digital print production. Topics
include: digital print networks, preflighting, font management, file
management, archiving, customer service, estimating, job program-
ning, and file transmission. Learning through exercises, assign-
ments and document manufacturing. CSU

GRPH 68. Design and Prepress Production Laboratory (3)
Lec-4, lab-4
PREREQ.: GRPH 98A OR 99A OR 100A
Repeat: max. 9 units
A special production laboratory in which advanced students use
skills and techniques they have learned in previous courses. Production
jobs will range from concept development through design, illus-
tration, typesetting, pasteup and film assembly, using traditional
and electronic tools. CSU

GRPH 69. Press Production Laboratory (3)
Conf-1, lab-7
PREREQ.: GRPH 60; AND GRPH 40 OR 72A
Repeat: max. 9 units
A special production laboratory in which advanced students use the
skills and techniques learned in press classes. Production jobs
will range from simple one color work to more complex multicolor
work. Students will become fluent on all models of presses in the
shop. Students will learn methods of product finishing appropriate
to the particular job. CSU

GRPH 70A. Electronic Imposition (2)
Lec-2, lab-1
Instruction in traditional and electronic methods of film assembly.
Course work will include current imposition applications and the
use of the image setter for outputting film. Practice also in masking
and proofing film. CSU

GRPH 72A. Offset Press Operations (3)
Lec-2, lab-6, field trips
CR/NC avail.
A technical course focusing on the operation of the offset press. In-
struction and practice in commercial offset printing using direct
direct and register board presses. Instructional topics include metal
and photo-direct plates, stock types, small press setup, adjustment,
troubleshooting and maintenance. Field trips and guest speakers
included. CSU

GRPH 72B. Advanced Offset Press Operations (3)
Lec-2, lab-6
PREREQ.: GRPH 72A OR 27
Advanced instruction and practice in offset press operations, with
an emphasis on two color work using T-head and two color equip-
ment. Practice employing quality control devices, such as the densi-
tometer and light box, to monitor ink coverage. CSU

GRPH 78. Digital Scanning and Correction (2)
Lec-2, lab-1
PREREQ.: GRPH 25 OR IDST 120
COREQ.: GRPH 27
A course covering the theory and practice of scanning and correc-
ting digital imagery for use in commercial printing processes. Line
art, gray scale, duotone and process color will be covered. CSU

GRPH 91-92-93. Selected Topics in Printing (1-2-3)
Lec-1, 2, 3; lab-var
Repeat: if no content repeat
In-depth investigation of selected topics in printing. Current issues
and innovations; expansion of subjects covered in introductory
courses and exploration of new topics. CSU

GRPH 98A. Digital Imaging (3)
Lec-3, lab-1
PREREQ.: GRPH 25 OR IDST 120
Intensive hands-on course using Adobe Photoshop. A broad under-
standing of raster image creation and editing is achieved through in-
class projects. CSU

GRPH 98B. Advanced Digital Imaging (3)
Lec-3, lab-1
PREREQ.: GRPH 98A
An advanced, hands-on course in Adobe Photoshop. Creative
projects are used to help students develop an understanding of Pho-
toshop as a design tool. CSU

GRPH 99A. Digital Page Layout (3)
Lec-3, lab-I
PREREQ.: GRPH 25 OR IDST 120
COREQ.: GRPH 27
Advise: GRPH 21 or IDST 125 or ART 125A
Understanding and use of the most widely used typographic and
page makeup programs in print communications; page layout, type
specification, manipulation of images from various sources, color
separation, combining images and type. CSU

GRPH 99B. Advanced Digital Page Layout (3)
Lec-3, lab-1
PREREQ.: GRPH 99A
Continued study and use of page layout programs in print communi-
cations; combining images and type from concept sketches; creating
single and multi-page complex documents, specifying and format-
ting type, color separations, trapping files, color output for proof-
ing. CSU

GRPH 100A. Digital Illustration (3)
Lec-3, lab-1
PREREQ.: GRPH 25 OR IDST 120
COREQ.: GRPH 27
An introductory course in Adobe Illustrator, covering concepts of
vector-based graphics creation. Students reproduce existing images
to learn the various tools available within the application. Accuracy
and control of Bezier curves is emphasized. CSU

GRPH 100B. Advanced Digital Illustration (3)
Lec-3, lab-1
PREREQ.: GRPH 100A
An advanced course in Adobe Illustrator. Creative projects are used
to help students to develop a deeper understanding of Illustrator as a
design tool. CSU
GRPH 123A. Industrial Design (3)
Lec-2, lab-4, field trips
Lab. fee required
Historical evolution of industrial design from its inception through present concepts and trends. Student research, sketches and drawings will be used to manufacture products, utilizing various materials such as cardboard, modeling clay, plaster and plastics. Emphasis on technical development, design and problem solving as demonstrated by the finished assignments. CSU

GRPH 123B. Industrial Design Workshop (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Lab. fee required
Advanced study in designing and constructing utilitarian objects and prototypes; advanced exploration of materials and processes. Assigned and elective projects. CSU

GRPH 124. Computer Drawing for Industrial Design (3)
Lec-2, lab-4, field trips
An advanced Macintosh computer drawing class that builds on the knowledge and skills gained in the prerequisite courses. Exploration of drawing programs, use of a scanner for image manipulation, and model building techniques. Emphasis on technical computer drawing as related to industrial design. Construction of prototypes based on technical plan drawings. CSU

GRPH 130. Digital Prepress Seminar (3)
Lec-3, field trips
Prereq.: 99A or 99A or 100A
The current state of the digital prepress industry and how it affects graphic artists and technicians. Focus on issues of trapping, file formats, proofing, communicating with a printer, and doing press checks. CSU

GRPH 133. Visual Communication - Animation (3)
Lec-3, lab-1
Prereq.: GRPH 21 or ART 125 or IDST 125; and GRPH 25 or IDST 120
Advising: GRPH 100A and 98A
The theory and methods of communicating through animation for new media. Character development and storyboarding will be emphasized. Students will be introduced to simple animation on the computer via animated GIFs and software such as Macromedia Flash. CSU

GRPH 140. Graphic Design for New Media (3)
Lec-3, lab-3, field trips
Prereq.: GRPH 35
Coreq.: IDST 130
The design process for interactive media: information design, content/structure relationships, interface design and navigation, and presentation design issues. The design and production of a prototype for a simple interactive project. CSU

GRPH 145. Publishing for New Media (3)
Lec-3, lab-3, field trips
Prereq.: GRPH 35; and GRPH 25 or IDST 120
The design process for World Wide Web publishing. Analysis of the principles of print publishing as applied to the Web. Technical topics include bandwidth, graphic formats, type, and color. Design and maintenance of a Web publication as an ongoing project. CSU

GRPH 147. Adobe Acrobat (1)
Lec-1, lab-1
Prereq.: GRPH 25 or IDST 120
Use of Adobe Acrobat to transform computer-generated documents into a portable document format that can be viewed and printed from any type of computer. Emphasis is placed on creating files that print accurately. CSU

GRPH 148. Professional Practice (2)
Lec-2, field trips
Prereq.: Successful completion of three semesters of study in the Graphic Communications Department
Advanced course focusing on graphic design professional practices: resume and portfolio development, freelancing and small business issues, fees, contracts, taxes, copyright, helpful resources and other related topics. CSU

GRPH 154. Hand Printed Book: Design and Production (3)
Lec-2, lab-4
Repeat: max. 9 units
The bookmaking process focusing on the design of pages using fine art printmaking combined with letterpress and digital typesetting technologies. Participation in the bookmaking process as author, illustrator, and publisher. Research on the history of the book and an examination of the book arts community in San Francisco and beyond. CSU
GRPH 154 = ART 154

GRPH 155. Bookbinding (3)
Lec-2, lab-4
Repeat: max. 9 units
Study and practice of bookbinding. First: basic structures and craftsmanship. Second: innovative bindings and conservation techniques. CSU
GRPH 155 = ART 155

GRPH 250. Computer Laboratory (0)
Lab-8
Prereq.: Concurrent enrollment in at least one computer course in Graphic Communications
An open laboratory in which students may complete their graphic communications assignments. CSU

NONCREDIT COURSES:

TIPL 9657. Offset Press Operations
An intensive course in the practice of commercial offset printing techniques, platemaking, and finishing procedures. Theory and lab include instruction on metal and photo-direct plates, various stock types, set-up, adjustment and maintenance of the press, ink-mixing and product finishing.

TIPL 9660. Prepress Production (70 hrs)
Advising: Concurrent enrollment in TIPL 9661
Instruction in basic design, layout, graphic arts camera, and prepress techniques. Topics will include film assembly, proofing, and plating.
TIPL 9661. Microcomputers for Graphic Arts (70 hrs)
Advis: Concurrent enrollment in TIPL 9660
Advis: Keyboarding or typing speed of 20-30 words per minute.
An introduction to and hand-on experience in a variety of prepress production software. The focus of the class is on acquiring basic Macintosh skills and basic design skills, including working with type in traditional and digital methods.

Guidance

Announcement of Courses
CREDIT, NON-DEGREE APPLICABLE COURSES:

GUID G. Personal Career Planning (1)
See LERN 40.

GUID R. Orientation to College (1)
Lec-2 (8 wks) CR/NC only
This course is designed to aid the student in academic, vocational, and personal development at the college. Orients students to the college community, its procedures and resources, the changing educational process with emphasis on the individual in the educational system.

GUID T. Orientation to College Transfer (2)
Lec-2 (8 wks)
Information regarding different segments of higher education. Selection of a major, development of an academic plan (transfer contract) and choice of appropriate college or university. Social and emotional transitional issues.

GUID W. Guidance Workshop (0)
Personal development workshops designed to assist students in achieving their educational objectives.

Health Care Technology

Announcement of Curricula

CVT/Echocardiography Technician

Credit Certificate Curriculum

Program Goal. This certificate program prepares students for employment in a non-invasive cardiology lab as a technologist performing cardiac ultrasound exams, stress echoes, treadmill exams and ECGs. The program concentrates on cardiac ultrasound (echocardiography) with content covering identification of cardiac pathology using M-Mode, 2D echo, Doppler, and color flow Doppler. Students will develop scanning and instrumentation techniques in the classroom lab and hospital labs. Students will participate in hospital or office clinical rotation in the second semester. For information call (415) 561-1900.

Admission: Application to CVT Program and successful advising appointment.

Prerequisite: Anatomy 14 or 25; may be a corequisite

Courses Required for Completion for Certificate in CVT

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECHO 1 Echocardiography I</td>
<td>8</td>
</tr>
<tr>
<td>CVT 101 Cardiovascular Technician I</td>
<td>5</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECHO 2 Echocardiography II</td>
<td>8</td>
</tr>
<tr>
<td>CVT 102 Cardiovascular Technician II</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Requirements for Completion. Successful completion of courses with a grade of C or higher and minimum 80% attendance.

EKG Technician

Credit Certificate Curriculum

Program Goal. Prepares students to operate an EKG machine and work as technicians in non-invasive cardiac diagnostic laboratory units in hospitals, diagnostic laboratories, and medical clinics and facilities. Students will be able to prepare patients for EKG mountings and tracings, will learn the cardiovascular system, and interpret EKG readings. Upon completing program, students will also become cognizant of advanced heart diseases including interpretation of advanced arrhythmias, hypertrophies, and myocardial infarction. Students will also be able to operate a 12 lead, 3 channel EKG machine. For more information all 561-1900.

Prerequisites. CCSF placement.

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKGT 101 EKG Technician I</td>
<td>4</td>
</tr>
<tr>
<td>EKGT 102 EKG Technician II</td>
<td>4</td>
</tr>
</tbody>
</table>

Requirements for Completion. Successful completion of program with a grade of C or higher and minimum of 80% attendance.

Emergency Medical Technician

Credit Certificate Curriculum

Program Goal. The program will assist the EMT trainees in developing skills in areas of specialized emergency problems, initial patient assessment and care, transportation, and communication. For more information call 561-1900.

Admission Requirements. CCSF placement.

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 102 Emer Med Tech I, Clinical</td>
<td>1</td>
</tr>
<tr>
<td>EMT 100 Emer Med Tech I, Theory</td>
<td>12</td>
</tr>
</tbody>
</table>

Requirements for Completion. Completion of required courses with a C grade or higher in each phase of the program.

Health Information Technology

General Information

The Health Information Technology Program provides students with the knowledge and skills necessary to process, analyze, disseminate, and maintain health care information. A career as a health in-
formation professional offers a unique opportunity to combine an interest in health information, business, and computer information service.

Highlights of the Health Information Technology Program include training in a field rated as the Nation’s tenth most employable (career-expected growth is 75% by the year 2006); preparation for the National RHIT Examination upon graduation; and nonpaid professional practice experience applying classroom based knowledge and competencies at affiliated hospitals and health related facilities. For more information call 561-1900.

Degree Curricula

Upon completion of the two-year curriculum in Health Information Technology, graduates are qualified to perform a variety of specialized functions in medical/health information departments. Employment opportunities are available in acute care, clinic, ambulatory, long-term rehabilitation, and State and Federal health agencies; professional review organizations, insurance companies, educational settings, consulting firms, and mental health/chemical dependency facilities. Competencies include the review of medical/health records for completeness and accuracy, coding of diseases and operations using proper nomenclature and classification systems, compilation of statistical information, release of information from the medical/health record, participation in medical care evaluation studies, assistance to medical staff and the preparation of special studies, reports, and the supervision of the day-to-day operation of a medical/health information departments of a health care facility.

Admission. Enrollment is open to all interested students who fulfill the following admission requirements:

1. Eligible for credit classes (See admission requirements.)
2. Strongly recommended for success in the HIT program:
   Eligible for ENGL 92 or ESL 82 or more adv nced.
3. Application to the HIT program followed by a HIT advising appointment.
4. Additionally, certain courses have prerequisites that must be met prior to enrollment in individual classes.

Credit by Examination. Refer to College Catalog

Accreditation. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA). Students who complete the Award of Achievement will be eligible to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

Award of Achievement. Students who complete the curriculum with an average final grade of C (2.00 grade point average) or higher in technical courses will receive the Award of Achievement in Health Information Technology.

Associate of Science Degree in Health Information Technology. Upon completion of the academic program in Health Information Technology, the College will grant an Associate of Science degree and an Award of Achievement in Health Information Technology. The graduate is then eligible to write the national certification exam approved by the American Health Information Management Association. Upon passing this examination, the candidate earns the credential of a Registered Health Information Technician (RHIT).

Students who already possess an associate, bachelor’s degree, or higher in a discipline must apply for an Associate of Science degree and Award of Achievement in Health Information Technology.

Course of Study. Each option, in addition to an emphasis in the major field, includes training in the following subjects common to all branches of Health Information Technology: health information data collection and processing, retention and retrieval, coding according to ICD-9-CM and CPT coding guidelines, legal aspects, quality assurance, and personnel supervision. Supervised professional practice in the third and fourth semesters gives students practical clinical experience in medical record departments in various health care facilities.

Basis for Disqualification. Students who receive a final grade lower than C in any Health Information Technology course will be disqualified from continuing in the program. Students will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students may also be disqualified for other reasons consistent with College policy.

Registered Health Information Technician

Courses Required for the Award of Achievement in Health Information Technology

First Semester

Course                                      Units
ANAT 14 Intro to Human Anat and Phys         4
HCT 61 Intro to Health Care                  3
HIT 50A Medical Terminology I                3
HIT 67 Computer Applications                 2

Additional graduation requirements

Second Semester

HIT 50B Medical Terminology II               2
HIT 57 Disease Process                       3
HIT 63 Health Information Systems           3
HIT 65 Organization of Health Data           2
HIT 73A Basic ICD-9-CM Coding                2

Additional graduation requirements

Third Semester

HIT 72 Legal Aspects of HIT                  3
HIT 73B Adv ICD-9-CM Coding                  4
HIT 77A Professional Practice I              3
HIT 74 Quality Assessment and Improvement    3

Additional graduation requirements

Fourth Semester

HIT 75 Organization and Supervision          2
HIT 76 Basic CPT                             2
HIT 77B Professional Practice II             3
HIT 78 Reimbursement Methods in HIT          2

Additional graduation requirements

Certificate Curricula

Students may obtain the Certificate of Completion in Health Information Clerk I, Health Information Clerk II, Health Information Coding Specialist, Medical Transcription, and Health Information
Technology by completing the curriculum with a final grade point average of 2.00 or higher and also complete each individual course with a final grade of C or higher or credit.

Health Information Clerk I

This certificate program prepares students for entry-level positions in medical record/health information departments, physician offices, ambulatory, long-term, home health, and other health care settings. Opportunities for employment include reception and admitting/registration department responsibilities, filing and retrieval of records, sorting and filing loose documents, purging of records, storage and retention activities, data entry, and assembly of medical documents in a sequential order.

Courses required for the Certificate of Completion in Health Information Clerk I

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading 1 or ESL 72 Inter Comp and Reading or ESL 150 Adv Academic ESL</td>
<td>3</td>
</tr>
</tbody>
</table>

Health Information Clerk II

This certificate program prepares students for technical positions in medical record/health information departments, ambulatory, long-term/rehabilitation, psychiatric/drug rehabilitation, home health, hospice, cancer registries, pharmaceutical companies, and other health care settings. Employment opportunities include organizing, analyzing, and technically evaluating medical records to established standards; maintaining and using a variety of indices and storage retrieval systems; controlling the usage and release of health information; abstracting health data and compiling statistics for health care; and coding of records according to specific classification systems.

Courses required for the Certificate of Completion in Health Information Clerk II

First Semester

Course                                      | Units |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading 1 or ESL 72 Inter Comp and Reading or ESL 150 Adv Academic ESL</td>
<td>3</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 63 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 65 Organization of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>MATH E Basic Math with Problem Solving* or MATH E1 Basic Math (Individualized) or MATH EX Basic Mathematics</td>
<td>2 or 3</td>
</tr>
</tbody>
</table>

* Requirement based on college Math Placement Test Score.

Health Information Coding Specialist

This certificate program prepares students to code medical records according to ICD-9-CM and CPT-4 coding classification systems and regulatory guidelines. Emphasis on preparing students to read and interpret medical record documentation and apply knowledge of anatomy and physiology, clinical disease process, pharmacology, and terminology to assign accurate codes to diagnoses and procedures to support clinical data. Students are trained to code manually and with encoders. Employment opportunities include coding in hospitals, physicians’ offices, clinics, ambulatory care facilities, long-term care, psychiatric, home health, and other health care settings. Other opportunities may include developing and maintaining a health information management compliance program, Diagnosis Related Groups (DRGs) activities, and utilization review.

Courses Required for the Certificate of Completion in Health Information Coding Specialist

First Semester

Course                                      | Units |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
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<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading 1 or ESL 72 Inter ESL Comp &amp; Reading or ESL 150 Adv Academic ESL</td>
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Second Semester

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<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
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<tr>
<td>HIT 63 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 65 Organization of Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 73B Adv ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 74 Quality Assessment and Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Methods in HIT</td>
<td>2</td>
</tr>
</tbody>
</table>

Medical Transcription

This certificate program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness; ability to demonstrate knowl-
edge of medical terminology, human anatomy and physiology; ability to operate designated word processing, dictation, and transcription equipment; ability to demonstrate correct English usage and format medical documents; and ability to apply ethics in medical transcription practices. Opportunities for employment include private physicians’ offices, insurance companies, hospitals, outpatient clinics, long-term, psychiatric, radiology, and pathology departments, and privately owned medical transcription services.

**Courses Required for the Completion for Certificate in Medical Transcription**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
</tr>
<tr>
<td>HCT 66 Medical Typing/Transcription</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 55B Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 55C Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
</tbody>
</table>

**Health Information Technology**

**Courses Required for the Certificate of Completion in Health Information Technology**

This certificate program is designed for students entering City College with a degree (A.A./A.S. or higher) or satisfying the CCSF graduation requirements.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>HCT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 63 Health Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIT 65 Organization of Health Data</td>
<td>2</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM-Coding</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73B Advanced ICD-9-CM-Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 75 Organization and Supervision</td>
<td>2</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>HIT 74 Quality Assessment and Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
</tr>
<tr>
<td>HIT 77B Professional Practice II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Methods in HIT</td>
<td>2</td>
</tr>
</tbody>
</table>

**Medical Assisting Program**

**Degree Curriculum**

*(Options in Medical Office Assisting and Medical Administrative Assisting)*

In the curriculum in Medical Assisting, a two-year course of study, the College offers students training for employment through options in two areas: Medical Office Assisting and Medical Administrative Assisting. The program is offered in cooperation with the American Association of Medical Assistants.

**Admission.** Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 wpm for a five minute period within a 10 percent error rate or less. Students are required to submit evidence of a recent tuberculosis test and a physical examination which indicates that they are in good physical and mental health before enrolling in MED 53. Students must complete HCT 61 with a final grade of C or higher. HCT 61 is an orientation course conducted by the faculty of the Health Care Technology Department to review the requirements and expectations of the curriculum. Students are also required to satisfy prerequisites in order to enroll in certain courses.

**Credit by Examination:** Applicants who have been admitted to the Program and who have previous education or medical assisting/clerical or related experience may apply for credit and advanced placement in the curriculum.

**Accreditation.** The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

**Course of Study.** Besides work in the major field, each option includes training in the following subjects common to all branches of medical assisting: business correspondence, business mathematics, business records and record keeping, filing, first aid, medical terminology and speech, professional relationships, and typing.

In addition, students who elect the Option in Medical Office Assisting receive specialized training in the following: anatomy, principles of medical assisting, medical transcription, medical-laboratory techniques, and related medical practices.

In Internship/Certification or Administrative Internship, a course included in the second year, students are given practical training off campus in their special fields. Students who have elected the Option in Medical Office Assisting work with physicians and medical office assistants in both hospital and medical offices.

Students who have elected the Option in Medical Administrative Assisting are assigned primarily to perform clerical duties in outpatient clinics and medical offices.

**Employment.** Students who have completed their training satisfactorily are qualified for employment in various capacities. Those who have completed the Option in Medical Office Assisting are prepared to hold positions combining the duties of medical assistant, receptionist, and office manager in physicians’ offices. Those who have completed the Option in Medical Administrative Assisting are qualified for the positions of receptionist, admitting clerk and ward clerk in hospitals, clinics, and health centers.
Associate in Science Degree and Award of Achievement. The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete their training in Medical Office Assisting or Medical Administrative Assisting with a 2.50 grade point average or higher receive the Award of Achievement in Medical Office Assisting or Medical Administrative Assisting.

Certified Medical Assistant Examination. Graduates who receive the Award of Achievement in Medical Office Assisting or the Certificate of Completion are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants.

Courses Required for the Award of Achievement in Medical Office Assisting

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpw for a five-minute period with a 10 percent error rate or less.

Suggested Sequence:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Fall Semester (18+ units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCT 61 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCT 66 Medical Typing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
</tr>
<tr>
<td>MED 56 Administrative Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Spring Semester (18+ units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERT 104 Introduction to Phlebotomy</td>
<td>3.5</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 Basic CPT</td>
<td>2</td>
</tr>
<tr>
<td>MED 49 Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED 70 Bookkeeping/Insurance Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MED 71 Computers for the Medical Office</td>
<td>1.5</td>
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</tbody>
</table>

Additional graduation requirements

Summer Semester (5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MED 82 Internship/Certification</td>
<td>5</td>
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</tbody>
</table>

Fall Semester (7+ units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 55 Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 75 Organization and Supervision</td>
<td>2</td>
</tr>
<tr>
<td>MED 73 Advanced Medical Manager</td>
<td>2</td>
</tr>
</tbody>
</table>

Additional graduation requirements

General Education Requirements Areas A-H, see CCSF current Catalog for course listings and descriptions.

Medical Office Assisting

Certificate Curriculum

The program of study for the Certificate of Completion in Medical Office Assisting is designed to prepare students for employment in medical offices, clinics, and health centers.

Admission. Enrollment is open to all interested students; however, students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 nwpw for a five minute period with a 10 percent error rate or less.

Requirements for the Certification of Completion in Medical Office Assisting

Students may obtain the Certificate of Completion in Medical Office Assisting by completing the following courses with a final grade point average of 2.50 or higher.

Suggested Sequence of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
<td>4</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>ANAT 25 General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>AND PHYS 1 Introductory Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 12 Intro to Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>4</td>
</tr>
</tbody>
</table>
Fall Semester
Course                                      Units
HCT 61 Intro to Health Care ..................... 3
HCT 66 Medical Typing/Transcription .............. 4
MED 56 Administrative Procedures .................. 3
HIT 50A Medical Terminology I .................... 3
HIT 57 Disease Process ............................ 3
HIT 73A Basic ICD-9-CM Coding .................... 2

Spring Semester
MED 49 Clinical Procedures ........................ 4
ERT 104 Intro to Phlebotomy ........................ 3.5
MED 70 Bookkeeping/Insurance Procedures .......... 3
MED 71 Computers for the Medical Office ............ 1.5
HIT 50B Medical Terminology II .................... 2
HIT 55A Medical Transcription ...................... 2
HIT 76 Basic CPT ..................................... 2

Summer Semester
MED 82 Internship/Certification .................... 5

Medical Biller

Certificate Curriculum
This certificate program prepares students to complete medical insurance claims for private physicians and outpatient facilities. Students learn CPT-4 and ICD-9-CM coding, medical terminology, disease process, manual and computer bookkeeping, and manual and computer insurance billing. Private insurance, Medi-Cal, Medicare, Worker’s Compensation, and managed care plans are included.

Courses Required for a Certificate in Medical Biller
Students must be able to type 45 wpm for a five minute period with a 10 percent error rate or less.

Suggested Sequence of Courses:

Spring Semester
Course                                      Units
ANAT 14 Intro to Human Anat and Phys .............. 4
HCT 66 Medical Typing/Transcription .............. 4
HIT 50A Medical Terminology I ..................... 3
HIT 76 Basic CPT ..................................... 2
MED 70 Bookkeeping/Insurance Procedures .......... 3
MED 71 Computers for the Medical Office ............ 1.5
BSMA G, H, J Basic Bus Arith
   or MATH E Basic Math with Prob Solv*
   or MATH E1 Basic Math (Individualized)
   or MATH EX Basic Mathematics .................. 2 or 3

Fall Semester
HIT 50B Medical Terminology II .................... 2
HIT 57 Disease Process ............................ 3
HIT 73A Basic ICD-9-CM Coding .................... 2
MED 72 Adv Insurance Billing ........................ 3
MED 73 Adv Medical Manager ........................ 2
ENGL 90 Basic Comp & Reading I
   or ESL 82 Adv Comp ................................ 3

*Based on placement scores

Medical Receptionist

This certificate program prepares students for employment as a receptionist in a physician’s office, outpatient clinic, or other medical facility. Students receive training in computer applications, appointment scheduling, telephone etiquette, medical record preparation, medical terminology, business correspondence, insurance claims completion, and first aid and CPR. Students must obtain the Certificate of Completion in Medical Receptionist by completing the following courses with a final grade of C (2.50 grade-point average) or higher.

Courses Required for Completion for Certificate in Medical Receptionist

Suggested Sequences of Courses

Fall Semester
Course                                      Units
ANAT 14 Intro to Anat and Phys .................... 4
   or ANAT 25 Gen Human Anatomy .................. 4
   and PHYS 1 Introductory Human Physiology .... 5
   or PHYS 12 Intro to Human Physiology .......... 4
HCT 61 Intro to Health Care ........................ 3
HIT 50A Medical Terminology I ..................... 3
MED 56 Administrative Procedures .................. 3

Spring Semester
HCT 66 Medical Typing ............................. 4
HIT 50B Medical Terminology II ..................... 2
MED 70 Bookkeeping/Insurance Procedures .......... 3
MED 71 Computers for the Medical Office ............ 1.5
HLTH 12 Basic Life Support/First Aid for Health .... 1

Summer Semester
MED 85A Medical Receptionist Externship ............ 3

Pharmacy Technician

Program Goal. This certificate program prepares students to work as technicians in pharmacies utilizing automation and math ability for safe medical dosages. Emphasis will be on optimum patient clinical outcome and customer services. For more information call (415) 561-1900.

Admission Requirements. Acceptance into the Pharmacy Technician Program after successful interview and suitability for State Board registration.

Courses Required for Completion for Certificate in Pharmacy Technician

First Semester
Course                                      Units
PHTC 101 Theory I .................................. 9
PHTC 102 Clinical I .................................. 3

Second Semester
PHTC 103 Theory II .................................. 9
PHTC 104 Clinical II .................................. 3

Core Courses. Both theory and clinical courses must be taken in the same semester.
Requirements for Completion. The Certificate of Completion requires completion of 24 units. Each course must be completed with a final grade point average of 2.00 or higher.

**Unit Coordinator (Hospital)/Ward Clerk**

Program Goal. This program is designed to introduce the student to the clerical aspects of the hospital unit coordinator or ward clerk, liaison between the inpatient and the medical professionals in a hospital or other medical facility, and to familiarize the student with basic procedures and communication skills. For more information call 561-1900.

Admission Requirements. High school diploma, GED, or high school proficiency certificate.

Length of Course. One semester.

Core Course Hours/Weeks
AHWC 9183 Unit Coordinator (Hospital) .......... 162/18

Requirements for Completion. Successful completion of required courses with a grade of C or better.

**Health Care Technology**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**Echocardiography**

**ECHO 1. Echocardiography Technician I (8)**
Lec-6, lab-6
Prereq.: ANAT 14 OR 25; ESL 82 OR ENGL 92
Coreq.: CVT 101
Cardiac anatomy and physiology. Standard presentation of two dimensional (2D) and M-Mode images. Principles and characteristics of color flow Doppler. Pulse and continuous wave Doppler will be thoroughly investigated and applied to normal and abnormal cardiac ultrasound studies. Disease states and their relationship to ultrasound findings and calculations will be used to determine severity. Scanning techniques and instrumentation skills development will be part of lab skills competency. CSU

**ECHO 2. Echocardiography Technician II (8)**
Lec-6, lab-6
Prereq.: ECHO 1 AND CVT 101
Coreq.: CVT 102
Advanced cardiac abnormalities evaluated by two dimensional (2D), M-Mode, and Doppler methods include: cardiomyopathies, pericardial diseases, tumors, prosthesis, systolic and diastolic performance and endocarditis. Cardiac embryology and congenital abnormalities studied along with their 2D and Doppler presentation. Emphasis is on cardiovascular principles, instrumentation and the physics of ultrasound. Clinical lab rotation focuses on performing comprehensive echo with interpretation. Class prepares students to pass the national registry examination. CSU

**CVT 101. Cardiovascular Technician I (5)**
Lec-3, lab-6
Prereq.: ANAT 14 OR 25; ESL 82 OR ENGL 92
Coreq.: ECHO 1
Cardiac anatomy and the conduction system. ECG identification and measurements, action potential curve, basic dysrhythmias, myocardial ischemia and infarction patterns, interpretation techniques of 12 lead ECGs. Holter monitor and exercise stress testing protocols, procedures, and analysis. CSU

**CVT 102. Cardiovascular Technician II (5.5)**
Lec-3.5, lab-6
Prereq.: CVT 101 AND ECHO 1
Coreq.: ECHO 2
Advanced complex, cardiac rhythms including heart blocks, bundle branch blocks, and accessory pathways. Includes cardiac pharmacology, pacemaker technology and stress echo indications, procedures and analysis. Students will practice stress echo in the classroom and hospital setting. Prepares students to pass the national registry examination. CSU

**CVT 103. Vascular Ultrasound (3)**
Lec-3, field trips
Prereq.: COMPLETION OF A CARDIOVASCULAR TECHNOLOGY PROGRAM, ULTRASOUND COURSE, OR ECHOCARDIOGRAPHY COURSE
Repeat: max. 6 units
Introduction to the anatomy and physiology of the vascular and peripheral vascular system. Emphasis on vascular pathology and the associated ultrasound images and Doppler patterns. Scanning techniques and instrumentation skills developed. Previous ultrasound experience required. CSU

**EKG Technician**

**EKG 101. EKG Technician I (4)**
Lec-3, lab-3
Prereq.: ESL 72 OR 150 OR ELIGIBLE FOR ENGL 90
Patient preparation, performing and mounting of 12 lead, single channel EKG tracings. Introduction to the cardiovascular system and related terminology. Emphasis on basic rhythm identification and possible disease states. CSU

**EKG 102. EKG Technician II (4)**
Lec-3, lab-3
Prereq.: EKG 101
Advanced knowledge of cardiovascular system with emphasis on the heart in disease status including interpretation of advanced arrhythmias, hypertrophies, cardiac ischemia, and myocardial infarction. Patient preparation and running of appropriate EKG machines. Introduction to other non-invasive cardiology tests. CSU
Emergency Medical Technician

EMT 100. Emergency Medical Technician I (12)
Lec-5, conf-10
COREQ.: EMT 102
May be repeated.
Training in basic life support skills necessary to work on an ambulance. Includes: cardiac, respiratory, and medical emergencies; traumatic injuries; obstetrical and pediatric emergency care; and environmental injuries and CPR. Leads to EMT I certification, a prerequisite to paramedic training. CSU

EMT 101. Emergency Medical Technician (6.5)
Lec-4, conf-4
COREQ.: EMT 102
May be repeated.
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. Key topics include: emergency management of victims of serious illness or injury; management of a disaster scene; and extrication of victims. CSU

EMT 101A. Emergency Medical Technician (3.25)
Lec-2, conf-2
Repeat: max. 6.5 units
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. Key topics include: emergency management of victims of serious illness or injury; management of a disaster scene; and extrication of victims. CSU

EMT 101B. Emergency Medical Technician (3.25)
Lec-2, conf-2
PREREQ.: EMT 101A
COREQ.: COMPLETION/CONCURRENT ENROLLMENT IN EMT 102
Repeat: max. 6.5 units
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. Key topics include: emergency management of victims of serious illness or injury; management of a disaster scene; and extrication of victims. CSU

EMT 102. EMT I - Clinical (1)
Conf-4
COREQ.: EMT 100 or 101
May be repeated.
Emergency Medical Technician I - Clinical (EMT-I Clinical) is taught in conjunction with EMT-I Theory (EMT 100) to train individuals in the basic life support skills necessary to work on an ambulance. Clinical skills in the course include: management of respiratory, cardiac, and environmental emergencies. This course leads to certification which is a prerequisite for Paramedic Training. CSU

EMT 103. EMT refresher (1.5)
LEC-24 (total hrs); LAB-8
PREREQ.: CURRENT EMT-I CERTIFICATION
May be repeated as required for certification
The Emergency Medical Technician Refresher Course is required for recertification of EMT-I personnel. This course consists of didactic and skills instruction. The student will be updated in all areas of emergency medical prehospital care, as contained in the EMT-I scope of practice. CSU

EMT 104. Intermediate Skills for the EMT (4)
Lec/conf-4
PREREQ.: EMT 100
Repeat: max. 8 units
Intermediate skills for the EMT I with emphasis on pre-hospital assessment and management techniques necessary for the care of patients experiencing cardiac and respiratory emergencies. Focus on ECG monitoring, operation of a defibrillator, and advanced airway management. Local and state guidelines will be discussed. CSU

Paramedic Program

EMT-P 100. Paramedic Theory I - Human Systems (5)
Lec-96 (total hrs)
PREREQ.: EMT 100 or EMT 101
Principles and application of the language and terminology of medicine. Overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms. Emphasis on evaluation and documentation skills used in the delivery of emergency care. This course is for students holding current EMT certification. CSU

EMT-P 101. Paramedic Theory II - Roles and Responsibilities (2.5)
Lec-45 (total hrs)
PREREQ.: EMT-P 100
Overview of the emergency health care profession and the role of the paramedic within the Emergency Medical Service (EMS) system. Development of communication competency skills in the use of radio equipment and when speaking to adjunct medical staff and EMS partner. Emphasis on legal issues and medical emergency record keeping. CSU

EMT-P 102. Paramedic Theory - Trauma (4)
Lec-72 (total hrs), field trips
PREREQ.: EMT-P 101
Focus on evaluation, management, and procedures necessary to assist in the emergency care of victims of trauma, including: management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, cardiac, and integumentary systems. Focus on multi-system injuries. CSU

EMT-P 103. Paramedic Theory - PHTLS (1)
Lec-32 (total hrs), field trips
PREREQ.: EMT-P 102
Pre-Hospital Trauma Life Support (PHTLS) certification course. CSU

EMT-P 104. Paramedic Theory - Pharmacology (2)
Lec-32 (total hrs)
PREREQ.: EMT-P 103
Basic principles of pharmacology, drug classifications, action of drugs, clinical uses as well as weights, measures, and administration of drugs. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics. CSU
EMT-P 105. Paramedic Theory - Cardiac (3.5)
Lec-64 (total hrs), field trips
**Prereq.:** EMT-P 104
Emphasis of prehospital evaluation and management for care of patients experiencing cardiac and respiratory emergencies, including monitoring and interpretation of ECG’s. Comprehensive treatment through the use of advanced airway management, cardiac pharmacology and rapid defibrillation. Advanced Cardiac Life Support Certification (ACLS). CSU

EMT-P 106. Paramedic Theory - Endocrine/Nervous (3)
Lec-56 (total hrs), field trips
**Prereq.:** EMT-P 105
Overview of the anatomy and physiology of the endocrine and nervous systems. Emphasis on pre-hospital recognition and treatment of common endocrine and neurologic emergencies. Focus on care of patients with cervical spine injuries. CSU

EMT-P 107. Paramedic Theory - Special/Abdominal (4)
Lec-80 (total hrs)
**Prereq.:** EMT-P 106
Emphasis on evaluation and management of a patient presented with altered mental state, non-traumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious disease, and environmental emergencies. CSU

EMT-P 108. Paramedic Theory - Pediatrics (3)
Lec-56 (total hrs)
**Prereq.:** EMT-P 107
Focus on prehospital evaluation of pediatric emergencies. Emphasis on special considerations in treating a pediatric patient, including medico-legal, psychological, and emotional needs of the patient and patient’s family. Pediatric Advanced Life Support (PALS) and Pediatric Education for Paramedics (PEP) are taught. CSU

EMT-P 109. Paramedic Theory - Reproduction, Behavioral, and Geriatric (6)
Lec-144 (total hrs)
**Prereq.:** EMT-P 108
Emphasis on recognition and evaluation of patients experiencing medical emergencies in the specific health care areas of obstetrics, gynecology, behavioral and geriatrics. Management of the patient in the pre-hospital setting. Focus in areas of death and dying, violence and abuse. CSU

EMT-P 110. Paramedic - Clinical (3.5)
Lab-204 (total hrs)
**Prereq.:** EMT-P 109
Clinical internship phase of paramedic training with a demonstration of advanced life support skills in a variety of emergency situations. Emphasis on clinical evaluation and intervention in the pre-hospital setting, Emergency Department, Psychiatric Emergency Services, Cardiac Step-Down Unit, Labor and Delivery Trauma, Operating Room Anesthesia and Pediatric Clinic. CSU

ERT 100. Introduction to Emergency Care (1)
Lec-1, field trips
**Advisory:** EMT 100 or 101
Introduction to the principles and practice of emergency care, emphasis on the role and responsibilities of the emergency room technician; laws governing health care providers and medical/legal issues; special focus on the emergency care team and emergency facilities. CSU

ERT 101. Emergency Cardiac Care (4)
Lec-3, lab-2
**Advisory:** EMT 100 or 101
An overview of the structure and function of the heart; focus on ECG monitoring and interpretation, including 12-lead ECG; Emphasis on assessment and management techniques necessary for the comprehensive care of patients experiencing cardiac emergencies. CSU

ERT 102. Body Systems and Assessment (2)
Lec-2
**Advisory:** EMT 100 or 101
Introduction to the language and terms of medicine; an overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms; emphasis on assessment and documentation skills used in the delivery of emergency care. CSU

ERT 103. Respiratory Management (3)
Lec-3
**Advisory:** EMT 100 or 101
Focus on clinical assessment and intervention for patients presenting with acute respiratory dysfunction secondary to respiratory diseases, airway obstruction or thoracic trauma; emphasis on treatment modalities, airway management, and drug therapy. CSU

ERT 104. Phlebotomy Technician (3.5)
Lec-2, conf-4
**Prereq.:** ESL 82 or ENG 92
**Advisory:** EMT 100 or 101 or MED 53
Theory and skills competencies necessary to meet requirements of AB 1557 for a phlebotomy technician. Emphasis on phlebotomy techniques, equipment, medical/legal considerations, safety, infection control, specimen collection, patient preparation, labeling, handling, and preservation or fixation. CSU

ERT 106. Introduction to Trauma Care (3)
Lec-3
**Advisory:** EMT 100 or 101
Evaluation and management techniques necessary in the emergency in-hospital care of victims of trauma. Emphasis on management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, and integumentary systems; and multisystem injuries. Focus on special emergency room procedures required in the care of the injured patient. CSU

ERT 109. Clinical Pharmacology (2)
Lec-2
**Advisory:** EMT 100 or 101
Basic principles of pharmacology: drug classification, action of drugs, clinical uses, weights and measures, and administration. Emphasis on drugs and solutions used in an emergency department. CSU

ERT 110. ERT Clinical Practice I (1)
Lab-5
**Prereq.:** CURRENT CALIFORNIA EMT-I CERTIFICATE
Clinical training in EMT. Focus on communication skills and working as a member of the emergency health care team. Emphasis on basic evaluation and management techniques for a variety of emergency situations and assisting with routine and special examinations. CSU
ERT 111. Common Medical Emergencies (3)
Lec-3
Advise: EMT 100 or 101
Focus on evaluation and management techniques necessary for
emergency care of a patient in an emergency department. Emphasis
on problems resulting from endocrine dysfunction, altered mental
status, nontraumatic acute abdomen, drug and alcohol abuse, pois-
oining, anaphylaxis, infectious diseases, and environmental injuries.
CSU

ERT 114. Pediatric Emergencies (2)
Lec-2
Advise: EMT 100 or 101
Focus on emergencies seen in the pediatric patient. Evaluation and
management techniques required in the emergency room setting.
Emphasis on the special considerations for a pediatric patient, in-
cluding psychological and emotional needs of the patient and the
patient's family. CSU

Health Care Technology

HCT 61. Introduction to Health Care (3)
Lec-2, lab-3
Prereq.: ENGL 90 or Placement in ENGL 92; or ESL 72
or 150 or Placement in ESL 82
Overview of the evolution of health care systems. Historical de-
velopment and organization of health information management and
other professional associations involved in health care. Emphasis on
filing and numbering systems, data access, and record content. CSU

HCT 66. Medical Typing/Transcription (4)
Lec-2, lab-6
Prereq.: Typing Speed of 40 NWPM
Using both Microsoft Word 2000 and Corel WordPerfect Suite 7
word processing programs, students will prepare systems- based
and specialties-based medical correspondence and reports. The med-
icolegal requirements are integrated into the preparation and correc-
tion of case histories, discharge summaries, consultation reports,
autopsy reports, operative reports, etc. Students will demonstrate
the ability to recognize and select appropriate medical terminology
and abbreviations as they relate to specific systems and specialties.
CSU

HCT 100. Introduction for Residential Service Providers (3)
Lec-3
Introduction to the principles and practices necessary to establish
and administer a residential care home for persons with develop-
mental disabilities. Emphasis is on entry into the profession, legal re-
quirements, and positive clinical interventions. CSU

HCT 101. Traditional Chinese Medicine (3)
Lec-3
Prereq.: ENGL 90 or ESL 82
Traditional Chinese Medicine (TCM) fundamentals explores the
nature of health and disease processes in Traditional Chinese
Medicine. This course covers the concepts of TCM philosophy,
anatomy, physiology, etiology, pathology, diagnosis, and treatment.
CSU

HCT 102. Gateway to Health Careers (7)
Lec-12
Introduction to medical terminology, medical administrative and
clinical procedures, and math calculations used in health care.
Emphasis on basic knowledge and skills required for entry into the
health care profession. CSU

Health Information Technology

HIT 50A. Medical Terminology I (3)
Lec-3
Introduction to designated medical terminology with emphasis on
the anatomy, procedures, diseases and anomalies of the endocrine,
male and female reproductive, gastrointestinal, and integumentary
systems. Special focus on spelling, pronunciation, and definition of
medical terms by their roots, prefixes, and suffixes. CSU

HIT 50B. Medical Terminology II (2)
Lec-2
Prereq.: HIT 50A
Study of terms found in case histories, discharge summaries, radiol-
ogy, pathology, psychiatric, and autopsy reports; emphasis on cardio-
vascular, musculoskeletal, genitourinary, and respiratory systems;
use of appropriate medical abbreviations and resource materials. CSU

HIT 51. Basic Medical Terminology (1)
Lec-21 (total hrs)
Introduction to the basic word structure in medical terminology.
Emphasis on the roots, prefixes, and suffixes linked to systems
based terminology. CSU

HIT 55A. Medical Transcription I (2)
Lec-2, conf-2
Coreq.: HIT 50A
Introduction to the role of the medical transcriptionist and the im-
portance of the timely flow of clinical information in relationship to
patient care. Operation and care of microcomputers, printers, and
transcribing machines. Use of dictionaries, drug reference books,
and other reference tools. Study of the different types of medical
reports and formats. Medical transcription mechanics such as word
usage, sentence grammar, punctuation, compound words, and
commonly confused or misspelled medical terms. Transcription of a
variety of introductory general medicine reports. CSU

HIT 55B. Medical Transcription II (3)
Lec-2, conf-4
Coreq.: HIT 55A and 50B
Continued study in the transcription of medical dictation to provide
a permanent record of patient care. Increasingly difficult dictation
includes general medicine, general surgery, medicine/surgery, radiol-
ogy and pathology, and assessment reports. Medical transcription
provides practice in applying principles of medicallegal responsibil-
ities to protect the patient and the business/institution. Refinement
in the use of and introduction to additional reference tools. CSU
HIT 55C. Medical Transcription III (3)
Lec-2, conf-4
COREQ.: HIT 57
Repeat: max. 6 units
Application of knowledge of medical terminology and anatomy/physiology to the transcription and proofreading of difficult medical dictation. Dictation is from originators with various accents, dialects, and dictation styles. Inconsistencies and inaccuracies in medical dictation require appropriate editing and revising of reports without altering the meaning of the reports. Practice in organizing and prioritizing assignments to use time and resources efficiently. CSU

HIT 57. Disease Process (3)
Lec-3
PREREQ.: ANAT 14
COREQ.: HIT 50A
Introduction to the general principles of disease process with emphasis on etiologies, anatomical and physiological manifestations, diagnostic tests, and treatments. Introduction to pharmacology and psychiatry. CSU

HIT 63. Health Information Systems (3)
Lec-2, lab-3
PREREQ.: HCT 61; HIT 50A AND 67
Overview of various healthcare delivery systems with emphasis on content and documentation requirements of the health record in various health care settings such as acute, ambulatory, long term care, home health and hospice, mental health, and other practice sites. Accreditation standards, licensure, and regulations. Indexes and registers. Storage and retention of medical information. Forms design and control. CSU

HIT 65. Organization of Health Care (2)
Lec-1, lab-3
PREREQ.: HCT 61; HIT 50A AND 67
The study of hospital statistics and the use of health data. Collecting, processing and preparing statistical reports for health care management including various methods of presenting data. Use of computer application software in preparation of statistical reports, data bases, data sets and spreadsheets. CSU

HIT 67. Computer Applications (2)
Lec-1, lab-3
An introduction to the various types of computer systems and their usage in health information as a productive tool. Students will receive hands-on experience with software commonly used in health information systems to achieve computer literacy. Instruction will include word processing, database, spreadsheets, and presentation materials as they pertain to health information. Importance of data accuracy, consistency, completeness, security of information, and letter and memo presentation are emphasized. CSU

HIT 72. Legal Aspects of Health Information Technology (3)
Lec-2, lab-3
PREREQ.: HIT 50B, HCT 61, AND HIT 67
Importance of the medical record as a legal document and the effect of confidential communication laws on the release of medical information. Emphasis on the proper release of information from the medical record and the legal procedures involved in court disclosure of medical records. Use of the California Consent Manual. CSU

HIT 73A. Basic ICD-9-CM Coding (2)
Lec-2, lab-1
PREREQ.: ANAT 14
COREQ.: HIT 50A
Basic coding principles of International Classification of Diseases-9-Clinical Modification (ICD-9-CM) with emphasis on ambulatory codes and introduction to inpatient records. Focus on ICD-9-CM format, code conventions, Uniform Hospital Discharge Data Set (UHDDS), document sources, coding guidelines for diagnosis operations and procedures, official guidelines for coding and reporting as well as sequencing of codes. Use of computer software programs in coding. CSU

HIT 73B. Advanced ICD-9-CM Coding (4)
Lec-3, lab-3
PREREQ.: HIT 73A
REPEAT: MAX. 8 UNITS

HIT 74. Quality Assessment and Improvement (3)
Lec-2, lab-3
PREREQ.: HIT 50B AND 63
History, concepts, components, and methods of quality assessment and improvement activities in health care organizations. Internal and external requirements. Techniques for data presentation. Statistical process control. Performance assessment and improvement in health care. Quality improvement tools. The role of the health information professional in quality assessment, medical staff credentialing, utilization management and risk management. CSU

HIT 75. Organization and Supervision (2)
Lec-2
PREREQ.: HIT 77A OR MED 82
Introduction to the principles of supervision including the functions of planning, organizing, directing, and controlling. Aspects of personnel policies and practices including recruitment, selection, training, performance appraisal, and benefit programs. Emphasis on situations encountered in the supervision of health information services. CSU

HIT 76. Basic CPT (Current Procedural Terminology) (2)
Lec-2
Introduction to the Current Procedural Terminology (CPT) coding system used to describe services provided by physicians including evaluation and management services, surgical, radiology procedures, lab and pathology. Overview of the Health Care Financing Administration (HCFA) three-level system HCPCS (HCFA Common Procedure Coding System). CSU

HIT 77A. Professional Practice I (3)
Conf-3, lab-6
CR/NC only
PREREQ.: HIT 63, 65, AND 73A
Designed to provide students with clinical experience in performing tasks in health information departments. Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, abstracting, coding, and release of information, data quality and improvement. CSU
HIT 77B. Professional Practice II (3)
Conf-3, lab-6
PREREQ.: HIT 77A
Recommended to be taken in student’s last semester.
Designed to provide students with advanced technical experience in health information departments. Tasks include quality assessment, medical transcription, registries, abstracting and coding, special projects in management and supervision. CSU

HIT 78. Reimbursement Methods in HIT (2)
Lec-2
PREREQ.: HIT 73A
Introduction to health care reimbursement systems and techniques to optimize reimbursement for third party payors. Review of uniform reporting regulations, ICD-9-CM and CPT-4 updates, case mix management, validation studies, and Peer Review Organizations. CSU

Medical Assisting

MED 49. Clinical Procedures (4)
Lec-3, conf-3
PREREQ.: ANAT 14
Advise: Placement in MATH 840 or completion of BSMA G, H, J or MATH E or E1 or EX
Instruction in clinical procedures to include aseptic techniques, medical instruments, charting, vital signs, patient history, sterilization and maintenance of equipment, preparation of patient, instruction in the collection of lab specimens, injections and electrocardiograms. Instruction in medical calculations and commonly prescribed drugs. CSU

MED 53. Advanced Clinical Procedures (3)
Lec-2, conf-3
Instruction in the collection and processing of laboratory specimens including the handling of lab reports and lab requests; performance of urinalysis and urine pregnancy testing; venipuncture and capillary puncture collection; principles of blood types and antigen-antibody reactions; hematologic and blood chemistry tests; principles of microbiology including culture and sensitivity; care, maintenance, and use of specialized clinical equipment; injections; electrocardiograms, allergy testing and TB skin testing, spirometry. CSU

MED 56. Administrative Procedures (3)
Lec-3, lab-2
COREQ.: HCT 61
Instruction in medicolegal ethics; professional liability; verbal, nonverbal, and written communication; telephone, reception, and appointment scheduling techniques; computers and information processing; office maintenance and management; employee handbook and policy and procedures manuals; and seeking employment. CSU

MED 70. Bookkeeping/Insurance Procedures (3)
Lec-2, lab-3
COREQ.: HIT 76
Repeat: max. 6 units
A comprehensive and intensive study of professional fees and credit arrangements; financial policies including payroll, accounts payable, and budget overview; billing and collection procedures; insurance regulations and submission of documents; and managed care plans. Practice in completing various insurance claim forms for accuracy, thoroughness, and speed. CSU

MED 71. Computers for the Medical Office (1.5)
Lec-1, lab-2
Introduction to medical office computer billing, use of medical office software to establish new accounts; post charges, payments and adjustments to accounts; print financial activity reports; print patient charge slips and statements; bill insurance carriers; and schedule appointments. CSU

MED 72. Advanced Insurance Billing (3)
Lec-2, lab-3, field trips
PREREQ.: MED 70
An advanced insurance billing course which concentrates on private insurance, Medicare, and Medica1 claims. The course will focus on specialty billing to include cardiology, OB/GYN, surgery, orthopedic, and dermatology. Students will learn how to manage capitated accounts, obtain preauthorizations and referrals, complete secondary insurance billing, and handle claim appeals and disputes. CSU

MED 73. Advanced Medical Manager (2)
Lec-1, lab-2, field trips
PREREQ.: MED 71
An advanced Medical Manager software course. Students will establish new patient accounts, post charges, payments, and adjustments to accounts using an existing database from MED 71. Students will learn to set up appointment templates, create and manage capitated accounts, and produce and analyze financial activity reports, edit the support files, and utilize the appointment recall system. CSU

MED 82. Internship/Certification (5)
Conf-2, lab-2, work-12
CR/NC only
PREREQ.: MED 51, 56, 70, 71, and HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, experienced medical assistants, and other health care professionals in physicians’ offices, hospitals, and outpatient clinics. Emphasis on integrating professional attitudes and skills in all areas of medical assisting. Individualized study program to prepare for the American Association of Medical Assistants Certification Exam. CSU

MED 83. Administrative Internship (5)
Conf-2, work-15
CR/NC only
PREREQ.: MED 56, 70, 71; HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, experienced medical administrative assistants, medical assistants, and other health care professionals in hospitals and physicians’ offices. Emphasis on integrating professional attitudes and skills in all phases of medical administrative work. CSU

MED 84. Administrative Skills Laboratory (2)
Lab-6
CR/NC only
PREREQ.: MED 56, 70, 71, 80; HIT 50B
Designed to give Medical Administrative Assistant students the opportunity to practice and master the medical assisting administrative skills learned in MED 56, 70, 71, and 80. This course is an open lab with supervision. Administrative skills include reception, appointment scheduling, telephone techniques, bookkeeping, insurance claims preparation, CPT and ICD-9-CM coding, filing, transcription, and computer applications. CSU

Pharmacy Technician

Students must be accepted into the Pharmacy Technician Program to register in PHTC 101 and 102.
PHTC 101. Pharmacy Technician I - Theory (9)
Lec-9
Prereq.: ENGL 94 and MATH 840
Coreq.: PHTC 102
Prepares students to work as technicians in pharmacies under the
direct supervision of a pharmacist. Covers drug classification and
uses, pharmacy laws, rules and regulations, storage of drugs, record
keeping of drugs, pharmacy math, basic anatomy and physiology.
Emphasis is on drug dose calculations, medical terminology, and
abbreviations and symbols used in prescriptions. CSU

PHTC 102. Pharmacy Technician I - Clinical (3)
Conf-10
Coreq.: PHTC 101
Instruction includes application of pharmaceutical knowledge,
pharmacy law, mathematics, and terminology to a clinical setting,
storage of drugs, labeling requirements, preparation of sterile
products, and computerized record keeping. CSU

PHTC 102A. Health Care Mathematics (2)
Lec-2
Introduction to mathematical calculations required for health care
medical preparations. Emphasis on ratio, proportion, alligation, and
basic equations with two unknowns to determine various drug
dosages, solutions, and other dilution formulas. Drug inventory
procedures and patient relations. CSU

PHTC 103. Pharmacy Technician II - Theory (9)
Lec-9
Prereq.: PHTC 101 AND 102
Coreq.: PHTC 104
Advanced drug classification and uses; preparation of IV additives
and chemotherapeutic agents; record keeping of drugs; anatomy;
physiology; medical terminology; and pharmacology. CSU

PHTC 104. Pharmacy Technician II - Clinical (3)
Conf-10
Coreq.: PHTC 103
Instruction in the application of advanced drug preparation skills to
various clinical settings; maintaining inventory, storage, selection,
preparation and filling of prescriptions. Emphasis on quality control
and use of automated technology as related to preparation and pack-
aging of unit dose, IV additives, and chemotherapeutic admixtures.
CSU

Pschoneuroimmunology

PNI 101. Psychoneuroimmunology - Bodymind (2)
Lec-3 (12 wks)
Advise: Completion of ESL 72 or 150 or ENGL 90
Explores the health maintenance capacity of the bodymind and its
innate ability to heal with focus on the brain's and the mind's
function in this process and the interrelated roles of the nervous,
cardiovascular, endocrine and immune systems. Includes effects of
placebo and imagery, support groups, meditation, laughter, and play
on these systems. Evaluates integrative medicine vis-à-vis healing.
CSU

PNI 102. Psychoneuroimmunology - Aging (1)
Lec-3 (12 wks)
Advise: Completion of ESL 72 or 150 or ENGL 90
Study and investigation of psychophysiology of aging and society’s
role in the process. Evaluate physiological theories of aging.
Emphasis on differentiating between disease and actual aging and
factors contributing to healthy aging. CSU

Related Course

LABR 96E. Labor Relations in Health Care (3)
Lec-3, field trips
A study of labor relations in the health care industry, including its
history, present status and current issues. Patterns of ownership,
workplace structures, the changing work force, management prac-
tices, unionization, workers' rights and current concerns. A thoro-
ough analysis of health care industry labor relations. CSU

NONCREDIT COURSES:

Emergency Response Skills and Skills for
Home Care Providers

AHTC 9105. Emergency Response Skills (45 hrs)
Training in emergency response skills necessary to sustain victims
of serious illness or injury until more advanced medical assistance
arrives.

AHTC 9121. Skills for Home Care Providers (25 hrs)
Training in the basic communication, health, safety, nutrition, and
job readiness skills competencies required of a health care provider.

Unit Coordinator and Medical
Computing Skills

AHWC 9183. Unit Coordinator
Advise: ABE 2071
Practical skills and techniques in transcribing and processing of
medical orders; maintaining chart forms; requisitioning diets,
therapy, laboratory tests, and medications; and admission and dis-
charge of patients. Emphasis on communication skills pertinent to
patient care.

AHWC 9188. Medical Computing Skills (90 hrs)
Instruction in a variety of computer applications related to the
health care technology field and utilized by the Health Care Technol-
ogy Department. These programs are Microsoft Word 2000, Corel
WordPerfect Suite 7, Nutrition Interactive, Delmar's Administrative
Medical Assisting, and Delmar's Medical Terminology for Health
Professionals.