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All information in this catalog is subject to change without prior notice. Information is as of February 23, 2005. Consult other official campus publications for updates.
OUR VISION

As the City College of San Francisco moves into the twenty-first century, our foremost vision is that we will continue to value and foster superior levels of educational participation and academic success among our students. Through the outreach to and inclusion of all populations, the provision of an unparalleled learning experience for students, and the enhancement of a supporting and caring environment that sustains and leads them to the successful completion of their educational goals, we are motivated by a compelling and authentic vision.

A Teaching and Learning Community

Above all else, we aspire to be a teaching and learning community whose principal distinction is the quality of instruction delivered by departments with strong reputations in their fields. The quality of success in learning will permeate all levels of the educational experience, from basic skills to advanced honors courses, from vocational and technical to the academic courses, from citizenship preparation and adult retraining to university transfer courses. The breadth of superior learning opportunities extends to a vast array of courses and programs sufficient to offer any student a pathway to educational and career success.

A Service Community

We will continue to reach out to all neighborhoods, ethnic populations, and economic segments of our service area; develop campuses and sites to better serve geographic areas of the city; diversify and improve programs and services for the benefit of the community; build partnerships with public, private, and community-based agencies to better respond to educational, economic and societal needs; and foster informed participation of our students and employees in community life.

A Diverse and Caring Community

We seek to build an inclusive community, where respect and trust are common virtues, and where all people are enriched by diversity and multi-cultural understanding; a responsive environment in which student needs are met in a friendly, caring, and timely manner; and a working environment for all faculty, staff and administrators in which everyone is valued and the climate is supportive, positive, and productive.

A Contributing Community

In the larger realms of the state, the nation and the world, we hope to share our educational resources and contribute knowledge, expertise, and innovation as a post secondary institution of higher education, as members of the community colleges of the state of California and throughout the country, as colleagues in our various fields, trades, and professions, and as educators committed to lifelong educational opportunities for all.

MISSION STATEMENT

CCSF provides educational programs and services to meet the following needs of our diverse community:

- Preparation for transfer to baccalaureate institutions
- Achievement of Associate Degrees of Arts and Science
- Acquisition of career skills needed for success in the workplace
- Lifelong learning, life skills, and cultural enrichment
- Active engagement in the civic and social fabric of the community, citizenship preparation, and English as a Second Language
- Completion of requirements for the Adult High School Diploma and GED
- Promotion of economic development and job growth

To enhance student learning and maintain a commitment to excellence, the College provides an array of academic and student services that support the development of students’ intellectual, cultural, and civic achievements. City College of San Francisco belongs to the community and continually strives to reaffirm its commitment as a resource for the community.
City College of San Francisco is one of the largest community colleges in the United States, educating more than 110,000 students annually. It is the policy of CCSF to ensure equal educational opportunity for all students. CCSF is accredited by the Western Association of Schools and Colleges.

CCSF offers a wide array of credit, noncredit, job training and personal enrichment classes. City College’s more than 2,000 faculty members are dedicated to excellence and take pride in providing innovative educational programs that help students reach their full potential. These programs are designed to help students: meet their general educational requirements for four-year colleges and universities; update their job skills; prepare for a career change; remove educational deficiencies; or pursue personal enrichment. There is an Honors Program to challenge the brightest students.

City College of San Francisco provides instruction at more than 100 sites throughout the City and County of San Francisco as well as online at www.ccsf.edu and tele-courses through San Francisco Cable Television Channel 27. CCSF offers students the opportunity to declare a major, and awards Associate of Science and Associate of Arts degrees to students who have satisfactorily completed all program requirements. CCSF has one of the highest transfer rates in the nation for community college students who transfer to four-year institutions seeking baccalaureate or higher degrees. There is an extensive array of ESL (English as a Second Language) classes, citizenship, remedial programs for students returning to school after dropping out, and special attention to the needs of students with disabilities.

While many students who come to City College of San Francisco are already computer savvy, the rest can build computer literacy through the hundreds of computer course sections offered by the Business, English as a Second Language (ESL), Computer Science, and Computer Networking and Information Technology departments.

Among the full range of activities City College of San Francisco provides online, a student can:

- File an application
- Register for classes
- Pay fees
- Email the online advisor
- Take online orientation
- Consult the latest version of the schedule of classes
- Refer to the latest update of the catalog of courses
- Take online courses and tele-courses
- Obtain information about the requirements for an AA or AS degree
- Obtain information about Financial Aid and Scholarships
- Check on the status of a Financial Aid application/award
- Purchase books
- Check midterm and final grades
- Find a job
- Print out an unofficial transcript
- Get to know his/her instructors on Faculty in Review
- Check out student organizations, clubs and activities
- Perform online library research
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**Volume 71**

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MESSAGE FROM THE BOARD PRESIDENT

Though hitting 70 this year, City College is only now hitting its prime. In 2004, CCSF received the Metlife Foundation Community College Excellence Award, the only community college to be honored in California, for our commitment to high quality teaching, for our innovative Workforce and Economic Development Initiatives, for our ESL and Immigration courses, and for our Student Support Services.

To support our high quality faculty and programs, the College is embarked on an unprecedented construction boom. We would like to thank the voters of San Francisco for their support of our $195 million Bond in 2001. It enabled us to leverage our resources against those of the State resulting in an additional financial commitment of $135 million of State funding to support these projects.

Over the next few years, several much-needed construction projects will begin in our campuses across San Francisco.

In preparation for our first major project, the Mission Campus has been temporarily relocated to 375 Alabama Street allowing for construction of our new $60-million campus during the next 18 months. The College has nearly completed the first phase of the John Adams Campus renovation project and is on track to build our new $65-million Chinatown/Northbeach Campus.

Our Ocean Avenue Campus will be breaking ground soon on our new $50-million Health and Wellness facility as well as our new Student Health and Early Childhood Education Program facilities. CCSF is also well on its way to linking our campuses with fiber optic cable that will allow for high speed and high quality technology for students at all our campuses.

The College is also making plans for a new state-of-the-art Performing Arts Center in what is now the Balboa reservoir which, in the meantime, is providing our Ocean Avenue campus with ample parking space.

I encourage you to examine our College catalog where you will find a number of courses if you are looking to begin or restart your education, enhance your professional portfolio, transfer to a four-year college or university, or take courses for personal enrichment. City College has something to offer everyone and despite recent State-mandated increases in tuition, the Board and its Chancellor, Dr. Philip R. Day, Jr., continue to work to keep our doors open and our courses affordable.

On behalf of the Board of Trustees, I wish you a very successful semester and remind you to take pride in your CCSF experience.

Best Regards,

Rodel Rodis
Board President 2005

MESSAGE FROM THE CHANCELLOR

Welcome to Academic Year 2005/6 which also marks City College’s 70th Anniversary. As the catalog cover illustrates, we are recognizing our employees who began their education at City College (including Board members Dr. Anita Grier and Lawrence Wong). For example, among our faculty alone almost 100 professors “started their great careers at City College of San Francisco.” Added to this number are the many support staff who attended the College. It’s the home-grown giving back, and we salute and thank all of them for their dedication and contributions to making our College one of the finest in the nation, serving over 110,000 students annually.

We estimate that millions of students have realized their dreams at City College. I look forward to adding you to our alumni. You are also invited to participate in our birthday celebrations. The College is planning a number of special events including a spring Gala Performing Arts Concert.

Additionally, there will be a Chancellor’s 70th Anniversary Publication and a history of the College by Professor Austin White, who started his education at City College and has taught here since 1968.

Your achievement at City College is our only measure of success. Best wishes for a auspicious academic year.

Sincerely,

Dr. Philip R. Day, Jr.
Chancellor
Students who believe that directory information (that includes courses of study such as Gay and Lesbian Studies, Ethnic Studies, etc.) may identify their race, ethnicity, sexual orientation or otherwise subject them to discriminatory treatment, should be aware they have the option of not having any confidential information released to any group, agency or organization. A request by a student to withhold directory information must be directed to the Dean of Admissions and Records in writing. This formal request must be made within the first two (2) weeks of the beginning of the academic year. Students who enroll other than in the beginning of the academic year (fall semester) must submit their request within the first two (2) weeks of the onset of his/her enrollment. This request must be signed and dated by the student. Students may also come to the Office of Admissions and Records and complete a “Request to Withhold Directory Form.”

For further information, please contact Admissions and Records, Conlan Hall, Room E-107, telephone (415) 239-3291.

**Campus Security**

Copies of City College of San Francisco's publication of the "Students Right to Know and Campus Security Act of 1990" are available at all San Francisco Community College police offices. Telephone (415)239-3200.

**Educational Code Section 66500 Compliance**

In compliance with Educational Code Section 34CFR668.32 (j), 668.37, information regarding the obligation of male students to comply with the Federal Military Selective Service Act by registering with Selective Service is available at www.sss.gov, by calling 1/847-688-6888, in all U.S. Post Offices, and in the Financial Aid Office.

Additionally, Selective Service registration cards will be available in the office of Admissions and Records at the Ocean Avenue Campus.

**STUDENT RIGHT-TO-KNOW**

In accordance with federal law, City College of San Francisco is required to publish annually its "Student Right-To-Know" (SRTK) transfer preparation/graduation/completion and other transfers rates. These rates are determined by the California Community College Chancellor’s Office and are based on a limited cohort of students. The rates are derived by tracking a Fall cohort of students over three years and dividing the number of students who successfully become transfer prepared/graduate/complete or actually transfer by the number in the initial cohort. This information is updated annually and is available online at www.ccsf.edu/Info/srtk.html
ACCESS TO PUBLIC RECORDS AND INFORMATION

City College of San Francisco maintains a website (www.ccsf.edu) that provides the public with a tremendous amount of information regarding the structure and operation of the college. If you are interested in the activities of the Board of Trustees (e.g. where and when meetings are held or personal biographies of board members) this information may be accessed through this web site. In addition, board agendas are available to the public through this web site under the Department of Finance and Administration. In order to keep the public informed, all Board of Trustee meetings are televised on Educational Cable Channel 27 which is maintained by the District.

Procedures for accessing public records held by City College of San Francisco may be reviewed on this website. For those interested in accessing public records, please contact Martha Lucey, Dean of Marketing and Public Information at (415) 239-3680. The designated Custodian of Public Records is Peter Goldstein Vice Chancellor of Administration and Finance, who may be reached at (415) 241-2229.

Information regarding the District’s Strategic Plan, Educational Master Plan, and the Accreditation Self-Study Report (2000) are also available on this web site. These documents are found under the Office of Shared Governance and provide a detailed overview of institutional activities that have occurred and are planned for the future. The Operational Budget for the College is found under the Office of the Vice Chancellor of Finance and Administration.

District procurement procedures are found on this web site under the Purchasing Department. If you are interested in doing business with the District, please send a letter of introduction along with a line card or catalog to Purchasing, 33 Gough St. San Francisco, CA 94103. If you are a small, local or minority business certified by the City/County of San Francisco’s Human Rights Commission or with the State of California please indicate this status in your communication.

INJURY AND ILLNESS PREVENTION PROGRAM FOR WORKPLACE SECURITY

The San Francisco Community College District will make every reasonable effort to provide a safe and healthful working environment for all employees as required by federal, state or local law, and a safe and healthful environment for students and visitors. For those desiring to know more about the district’s Injury and Illness Prevention Program please access www.ccsf.edu for more information.
SELECTED INFORMATION AND ASSISTANCE - ALL TELEPHONE NUMBERS AREA CODE 415

Adding & Dropping Classes
Smith Hall, Room 118 ............. 239-3732

Admissions & Records (Credit)
Conlan Hall, Room 107 ............. 239-3285

Admissions & Records (Noncredit)
31 Gough St. Room 19 ............. 241-2286

African-American Scholastic Programs
Bungalow 500 ..................... 452-5315

Associate Dean of Student Advocacy,
Rights & Responsibilities
Conlan Hall, Room 106 ............. 239-3145

Associated Students (Ocean Avenue)
Student Union, Room 209 ............. 239-3108

Awards/Certificates Evaluation
Conlan Hall, Room 2 ............. 239-3486

Bookstore (Textbooks)
Conlan Hall, Room 109 ............. 239-3470

Bookstore Annex (Supplies, Computers,
Clothing)
11 Phelan Ave ..................... 452-5210

CalWORKS
Bungalow 609 ..................... 452-5700

Career Development & Placement Center
Science Hall, Room 127 ............. 239-3117

Child Care
Bungalow 320 ............. 239-3462

College Development
Science 193 ..................... 239-3816

Computer Labs:
Academic and Writing Lab Rosenberg Library,
Room 207 ..................... 452-5883
Business Department Computer Lab
Cloud Hall, Room 111 ............. 239-3769
Instructional No. 1
Batmale Hall, Room 301 ............. 239-3492
Instructional No. 2
Science Hall, Room 8 ............. 239-3197
Word Processing Room Rosenberg Library,
Room 521 ..................... 452-5577

Continuing Education
Fort Mason Art Center ............. 561-1860

Counseling (New & Continuing Students)
Conlan Hall, Room 205 ............. 239-3296

Also located: Arts Building, Room 201,
Bungalow 623E, Cloud Hall, Room 207, North Gym,
Room 104, South Gym, Room 116

Disabled Student Programs & Services
(DGPS)
Rosenberg Library, Room 323 ............. 452-5481

Early Childhood Mentor
Bungalow 213 ..................... 452-5600

English Eligibility
Batmale Hall, Room 514 ............. 239-3574

Extended Opportunity Programs & Services
EOPS Center ..................... 239-3562

Family Resource Center
Student Union, Upper Level ............. 239-3109

Financial Aid, Fee Waiver, Student Loans
Cloud Hall, Room 324 ............. 239-3575

Foreign Student Admissions
Conlan Hall, Room 107 ............. 239-3837

Foreign Student Counseling
Cloud Hall, Room 212 ............. 239-3942

Foreign Students Intensive English Program
Cloud Hall, Room 208 ............. 239-3895

Graduation Petition & Transfer Credit Evaluation
Conlan Hall, Room 107 ............. 239-3840

HIV/STD Education Office
Cloud Hall Mezzanine 4th Floor .... 452-5072

Honors Program
Creative Arts Room 202 ............. 452-3376

Language Center
Rosenberg Library, Room 205 ............. 452-5555

Latino Services Center
Cloud Hall 364 ............. 452-5335

Learning Assistance Center
Rosenberg Library, Room 207 ............. 452-5502

Louise & Claude Rosenberg, Jr., Library &
Learning Resource Center ............. 452-5400

Lost and Found
Cloud Hall, Room 119 ............. 239-3200

Marketing and Public Information
Science Hall, Room 194 ............. 239-3680

Matriculation Services
Conlan Hall, Room 204 ............. 239-3751

Media Center
Rosenberg Library, Room 403 ............. 452-5423

Older Adults Department
Mission Campus ............. 551-1122

Online & Telecourse Office
Bungalow 204 ............. 239-3885

Outreach & Recruitment Services
Bungalow 615 ............. 239-3556

Parking Information & Enforcement
Cloud Hall, Room 119 ............. 239-3200

Parking, Student Permits
Conlan Hall, Room 104 ............. 239-3345

Police/Public Safety
Cloud Hall, Room 119 ............. 239-3200

Prerequisite Information Desk
Conlan Hall, Room 204 ............. 239-3573

Re-Entry to Education Program
Smith Hall, Room 106 ............. 239-3297

Registration Center/Fee Payment
Smith Hall, Room 118 ............. 239-3858

Residency Requirements
Conlan Hall, Room 107 ............. 239-3287

Resident Fees, Foreign Student &
Non-Resident Tuition
Smith Hall, Room 118 ............. 239-3521

Room Usage, Facilities Rental
Science Hall, Room 142 ............. 239-3133

Scholarship Information
Batmale Hall, Room 366 ............. 239-3339

Student Account Services
Bungalow 619 ............. 239-3450

Student Accounting
Conlan Hall, Room 104 ............. 239-3760

Student Activities
Student Union, Room 205 ............. 239-3212

Student Health Services
Bungalow 201 ............. 239-3110

Study Abroad Program
Cloud Hall, Room 212 ............. 239-3778

Testing & Assessment
Conlan Hall, Room 203 ............. 239-3128

Transcripts
Conlan Hall, Room 107 ............. 239-3838

Transfer Center
Science Hall, Room 132 ............. 239-3748

Veteran’s/Educational Benefits Office
Conlan Hall, Room 2 ............. 239-3486

Women’s Resource Center
Smith Hall, Room 103 ............. 239-3112

Working Adults Degree Program
Mission Campus, 375 Alabama ............. 551-1123
Southeast Campus, 1800 Oakdale 550-4300

SCHOOL OFFICES

Applied Science & Technology Evans
Campus, 1400 Evans Ave ............. 550-4440

Behavioral & Social Science Ocean Avenue
Campus, Arts 208 ............. 239-3174

Business Downtown Campus,
88 Fourth Street ............. 267-6500

Health & Physical Education John Adams
Campus, 1860 Hayes ............. 561-1900

International Education &
English as a Second Language
Chinatown
Campus, 940 Filbert ............. 561-1850

Liberal Arts
Ocean Avenue Campus, Arts 301 ............. 239-3127

Science & Mathematics Ocean Ave.
Campus, Science 150 ............. 239-3665
The History of City College of San Francisco

City College of San Francisco has served the educational needs of its city for 70 years. During that time, the College has evolved into a multicultural, fully-accredited community college.

The College was founded in response to a demand from the citizens for a public institution to serve both the academic and the vocational needs of students as an integral part of the San Francisco Unified School District. It was first housed in temporary facilities at the University of California Extension Division building and at Galileo High School. Classes began on September 1, 1935 with an enrollment of 1,074 students and 74 faculty members. The enrollment rapidly increased, and four years later, the College was holding classes in 22 locations. The San Francisco Board of Education approved a building plan for the College in 1937, which included a 56-acre site bordering Balboa Park at Phelan Avenue. The 1937 groundbreaking ceremony, conducted by Mayor Angelo Rossi, led to the 1940 opening of the Science Hall and the North and South Gymnasiums to approximately 3,200 students.

The once steadily-growing enrollment was reversed when the United States entered World War II; however, the College provided educational training to Army and Navy personnel. By 1947, enrollment was on the rise again as returning veterans joined high school graduates pursuing their college degrees. To provide sufficient classroom space, the College acquired the adjoining U.S. Navy WAVES Separation Center across Phelan Avenue, used Excelsior School as an annex, and scheduled its first evening classes. Federal and State grants and the passage of a school bond issue made funds available for the College to continue its building program. Cloud Hall was completed in 1954, Smith Hall in 1955, the Creative Arts Building and the Student Union in 1970. The Arts Extension was completed in 1972, Conlan Hall in 1974, Batmale Hall and the Downtown Campus in 1978, and the Louise and Claude Rosenberg, Jr., Library/Learning Resource Center in 1996.

The College was separated from the San Francisco Unified School District in 1970, and the new entity, the San Francisco Community College District, was formed. This new entity included not only the College but also the Adult and Occupational Education Division of the unified school district. Responding to the expressed community need, the College maintained these neighborhood education programs composed primarily of noncredit courses. Because of rapid growth, the College subsequently formed two separate divisions: one for credit courses located on the Balboa Park (Ocean Avenue) Campus; and one for noncredit courses offered throughout the City, under the umbrella of the San Francisco Community College District. The two divisions were merged in 1990, and a single City College of San Francisco, offering both credit and noncredit courses at twelve campuses and nearly 100 neighborhood sites, was created. The campuses are Alemany, Castro/Valencia, Chinatown/North Beach, Downtown, Evans, Ft. Mason, Gough Street, John Adams, Mission, Ocean Avenue, San Francisco Airport, and Southeast. The College employs 46 administrators, 882 classified employees to support 710 full-time and 1126 part-time faculty, ninety-five percent of whom have master’s degrees and nearly 250 of whom hold doctorates. They teach more than 110,000 credit and noncredit students annually.
**ADMINISTRATIVE STAFF**

Dr. Philip R. Day, Jr.,
Chancellor

Peter Goldstein
Vice Chancellor, Administration and Finance

Dr. Don Griffin
Vice Chancellor, Academic Affairs

Vacant
Vice Chancellor, Student Development

James Blomquist
Associate Vice Chancellor, Facilities

Phyllis McGuire
Associate Vice Chancellor, Workforce and Economic Development &
Dean, Evans Campus

Dr. Carlota del Portillo
Dean, Mission Campus

Dr. Brian E. Ellison
Dean, Instruction/Curriculum/Tenure Review

Charleton “Skip” Fotch
Associate Dean, Student Activities

Dr. Robert Gabriner
Dean, Research, Planning and Grants

Dr. Steven Glick
Dean, School of Business & Downtown Campus

Linda Squires Grohe
Dean, School of Health & Physical Education &
John Adams Campus

Steven Hale
Employee Relations Manager

Terrance Hall
Dean, Faculty Support/Scheduling

Stephen Herman
Dean, Administrative Services

Mamie How
Dean, Educational Technology Office

Kristen Hershbell
Associate Dean, Grants & Resource Development

Dr. Veronica Hunnicutt
Dean, Southeast Campus

Linda Jackson
Associate Dean, Affirmative Action/ADA Coordinator

Rita Jones
Dean, Library and Learning Resources

James Keenan
Director, Buildings and Grounds

James Kendrix
Chief Financial Officer

Lawrence Klein
Interim Dean, School of Behavioral & Social Sciences

Dr. Ronald Lee
General Counsel

MaryLou Leyba
Associate Dean, Admissions & Records (Noncredit) & Acting
Dean of Student Affairs

Donald Lind
Director of Payroll Services

Joanne Low
Dean, School of International Education & ESL & Chinatown/North Beach Campus

Martha Lucey
Dean, Marketing and Public Information

Mia Nguyen
Associate Dean, Staff Development & Human Resources

Doug Re
Dean, ITS Systems and Operations

Dr. Mark Robinson
Associate Dean, Student Advocacy, Rights and Responsibilities

Dr. Bruce Smith
Dean, School of Liberal Arts & Castro/Valencia Campus

Leslie Smith
Dean, Governmental Relations

Clara Starr
Dean, Human Resources

Judy Teng
Dean, Contract Education/Community Services

Gary Tom
Dean, Alemany Campus & Fort Mason Center

Dr. Chi Wing Tsao
Dean, School of Science & Mathematics

Vacant
Dean, Student Support Services
Identified below are some of CCSF’s larger instructional sites:

1. San Francisco Senior Center, 890 Beach St.
2. Marina Middle School, 3500 Fillmore St.
5. On Lok, 1333 Bush St.
6. Jewish Community Center, 3200 California St.
7. Laurel Hill Nursery School, 401 Euclid Ave.
8. Park Presidio Church, 4301 Geary Blvd.
9. S.F. Human Services Department, 50 Van Ness Ave.
10. Glide Memorial Church, 330 Ellis St.
EQUAL OPPORTUNITY STATEMENT
The San Francisco Community College District is committed to providing a workplace and an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the San Francisco Community College District to provide all persons with equal employment and educational opportunities in all of its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender or questioning person in any District program or activity. Further, the District does not tolerate retaliation against any employee or student for making a valid complaint or charges under the provisions of its nondiscrimination procedures, or for cooperating in an investigation. The San Francisco Community College District complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135 et. seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds. The compliance officer/coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco, CA 94103, (415) 241-2281. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Affirmative Action Officer.

POLITICA DE IGUALDAD DE OPORTUNIDADES
El Distrito del Community College de San Francisco tiene el compromiso de ofrecer un ambiente laboral y educacional libres de discriminación, acoso o hostigamiento, intimidación, amenazas o coerción que se base en el status de una persona que goce de protección legal. Por lo tanto, es política del Distrito del Community College de San Francisco respetar la igualdad de oportunidades de trabajo y educación de todas las personas, en todos sus programas y actividades, sin consideración de la raza, color, ancestr, nacionalidad de origen, identificación del grupo étnico, religión, edad, sexo, estado civil, estado de pareja conviviente, orientación sexual, incapacidad o por portar el SIDA/VIH (Síndrome de Inmunodeficiencia Adquirida/Virus de la Inmunodeficiencia Humana), condiciones médicas, identidad del sexo, o condición de veterano de la Era del Vietnam. Estas categorías incluyen específicamente a las lesbianas, homosexuales, transexuales o a la persona que hace las preguntas de cualquier actividad o programa del distrito. Además, el Distrito no tolera las represalias que se adopten en contra de los empleados o estudiantes por el hecho de que estos presenten una queja legítima o formulen cargos bajo el amparo de las disposiciones que regulan el procedimiento no discriminatorio que sigue el Distrito, o por el hecho de que cooperen en una investigación. El Distrito del Community College de San Francisco cumple con todas las leyes aplicables, incluyendo los Títulos VI y VII de la Ley de Derechos Civiles de 1964, la Ley sobre la Discriminación en el Empleo por la Edad, las Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Incapacidad de los Norteamericanos de 1990, el Título IX de las Enmiendas a la Educación de 1972, la Sección 11135 y siguientes del Código del Gobierno de California, y todas las regulaciones aplicables, y todos los requisitos aplicables con relación a la recepción de fondos federales y/o estatales. El funcionario/coordinador encargado del cumplimiento de los propósitos de esta política es el Funcionario de Acción Afirmitativa del Distrito, 31 Gough Street, San Francisco, CA 94103, (415) 241-2281. Si necesita información sobre las disposiciones de las leyes aplicables y los procedimientos de queja, puede consultar con el Funcionario de Acción Afirmitativa del Distrito.

PAHAYAG TUNGKOL SA PANTAY NA OPORTUNIDAD
Ang San Francisco Community College District (San Francisco Distrito ng Kolehiyon Pang-madla) ay naka-pangako na magbigay ng lugar ng trabaho at kapaligiran edukasyonal nang walang diskriminasyon, harassment (paulit-ulit na paggugulo), pananakot, pagbabanta, o pagpi-pilit at magbigay ng katayuan ipagtanggol batay sa batas. Sa gayon, ito ang patakaran ng San Francisco Community College District na magbigay ng trabaho sa lahat ng tao nang magkapareho at pagkakataong edukasyonal sa lahat ng programa at mga gawain nito nang hindi isaalang-alang ang lahi, kulyang, angkang pinagmulan, bansang pinang-galingan, pagkilala ng grupong panlahi, relihiyon, edad, kasarian, kalagayan ng pag-asawa, kalagayan may kasamang pantahanan, orientasyon ng tauhin, pagkainutil o laqay na may AIDS/HIV, kondisyong medikal, pagkakakilanlan ng kasarian, o kalagayan bilang isang beterano sa panahon ng digmaan sa Vietnam. Ang mga kategoriyang ito, lalong lalo na ay kabilang na ang kalagayan bilang isang lesbian (parehong babaing magkasintahang gay, parehong lalaking magkasintahan), taong may dalawa-hang kasarian, taong naqsal ni kasari-an o taong hindi malinaw ang kasarian sa alinmang programa ng distritong pampaaralan o pagkililos. Dagdag pa
nito, hindi pahintulutan ng Distrito ang paghihiganti laban sa sinumang empleyado o estudyante para sa pagawa ng makatwirang reklamo o sakdal sa ilalim ng mga kondisyon ng pamamaraang walang diskriminasyon, o para sa kooperatiba sa imbestigasyon.

Pinagsusundan ng San Francisco Community College District ang lahat ng naaangkop na batas, kabibilang ang Titulong VI at VII ng Civil Rights Act (Batas ng mga Karapatang Pambansa) sa taong 1964, ang Age Discrimination (Diskriminasyon dahil sa Edad) sa Employment Act (Batas ng Pang-empleyado), Seksiyong 504 ng Rehabilitation Act (Batas sa Pagpapanibagong-ayos) sa taong 1973 at ang Americans with Disabilities Act (Mga Amerikano sa Batas ng Kawalang-lakas) sa taong 1990, ang Titulong IX ng Education Amendments (Pagsususog sa Edukasyon) sa taong 1972, California Government Code Section 11135 et. seq. at ang lahat ng bagay na regulasyon, at kasama ng lahat na nangangkap na pangangaliang kaugnay ng mga pondo galing sa federal at/o state.

Ang impormasyon tungkol sa mga layunin ng patakarang ito ay ang District Affirmative Action Officer (Opisyal ng Distrito sa Sang-ayon Pagkilos) na nasa 31 Gough Street, San Francisco, CA 94103, (415) 241-2281.

Ang opisyal nga tagapag-ugnay sa pagtupad sa mga layunin ng patakarang ito ay ang District Affirmative Action Officer na nasa 31 Gough Street, San Francisco, CA 94103, (415) 241-2281.

Ang impormasyon tungkol sa mga layunin ng patakarang ito ay puwedeng maikha sa District Affirmative Action Officer.

**THÔNG TÔI VỀ CO HỘI BỈNH ĐẲNG**

Họp Khí Đại Hợp Công Động San Francisco cao kìt cúng cấp một môi trường làm việc và học hành hoàn toàn không có sự kỳ thị, xâm nhập, đe doạ, hàm doạ, hoặc chống ép trên khía cạnh một tính trạng được pháp luật bảo vệ. Do đó, đúng khi của Họp Khí Đại Hợp Cổng Động San Francisco là cùng cấp hoạt động và học hành bằng cách tất cả mọi người trong môi trường và sinh hoạt của họ khi bất kể chủng tộc, màu da, nguồn gốc, quốc giới, tôn giáo, tôn giáo, tư duy; phái, tính, tính trạng hình hài, tính trạng chung cư, quy luật duy kiến địa lý, tính trạng AIDS/HIV hay khuyến khích tất, điều kiện cụ thể, bán kính, bán kính trực tiếp cần phải cho người Việt Nam. Các điều này bắt tựa về giao thông là người đồng tính khuyến ai nãi, đồng tính khuyến ai nam, tưởng tượng, đối phái, tính hoặc không giới rân quan hệ, yêu ai trong tất cả chủng tộc, tính trạng hình hài hoặc hoạt động nào của họ khi.

Người ra Họp Khí công đúng thứ một sự trái a bát có một mình vi hai, sinh viên, người hoặc quy định nghệ thuật cách diều độ tải là thư tục của họ khi, họ có về thì tác trong một cuộc điều tra.


Văn chung vui hợp văn pháp pháp mới vănتعلي của thư tường Liên Học Điện Quyền Chúng Hợp Khí (District Affirmative Action Officer), địa chỉ số 31 Gough Street, San Francisco, CA 94103, (415) 241-2281.

Các tài liệu khác quan quan đến các điều lệ luật hiện hành và thư tục kiệu nghệ thuật sẽ được tại văn phòng Văn Chứng Hợp Đồng Động Khí (District Affirmative Action Officer)
City College of San Francisco, a two-year college, confers the degrees of Associate in Arts or Associate in Science on students who satisfy the course and grade requirements for graduation.

Extensive Choice of Disciplines and Courses

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

Instructional areas include the following:

Program in General Education. An extensive selection of courses in the humanities, the arts, the natural and social sciences, and other fields are offered to enable students to enrich their educational background.

Transfer Program. Courses offered to satisfy lower-division requirements to enable students to transfer to baccalaureate degree-granting institutions as juniors.

Occupational Program. Training for employment in occupations normally requiring two years or a shorter period of specialized college preparation.

Non-traditional Studies. Courses directed specifically to the interest and educational objectives of major segments of the San Francisco community including African Americans, Chinese, Gays and Lesbians, Latin Americans, Asian Americans, and Filipinos.

Interdisciplinary Courses. Interdepartmental instruction in various aspects of the biological, physical, social, and behavioral sciences; humanities; and ethnic studies.

International Education Program. Courses abroad for credit and courses locally about Pacific Rim topics and issues.

Distance Learning Courses. Courses that are offered via television and through online instruction.

Foundation Courses. Basic courses in business, English, guidance, and mathematics.

College Accreditation

City College of San Francisco is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Ste. 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The accreditation evaluation report is available for examination in the Chancellor’s Office, Conlan Hall, Room 200. In addition, many occupational curricula the College offers have specialized accreditation by, or approval from, recognized national or state agencies. For further information, please see the catalog sections for the following departments: Aircraft Maintenance Technology, Administration of Justice, Culinary Arts and Hospitality Studies, Dental Assisting, Health Information Technology, Medical Assisting, Nursing (Registered), Radiologic Technology.

Student Development

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

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

Career Development and Placement Center
As a CCSF student or alumni, you are entitled to all the career services provided by the Career Development and Placement Center. CDPC will assist you in making your career/job choices, setting your educational career goals, selecting your major and becoming job ready and seeking employment.

CDPC's services include individual career counseling, workshops, career success courses (LERN 60, 61, 62, and 63), job resource information and career mentoring. The Career Center also maintains a career resources library/lab which features computerized, written, and audio-visual career and employment information to assist you in making informed career decisions, as well as planning your job search strategies. CDPC lists jobs, on and off campus, through www.Monster.com. Career Connection, CALJOBS and other job resources can also be found on the CDPC website: www.ccsf.edu/Services/CDPC or by visiting the Career Center. The CDPC workshop and class schedule, employer recruitment and event calendar can also be found on our website. For all questions you should call 239-3117 or send an e-mail to our online advising: careerchat@ccsf.edu.

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

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

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

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

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

Inter-Club Council (ICC)
Recognized and funded by the Associated Students, the ICC consists of elected representatives from over 60 clubs. For more information about an existing club or about starting a new club, please stop by the Student Union Room 209 and pick up a club packet.

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

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

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

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

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

The section in this catalog entitled “Transfer Information” lists general transfer requirements for the University of California (all campuses) and California State University (all campuses).
Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and public baccalaureate degree-granting institutions in California are available online, [www.assist.org](http://www.assist.org). Other articulation information for City College can be found at [www.ccsf.edu/artic](http://www.ccsf.edu/artic).

## Associate Degree in Major or with Award of Achievement and Certificate of Completion Programs

The following Associate Degree with Award of Achievement and certificate programs are currently offered through City College of San Francisco:

<table>
<thead>
<tr>
<th>Program</th>
<th>Major of Achievement</th>
<th>Certificate of Completion</th>
<th>Credit Program</th>
<th>Noncredit Program</th>
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<tr>
<td>Administration of Justice and Fire Science</td>
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<td></td>
<td>Fire Officer</td>
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<td></td>
<td>Fire Protection</td>
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<td></td>
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<td>Program</td>
<td>Major of Achievement</td>
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<td><strong>Broadcast Electronic Media Arts</strong></td>
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<td><strong>Business</strong></td>
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<td>Computerized Accounting</td>
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<td>Destination Specialist in Travel and Tourism</td>
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<td><strong>Child Development and Family Studies</strong></td>
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## Overview of the College

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<tr>
<th>Program</th>
<th>Major of Achievement</th>
<th>Certificate of Completion</th>
<th>Credit Program</th>
<th>Noncredit Program</th>
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<td>Child Development: Prof. Develop. and Advo.</td>
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DEGREE CURRICULA

(60 or more semesters units)
Students may receive the Associate Degree with a Major or an Award of Achievement and normally qualify for employment after completing specialized courses and general education requirements in the above areas.

CREDIT CERTIFICATE CURRICULA

(Normally 12 to 30 semester units)
Students may receive a Certificate of Completion after completing specific course requirements in the above areas listed under the department where they are offered.

NONCREDIT CERTIFICATE PROGRAMS

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

NONCREDIT APPRENTICESHIP PROGRAMS

The City College of San Francisco in cooperation with the California Division of Apprenticeship Standards and local Joint Apprenticeship Committees offers “related training” apprenticeship programs in designated trades or occupations. Upon completion of an apprenticeship program, the State of California Department of Industrial Relations California Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade. For more information, contact the Apprenticeship Program Office at 550-4453.

OTHER NONCREDIT PROGRAMS

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

Disabled Student Programs
Older Adults
Parenting
## CALENDAR OF INSTRUCTION

### ALL CREDIT CLASSES

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<th>Event</th>
<th>Fall 2005 Semester</th>
<th>Spring 2006 Semester</th>
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<tr>
<td>Residency Determination Date</td>
<td>August 16, 2004</td>
<td>January 16, 2005</td>
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<tr>
<td>Martin Luther King, Jr.’s Birthday - No Monday evening classes</td>
<td>January 16, 2006</td>
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<tr>
<td>Instruction begins - Day/Evening Classes</td>
<td>August 17, 2005</td>
<td>January 17, 2006</td>
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<tr>
<td>First day of Saturday classes</td>
<td>August 20, 2005</td>
<td>January 21, 2006</td>
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<tr>
<td>First day of Sunday classes</td>
<td>August 21, 2005</td>
<td>January 22, 2006</td>
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<td>Last day to drop or reduce course work to obtain a 100% refund for enrollment fee and N/R foreign student tuition fee</td>
<td>August 30, 2005</td>
<td>January 30, 2006</td>
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<tr>
<td>Last day to add credit classes via WEBSTARS only</td>
<td>September 2, 2005</td>
<td>February 3, 2006</td>
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<tr>
<td>Labor Day Weekend</td>
<td>September 3 - September 5</td>
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<tr>
<td>Last day to drop credit classes with no notation on academic record</td>
<td>September 9, 2005</td>
<td>February 10, 2006</td>
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<tr>
<td>Last day to drop or reduce course work to qualify for a 50% pro rated nonresident and foreign student tuition refund fee</td>
<td>September 9, 2005</td>
<td>February 10, 2006</td>
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<td>Last day to remove an Incomplete received in the previous semester</td>
<td>September 16, 2005</td>
<td>February 16, 2006</td>
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<tr>
<td>Lincoln’s Birthday</td>
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<tr>
<td>Presidents’ Birthday weekend. No Saturday classes</td>
<td>February 18, 2006</td>
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<tr>
<td>Presidents’ Birthday weekend. No Sunday classes</td>
<td>February 19, 2006</td>
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<tr>
<td>Washington’s Birthday</td>
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### August 2005

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<td>25 26 27 28 29 30</td>
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### October 2005

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<tr>
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<tr>
<td>Event</td>
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<tr>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Last day to request a credit/no credit grading option</td>
</tr>
<tr>
<td>Last day to request GPA verification for CAL Grants to meet 3/2 deadline</td>
</tr>
<tr>
<td>Last day to petition for an Associate in Arts or Associate in Science/Transfer Associate</td>
</tr>
<tr>
<td>Last day to petition for an Award of Achievement/Certificate of Completion</td>
</tr>
<tr>
<td>Faculty Day</td>
</tr>
<tr>
<td>End of the midterm period</td>
</tr>
<tr>
<td>Cesar Chavez Day</td>
</tr>
<tr>
<td>Spring Vacation</td>
</tr>
<tr>
<td>Veteran’s Day Observance - No Saturday classes</td>
</tr>
<tr>
<td>Last day to file for a Leave of Absence</td>
</tr>
<tr>
<td>Last day for student/instructor initiated withdrawal from classes</td>
</tr>
<tr>
<td>Day classes only; no classes beginning after 3:59 pm. All classes must end 5:15 pm.</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>First day of final examinations for day classes</td>
</tr>
<tr>
<td>Last session and final examinations for Wednesday evening classes</td>
</tr>
<tr>
<td>Last session and final examinations for Thursday evening classes</td>
</tr>
<tr>
<td>Last session and final examinations for Saturday classes</td>
</tr>
<tr>
<td>Last session and final examinations for Sunday classes</td>
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<tr>
<td>Last session and final examinations for Monday, Monday/Wednesday evening classes</td>
</tr>
<tr>
<td>Last session and final examinations for Tuesday, Tuesday/Thursday evening classes</td>
</tr>
<tr>
<td>Last session and final examinations for Monday evening classes</td>
</tr>
</tbody>
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### Calendar of Instruction

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2005 Semester</th>
<th>Spring 2006 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last session and final examinations for Tuesday evening classes</td>
<td>N/A</td>
<td>May 23, 2006</td>
</tr>
<tr>
<td>Last session and final examinations for Wednesday, Monday/Wednesday evening classes</td>
<td>N/A</td>
<td>May 24, 2006</td>
</tr>
<tr>
<td>Last session and final examinations for Thursday, Tuesday/Thursday evening classes</td>
<td>N/A</td>
<td>May 25, 2006</td>
</tr>
<tr>
<td>Last day of final examinations for day classes</td>
<td>December 20, 2005</td>
<td>May 26, 2006</td>
</tr>
<tr>
<td>Mid Year Recess</td>
<td>December 21 - January 15, 2006</td>
<td></td>
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</table>

### March 2006

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<tr>
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### April 2006

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### May 2006

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</table>
ADMISSION TO THE COLLEGE

WebSTARS - Your Portal to Online Registration

Step 1 Go to www.ccsf.edu on your web browser.

Step 2 Click on the Admission/Registration link.

Step 3 Click on Online Registration/Records link.

Step 4 Enter your 9-digit User ID: [********] Student I.D. Number. Enter your PIN: [******] normally your Birth Date (example April 1, 1975 is 040175). NOTE: To ensure maximum security it is advised that you change your PIN.

Step 5 Re-enter PIN: [******] on the Login Verification page.

Step 6 On the Main Menu page click on Student Services & Financial Aid.

Step 7 On the Student & Financial Aid page click on Registration.

Step 8 Follow the instructions on the Registration page. Important: Remember to exit your browser when you are finished.

NOTE: WebSTARS may charge a one-time $3.00 fee per semester. There is no charge during ADD/DROP.

HELPFUL HINTS FOR ONLINE REGISTRATION

- Students must be admitted to the College and have met the matriculation requirements prior to registration. A registration appointment is required to use WebSTARS. To obtain a registration appointment, log on to www.ccsf.edu and go to the Registration page and click on “Check Your Registration Status”, or call (415) 239-3732.
- To protect confidentiality, it is strongly recommended that each student process his/her own registration.
- BE PREPARED for registration. Your first choice may not be available. Therefore, select two or more sections of the same course before attempting to register.
- All administrative and/or academic HOLDS that prevent enrollment must be cleared prior to registration.
- The registration system will prevent time conflicts, multiple registrations in the same course, enrolling in a course without fulfilling the prerequisite, multiple unauthorized repeats, exceeding the maximum number of units (17 semester units).
- After a student’s registration has passed, courses may be ADDED or DROPPED as often as necessary while the registration system is available.

I have questions. Who can help?

Answers for online registration questions are available Monday through Thursday, 8 A.M. to 5 P.M. and on Friday 8 A.M. to 4 P.M. by calling (415) 239-3732. In addition you may email your question to register@ccsf.edu

NOTE: If you have forgotten your pin number or your PIN number has been disabled, please email us at corrects@ccsf.edu

Admissions Policy (Credit Classes)

City College has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:

- You are eighteen (18) years old on or before the first day of instruction for the term which you are applying
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the GED or a state’s high school proficiency examination.

Please note that the above requirements are general; other factors may determine eligibility.

Contact the Office of Admissions and Records for more details or visit our website at http://www.ccsf.edu.
Admissions as a Special Part Time Student (Concurrently Enrolled in High School)

The Board of Trustees of the San Francisco Community College District authorizes certain High School students under the age of 18 years of age to enroll in one or more courses of instruction at City College of San Francisco.

To be considered for admissions as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal and the consent of the parent or guardian.

For more information regarding admissions deadline dates and enrollment policies, please call (415) 239-3286.

Advanced Standing

Students who have previously completed course work at other schools of collegiate rank may transfer to City College of San Francisco. One month after enrolling at the College, they may request an evaluation from the Office of Admissions and Records to determine which of their courses are transferable. Only courses from regionally accredited institutions will be considered for transfer.

High School Honors Courses. City College grants advanced standing and units to students who have completed high-school honors courses and present scores of 5, 4 or 3 certified by the College Entrance Examination Board. A grade of Credit will be entered for courses, unless an exemption has been granted. When suitable verification is provided to the Office of Admissions and Records.

Readmission to City College

Students who have completed a semester, but have interrupted their attendance by an absence of one semester or more, may not register until they have been readmitted to the College. Such students must be readmitted before the beginning of the semester for which they plan to re-enroll.

If the entire enrollment process (See “Procedures for Enrollment in Credit Classes” outlined in steps two, three, and four have never been completed, they will need to be completed before registering for classes, unless an exemption has been granted. Please see Matriculation Section for exemptions.

Applications for readmission are available in the Office of Admissions and Records or on-line at http://www.ccsf.edu.

Reduced Fees Under AB540

As a nonresident you may be eligible to pay the $26 per unit fees just like California residents.

What is AB540? AB540 is a state law that exempts certain students who are not residents of California from paying non-resident tuition at California Community Colleges and California State Universities.

Who is eligible? Students who meet all of the following requirements:

a. You attended a California high school for three or more years.

b. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam).

c. You registered in Spring 2002 or later.

d. You completed a California Nonresident Tuition Exemption Request form.

What steps do I take to determine whether I qualify? Complete a California Nonresident Tuition Exemption Request form. City College will determine your eligibility. If I qualify for nonresident tuition under AB540, how much do I have to pay to attend CCSF? $26 per unit. When can I apply? You can apply at any time. Complete the California Nonresident Tuition Exemption Request form and submit it to City College of San Francisco, Admissions and Records Credit Division, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112. Where can I go for more information and a California Nonresident Tuition Exemption Request form? Contact: Admissions and Records-Credit (Conlan Hall 107); Admissions and Records-Noncredit (31 Gough St.); Admissions and Enrollment (all campuses); Counseling (all campuses); Chinatown/North Beach (940 Filbert); African American Scholastic Programs (Bungalow 500); and Latino Services Network (Cloud 364). If I am a U.S. citizen, does this apply to me? Yes. AB540 applies to you if you attended a California high school for three or more years AND you graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam). What if I have more questions? Contact the Residency Department, Office of Admissions and Records, City College of San Francisco, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112, (415) 239-3287, fax (415) 239-3936 or email resident@ccsf.edu.

Foreign Students

City College of San Francisco enthusiastically welcomes foreign students from throughout the world. Currently there are students from more than fifty countries studying at CCSF. Their presence on campus complements a broad mosaic of multi-ethnic students from San Francisco.

Credit students who wish to be admitted to CCSF’s credit program must:

1. Submit evidence of a degree of academic achievement the equivalent of an American high school education. The student must submit an official transcript of his/her school record accompanied by a certified translation in English.

2. Demonstrate sufficient command of English to profit from instruction at the college. A minimum score of 475 on the written TOEFL Exam or a minimum score of 153 on the computer based Exam.

3. Submit current certification of sufficient financial resources to cover tuition fees and living expenses while attending CCSF.

The documents listed above must be fully completed and submitted to the Foreign Student Office, Conlan Hall, Room 107 by November 2nd for the Spring Semester, and by May 15th for the Fall Semester.

Foreign students are required to complete 12 units of class work each semester to maintain their status. Application forms for foreign students who are interested in the credit program are available from
Admission to the College

the Foreign Student Admissions Office, City College of San Francisco, 50 Phelan Avenue, Conlan Hall, Room 107, San Francisco, CA 94112. Phone (415) 239-3837, Fax (415) 239-3936. You may request in writing for one to be mailed to you. Please include your return address.

Institute for International Students

International students with a low or marginal TOEFL score may take advantage of the intensive English program through the Institute for International Students. A semester program of nine or eighteen weeks or a summer program of four or eight weeks can prepare them for acceptance to American colleges. Applications are available from the Institute for International Students, City College of San Francisco, 50 Phelan Avenue, Box C-208, San Francisco, CA 94112, USA; Phone (415) 239-3895; Fax (415) 239-3804. E-mail: institut@ccsf.edu

San Francisco Consortium: Cross-Registration

City College of San Francisco is a member of the San Francisco Consortium. Through the functions of the Consortium, a variety of educational opportunities are made available to students of the member institutions. For example, currently enrolled, full-time, matriculated students may register for credit in courses offered by the following institutions: California College of Podiatric Medicine; Golden Gate University; San Francisco State University, and the University of San Francisco. Cross-registration is permitted if the course is not currently offered at the home institution, if the course is lower division, if space is available in the course offered by the host institution, and if the student has satisfied course prerequisites and is enrolled in 12 units at the home institution. This cross-registration policy applies only to the regular sessions of the academic year and specifically excludes summer sessions, extension courses, and similar programs.

Further information for students whom the Consortium may help is available in the Registration Center, Smith Hall 118 and the Office of Admissions and Records, Conlan Hall E107.

Matriculation Policy for Credit Classes

It is the policy of the District to ensure equal educational opportunity for all students. The Matriculation process at CCSF brings the student and the College into a partnership agreement to develop and realize the student’s educational goals.

City College of San Francisco agrees to provide the following services:

1. Basic skills assessment and career guidance
2. Orientation to College programs and services
3. Counseling and advisement
4. Opportunity to develop an educational plan
5. Continued monitoring of academic progress

The student agrees to:

1. Attend classes regularly and complete assigned course work
2. Use support services as needed
3. Consult with counselors and advisors when appropriate
4. Be willing to declare an educational goal following the completion of 15 semester units

Matriculation Exemption Policy

All new and readmit students enrolling in credit classes are required to participate in the matriculation process. However, you may be excused from participation in the assessment, orientation, or counseling components if you meet either of the criteria below:

1. You have already earned an A.A./A.S. degree or higher (U.S. accredited institutions only). Or,
2. You do not intend to ever enroll in more than 9 units of courses at CCSF. You do not intend to enroll in courses with prerequisites, enroll in any Math, English or ESL courses, AND do not intend to earn a degree or certificate from CCSF or transfer to a university.

Matriculation Steps for Enrollment in Credit Classes

Students are more likely to succeed in college when they have an accurate assessment of their skills, an idea of their educational goals, and an understanding of the course selection and registration processes. Matriculation services are designed to inform students about how the “system” works. Therefore, unless waived or exempted, all new students must complete the five-step matriculation enrollment process. Students should complete the process as early as possible to receive a priority registration appointment, which will increase chances of enrolling in classes of choice.

STEP ONE—APPLICATION FOR ADMISSION. All new students must file an application for admission with the Office of Admissions and Records, Conlan Hall, Room E107.

NOTE: An additional application for admission into specific programs must be submitted to the department chairperson. Consult the department chairperson of the program you are interested in.

STEP TWO—PLACEMENT TESTING. City College of San Francisco placement tests are administered to all new students who plan to enroll in credit classes unless they meet the waiver or exemption criteria. These tests are one way of measuring students’ skills in English or ESL, reading and mathematics. Counselors will use these results along with other information to help students decide on a program of courses that best suits the students’ educational needs and interests. The test results are used for placement purposes only; they cannot be used to prevent any student from studying at CCSF. (See “Placement Testing Waiver” for alternate way to meet the assessment component.)

CCSF placement test results achieved before March 1993 are no longer valid and cannot be used to meet course or program prerequisites. If your placement test results were achieved before March 1993, you must retake the tests if you wish to use the results to meet prerequisites.

Students must bring a picture identification to the test (e.g. driver’s license, passport, or California I.D.). Students should arrive at least ten minutes before the scheduled time in order to be seated. Once the test has started, no student will be admitted. For further information, see www.ccsf.edu/New_Students/test.htm.
All students must take either the following English or ESL placement test:

- **English** - For native English speakers or those whose primary language is English.
- **ESL** (English as a Second Language) - For those whose primary language is not English.

All students must begin Math placement testing with either the Arithmetic or Elementary Algebra Test:

- **Arithmetic** - For students who need to strengthen their basic arithmetic skills or who may be ready to study Elementary Algebra.
- **Elementary Algebra** - For students who have studied beginning algebra and may be ready to study Intermediate or Advanced Algebra.
- **College Level Math** - For students who wish to enroll in Trigonometry, Calculus, or higher. (Students must take Elementary Algebra Test first.)

Placement tests may be taken in a computerized or paper-pencil format.

- **Computerized version**: Seating for the computerized version is limited. Reservations are required. To make a reservation, call 239-3124.
- **Paper-pencil version**: Students may attend the paper-pencil version of the tests on a drop-in basis. No reservation is required.

For dates and times of both computerized and paper-pencil testing, consult the CCSF Placement Testing Schedule available in the Admissions Office, Testing Office, or online at [www.ccsf.edu/New_Students/test.htm](http://www.ccsf.edu/New_Students/test.htm)

**STEP THREE—ORIENTATION.** The orientation session will focus on registration activities, test score interpretation, and information about programs and services that students need to know upon enrollment.

**STEP FOUR—MEET WITH COUNSELOR.** At the counseling appointment, a student will receive a program of courses and registration information.

**STEP FIVE—REGISTRATION.** Registration is by appointment, the time and date of which appear on the registration ticket that each student receives. If a registration ticket indicates there are holds, they must be cleared before registering. (New students will receive registration appointments upon completion of the matriculation process or upon approval of their matriculation exemption forms. Continuing and re-admit students will have registration appointments mailed to them.)

**Placement Testing Waiver**

An alternate way of satisfying the assessment component is to waive placement testing if you have already taken specific tests and/or courses. You must bring proof (e.g. official transcripts or test result reports) of one of the following to the Matriculation office, Conlan Hall, Room 107.

**ENGLISH**

Students may be excused from taking the English Placement Test and may demonstrate their eligibility for English 1A or 1B by attaching proof of one of the following:

1. Completion of Subject A Course or passing the Subject A Exam at the University of California **Eligibility: English 1A**
2. SAT verbal score of 510 or higher (before April 1995) OR 590 or higher (after April 1995) OR SAT II Writing Subject Test score of 660 or higher **Eligibility: English 1A**
3. Advanced Placement Test of Literature and Composition Score of 3 – **Eligibility: English 1A** Score of 4 – **Eligibility: English 1B** Score of 5 – Satisfies English 1A and 1B
4. Completion with a “C” or better English 1A (college-level composition) or the equivalent at another college **Eligibility: English 1B**

**MATHEMATICS**

Students may be excused from taking the Math Placement Test and be eligible for at least Math 860 (Intermediate Algebra) by attaching proof of one of the following:

1. SAT I Math score of 600 or higher.
2. SAT II Math score of 550 or higher.
3. ACT Math score of Level I or II or 26.
4. Advanced Placement Exam in Calculus AB or BC score of 3 or higher.
5. Advanced Placement Exam in Computer Science AB score of 3 or higher.
6. Advanced Placement Exam in Statistics score of 3 or higher.
7. Completion (with a “C” or higher) of a college-level math course equivalent to MATH 840 (Elementary Algebra) or higher.

**Test Retake Policy**

The placement tests are used for initial placement only in English, ESL and Mathematics. Students who have not yet enrolled in English, ESL or Math can retake the placement test after three months. Students who have completed or withdrawn from English or ESL classes may retake the tests six months after their last attendance in an English or ESL course. Students currently enrolled in English or ESL who wish to jump classes in these sequences must contact the English Eligibility Coordinator at 239-3574 or the ESL Eligibility Coordinator at 239-3427.

**Alternative Matriculation Services**

You can access alternative services for the matriculation process if you indicate the following:

1. English is not your primary language and you do not feel proficient enough in English to take the regular English Placement Test **OR**
2. You have a physical, visual, or communication limitation that might require accommodation in an educational setting **OR**
3. You have extreme difficulty with reading, writing, spelling, math, or understanding and remembering information.

Students’ Rights
Any student who feels he/she has experienced discrimination regarding the matriculation process has the right to file a grievance. Information regarding filing a grievance may be obtained at the Matriculation Office. Any student also has the right to file an appeal regarding participation in the matriculation process. An appeal may be filed at the Matriculation Office.

Enrollment Fees

Fee Schedule for Credit Classes:
(Fees subject to change)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Enrollment fee per semester unit</td>
<td>$26.00</td>
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<tr>
<td>Non-Resident tuition per semester unit</td>
<td>$144.00 + $26.00</td>
</tr>
<tr>
<td>Non-Resident tuition per semester unit for International students and students with F-1 visas</td>
<td>$153.00 + $26.00</td>
</tr>
<tr>
<td>Health fee per semester (non-refundable)</td>
<td>$11.00</td>
</tr>
<tr>
<td>Telephone/Web Registration fee per semester (non-refundable)</td>
<td>$3.00</td>
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</tbody>
</table>

Financial Assistance Program to Offset

Enrollment Fee
The Board of Governors of the California Community Colleges allocates funds to help qualifying students meet enrollment fee costs. For more information about these programs, turn to the Financial Aid heading under the General Information section of this catalog, visit the Financial Aid Office in Cloud Hall, Room 324, or call (415) 239-3575.

Payment Methods and Policies
Enrollment, non-resident tuition, foreign student and all other applicable fees are due and payable in full at the time of registration. Cash, cashier’s checks, money orders, Visa/MasterCard, ATM or first-party checks (for the exact amount) will be accepted as payment.

Enrollment Fee Refund Policy
The enrollment fee may be refundable for full-semester courses and short term courses. The refund policy also applies to Summer Sessions intervals. Please see calendar of instruction for refund deadline dates.

Enrollment Fee Refund Procedures
The enrollment fee refund is not automatic. To obtain a refund for courses dropped on or before the deadline, the student must submit a completed application for refund form to the Tuition and Fees Office, Smith Hall, Room 118, no later than the last day of final examinations. Please refer to the Calendar of Instruction for deadline dates. Refund procedures also apply to summer session intervals.

Nonresident Tuition Fee Refund Policy
Paid nonresident tuition will be refunded in accordance with the following refund schedule:

<table>
<thead>
<tr>
<th>% Refund</th>
<th>Refund Type</th>
<th>Dates</th>
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<tbody>
<tr>
<td>0%</td>
<td>0% Nonresident Tuition Refund</td>
<td>courses officially dropped during the first two calendar weeks of instruction.</td>
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<tr>
<td>50%</td>
<td>50% Nonresident Tuition Refund</td>
<td>courses officially dropped during the third and fourth calendar weeks of instruction.</td>
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<tr>
<td>100%</td>
<td>100% Nonresident Tuition Refund</td>
<td>courses officially dropped after the fourth calendar week of instruction.</td>
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</table>

Refer to the Calendar of Instruction for the specific refund deadline dates listed for each Fall and Spring semesters. Please call the Tuition and Fees Office for the nonresident tuition refund policies regarding short-term courses, courses which begin at variable times other than the beginning of the instructional calendar, summer session courses, etc.

The ultimate responsibility for dropping classes in order to receive a nonresident tuition refund rests solely upon the student. Nonresident tuition will be refunded if the drop is student-initiated or instructor-initiated. It is the student’s responsibility to: (1) check if an instructor has initiated a drop by the deadline date and (2) apply for a refund as stated in the next paragraph.

Nonresident Tuition Fee Refund Procedure
The nonresident tuition fee refund is not automatic. All nonresident students who have paid and are eligible to receive a nonresident tuition fee refund for courses dropped on or before the deadline must submit a completed Application for Refund form to the Tuition and Fees Office or the Registration Center NO LATER THAN THE LAST DAY OF FINAL EXAMINATIONS. Nonresident tuition fee refunds will be based upon the units dropped in accordance with the above pro-rated schedule. Any nonresident tuition fee refund requests received AFTER this date will NOT be processed for refund. All applications for nonresident tuition fee refund must be submitted during the current semester in which courses are dropped. No nonresident tuition fee payment credits will be carried into the next semester.

Please call the Tuition and Fees Office (415) 239-3521 for assistance and information regarding the nonresident tuition refund policy, procedures, and schedules.

Nonresident Tuition Policies and Procedures are subject to change during the 2005-2006 academic year.

In as much as City College is required by statute to report the California residency classifications of all students by the fourth week of the current semester, those students who fail to establish California residency by the fourth week of the current semester will be classified as nonresident students and be required to pay the nonresident tuition fee.

Enrollment, Nonresident and Foreign Student Tuition Fee Credit Balances
City College of San Francisco allows all enrollment fees, nonresident and foreign student tuition balances to be credited to the students’ accounts, which may be utilized to pay for tuition and/or enrollment fees in subsequent school terms. The students’ account will be held for a period for two years. All balances not utilized within the two-year period will be credited to the District.
Residency Requirements

California Residence

Under the state of California Education Code, in order to establish residency, a person must pair his or her physical presence in California with the following provisions: 1) objective evidence of physical presence (one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Calendar of Instruction) and 2) intent to make California the home for other than a temporary purpose. There are other factors to be considered for non-resident students holding different visa types. These students are advised to contact the Office of Admissions and Records at (415) 239-3287 for clarification. Evidence of intent could include but is not limited to at least two of the following: voting in California elections, paying state income tax, obtaining a California driver’s license, registering a motor vehicle, maintaining continuous residence in California. Act of intent must be accomplished for one year.

City College may determine at the time of admissions or at a later date that such students may not have met the aforementioned residence requirement set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical presence in California (one year and one day prior to the first day of instruction for the term for which the minor has applied as indicated in the Calendar of Instruction) with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

It is the student’s responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

Continuing nonresident students at City College (with the exception of foreign students), who think that they meet the time and intent requirements necessary to establish California residency must contact the Office of Admissions & Records for residency verification and adjustment.

For more information regarding California residency please call (415) 239-3287.

Residency Adjustments

Residency adjustments are not automatic. It is the student’s responsibility to initiate a residency inquiry and to provide proof of California residency. Please call the Office of Admissions & Records (239-3287) for the documents accepted as verification.

Students who do not meet the residency requirements will continue to be charged the nonresident tuition as well as the enrollment fee.

Residency Appeals

Students may appeal their residency status as determined by the College through the following procedures:

1. Requests must be addressed, in writing, to the Associate Registrar, within two weeks of receipt of the notification.
2. If further review of residency status is required, a meeting with the Dean of Admissions and Records may be requested within two weeks of the review by the Associate Registrar.
3. Students are required to provide ALL documents required to verify their residency status.

Filing of Students’ Addresses

Every student must file his/her local and legal addresses with the Office of Admissions and Records. Students are required to notify the Office of Admissions and Records promptly concerning change of either address.

Student Classification

Full Time Students - Students carrying 12 or more semester units in the fall or spring semester are full-time students for that semester. A full-time student during the summer session must enroll for six or more semester units in that session.

Half/Part Time Students - Students carrying a minimum of six semester units in the fall or spring semester are half-time students for that semester.

Enrollment Limitations

Students may enroll in a maximum of seventeen (17) semester units, including physical education courses each Fall and Spring School terms. Students may enroll in a maximum of seven (7) semester units, including physical education courses during the Summer Session. Students wishing to enroll in more than the maximum units allowable must receive permission from his/her academic counselor. Approval to take more than 17 semesters unit will not be given unless students need such units to be candidates for graduation, or have completed their last full semester of work at the College with an average grade of B (3.00 grade-point average) or higher.

NOTE: Enrollment maximums are strictly enforced by our computer systems. Therefore, students who have received permission from their counselor to enroll in over the maximum units authorized by College policy must process those units in-person at the Registration Center, Smith Hall, Room 118.

Adding Classes, Changing Sections, Dropping or Withdrawing from Classes

After a student has officially registered in classes, the student may add a course, change a section, drop or withdraw from a course within certain dates specified in the Calendar of Instruction. Information regarding these procedures is available from the Office of Admissions and Records.

A student who stops attending a course and does not file an official drop form with the Office of Admissions and Records may be marked as having failed the course by his/her instructor.
Class Attendance

Attendance at the first class session is very important. Your instructor MAY drop you if you do not attend. If you must be absent during the first few days of class, contact the instructor directly.

Do not rely on the instructor to drop or withdraw you from class for non-attendance. If you have registered for a class, but no longer attend it, or have never attended it, you must drop or withdraw from the class.

Students are expected to attend class regularly and punctually. At the first class meeting, the instructor will give students a written statement of how many times a student can miss class. Excessive tardiness may be considered equivalent to absence. If a student exceeds this number, the instructor may remove the student from the class roll within certain dates as specified in the Calendar of Instruction (see the section under Credits and Grades entitled “W” Withdrawal). If a student disagrees with having been removed from the class roll, the student can appeal to the Vice Chancellor of Academic Affairs. The student will not be allowed back into the class unless the Vice Chancellor of Academic Affairs and the instructor agree.

A student who is absent from a class for any reason is responsible for the content covered during the absence and for making up any course work that was required.

Auditing

In both the credit and noncredit programs, only students who are officially enrolled in a course may attend class. Classes may not be audited. However, some credit classes are offered through a concurrent enrollment option for students who are interested in enrolling in a class but not interested in receiving credit. For a list of credit courses offered through this concurrent enrollment option, students should contact the Continuing Education Office.

Leave of Absence Policy

A student who wishes to drop/withdraw from all courses should file a Leave of Absence. If the student registered for classes in the term he/she is requesting the Leave of Absence, the student’s academic transcript will reflect “Leave of Absence” (see Calendar of Instruction for last day to file).

Students may take a maximum of one (1) semester Leave of Absence. If a student is requesting a Leave of Absence after enrolling in classes, the student will be mailed a registration appointment for the following school term and his/her registration will reflect that of a continuing student. If the student requests a Leave of Absence without attempting to register for classes for the school term, the student must re-submit an application for admissions and his/her registration priority will reflect that of a re-admitted student which has a lower priority than that of a continuing student.

If the deadline for requesting a Leave of Absence has expired and the student requests a waiver of College policy due to extenuating circumstances, the student must submit a Petition for Late Withdrawal to the Dean of Student Advocacy, Rights and Responsibilities. The student will be expected to provide verifiable documentation to support the extenuating circumstances.

Students who have a Hold on their academic records will be denied a Leave of Absence until all HOLDS are cleared.

Admissions Policy (Noncredit Classes)

Anyone 18 years or older can enroll in a noncredit class.

Students may enroll in most classes by attending the first class meeting. Provided space is available, students may also enroll in most classes any time during the semester because these classes are open entry-open exit. Class and program information may be obtained from the individual campuses.

Note: Students enrolling in ESL, Citizenship, or Transitional Studies classes, and many Business, Trade & Industry, Child Development & Parent Education, or DSPS classes must participate in the Matriculation Services outlined below.

Matriculation Services for Students Enrolling in Noncredit Classes

Matriculation is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. Noncredit matriculation services, minimally, include:

- Assessment (of English or ESL and math skills, career interests)
- Orientation (to noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

Please contact the Admissions of Enrollment Office at the campus that you wish to attend for more information.

How to Enroll in Free Noncredit Courses

Students can earn special certificates and/or diplomas by enrolling in the noncredit division. Courses include Adult Basic Education (ABE), Business, Child Development and Family Studies, Citizenship, Consumer Arts and Sciences, Consumer Education, Disabled Students Programs and Services, English as a Second Language (ESL), GED, High School, Older Adults, and Trade and Industry.

Noncredit division courses are tuition free. However, students are expected to secure books and supplies. A few courses require the purchase of additional materials or the payment of a materials fee.

For the most accurate and up-to-date enrollment information, please contact the campus offering the course you want to take. The locations and phone numbers are listed on the inside front and inside back covers of the class schedule. Counselors are available to help you select and enroll in classes.

New students are required to complete a Noncredit Application. You may complete a Noncredit Application by 1.) Going to www.ccsf.edu on your web browser; 2.) Clicking on the Admissions/Registration link; 3.) Clicking on noncredit admissions link; 4.) Clicking on noncredit application link. Students may also pick up an application at the campus they plan to attend and submit it to the Office of Admissions & Enrollment.
Programs such as ESL, Citizenship, Adult Business Education/High School, DSPS, Child Development and Family Studies and short-term vocational courses such as Office Technology and Trade and Industry require that students go through the matriculation process. Please contact the Admissions & Enrollment office at the campus that you wish to attend for more information.

In many cases, you can enroll in classes by attending the first class meeting. You can also enroll after the start of the semester. Speak to a counselor or the instructor.

IMPORTANT: Students holding F1 Visas are prohibited from enrolling in noncredit courses.

**Eligibility for Noncredit High School Program**

Students must be 18 years old or older, or if between 17 and 18 years old they must have an exemption from their home school district.

**Eligibility for Differential Standards High School Program**

This program is part of the Disabled Students Programs and Services (DSPS). Differential standards are adjustments made for qualified disabled individuals in earning credits for a high school diploma and in taking both proficiency and GED tests. These adjustments are made so that students are not penalized solely because of their disability. Qualifying disabilities for differential standards include learning disability, acquired brain injury, visual impairment, orthopedic impairment, hearing impairment, speech and language limitations, and other health impairments such as seizure disorders and chronic respiratory illness. This program is located at the John Adams Campus. For further information call 561-1001.
GENERAL INFORMATION

GENERAL PROGRAMS OF STUDY

Occupational Program

An important function of City College of San Francisco is to provide occupational education—two years or a shorter period of specialized college-level training designed to qualify students for entry employment or for upgrading in fields in which they have had experience or previous training. The College provides this preparation in both degree and certificate curricula.

Collectively, the degree and certificate curricula offered by the College comprise the Occupational Program. These curricula are specifically designed to meet employers' and community needs and, in many instances, were developed in cooperation with advisory committees representing business, industry, organized labor, civil service, and the professions. Members of the College administrative and instructional staffs meet with representatives of these groups, as the need arises, in order to revise and to develop curricula and to facilitate the employment of graduates and others.

Award of Achievement and Graduation. Degree curricula in the Occupational Program are designed so that students may satisfy the requirements both for graduation from the College and for the Award of Achievement, which is given to students who have completed a curriculum of 60 or more semester units, normally in two years, in accordance with the requirements of a particular department of instruction. The requirements for the Award are as follows: satisfaction of the College graduation requirements or an Associate or higher degree from an accredited college or university in North America; achievement, in many curricula, of a specified grade average (a minimum of C in most instances) in the student’s major field; and completion of all courses required in a particular curriculum.

Because of the varied nature of the many degree curricula offered in the Occupational Program, it is not feasible to present a statement of the requirements for the Award of Achievement for each curriculum in this section. However, this information is given in the section of this catalog entitled “Announcement of Programs and Courses” where they are listed by department.

Please note: Degrees are accepted from foreign universities provided that they are accredited and equivalent to a United States degree; students must meet the College’s English requirement.

Certificate of Completion. Students who satisfy the requirements for a particular certificate curriculum receive the Certificate of Completion. Certificate curricula generally require completion of fewer (generally 12 to 30) than 60 semester units, normally in a period shorter than two years, in conformance with the requirements of a particular department of instruction. The College offers 64 certificate curricula on the occupational level.

The requirements for this award in the various certificate curricula are stated in the section of this catalog entitled “Announcement of Programs and Courses.”

The College offers certificate curricula for two groups of students:

1. those who, for various reasons, desire to prepare for entry-level employment in a period shorter than two years and hence in more limited fields than those normally open to graduates of occupational degree (two-year) curricula; and

2. those who have had previous training or experience, or both, and desire to add to their occupational competence.

Employment. The College attempts to find employment for students who have had training in the Occupational Program, both for those who have completed their training and those who, for various reasons, have been unable to do so. Placement, of course, depends upon economic conditions; upon students’ abilities, aptitudes, and proficiency; and upon students’ records at the College.

Although the College cannot promise employment, it uses various means of helping students find positions: the extensive contacts which instructors in occupational fields maintain with employers, advisory committees for various occupational curricula, recruitment programs through which students meet employers on campus, off-campus work experience programs, Career Development and Placement Center Services, and the online resource, Career Connection.

The College recommends for employment and makes a special effort to find positions for all students who receive the Award of Achievement, with the exception of those trained for positions for which a federal or State license or other certification is required. The College extends its full services, of course, to these students after they have obtained licenses or certification.

Graduates of degree and certificate curricula are employed extensively in business, in industry, in civil service, and in occupational capacities in the professions. Many have earned promotion to supervisory and executive positions, and a number successfully manage their own business.

Course sequence in degree and certificate curricula in the Occupational Program is such that students develop occupational skills early in their training. The College is thus often able to help students find employment, even though they have been unable to complete their studies, entirely on the basis of their preparation in the program.
General Education. In addition to offering specialized occupational training for employment, the College, in keeping with its objectives, undertakes to broaden students’ educational background. The degree curricula in the Occupational Program therefore devote a considerable part of their content to general education. A number of certificate curricula also include courses in general education. Because of the considerable variation in the general education program in the many occupational curricula, it is not feasible to include in this section a statement regarding the required and elective courses in general education in each curriculum. For information concerning these requirements see the “Graduation Requirements” section of this catalog.

Specialized Occupational Courses. A part of the Occupational Program are classes designed for each occupation. Students are trained in skills that are necessary for them to obtain a job upon completion of their selected program. These specialized courses are up-dated to meet changing occupational demands.

Transfer. Although the College does not offer occupational training primarily for transfer students, various universities and colleges accept as credit toward completion of a major or as elective credit the units that students have earned in certain courses in occupational curricula.

Work Experience Education. A variety of structured work-based and school-based learning experiences is provided through a cooperative agreement between the student, the employer, and the instructor in several academic and occupational courses. Students who fulfill the agreement achieve several job objectives and earn transferable college units. The College develops and monitors employment and internships for career exploration in the following departments: Administration of Justice and Fire Science; Aircraft Maintenance Technology; Architectural Technology; Automotive Technology; Broadcast Electronic Media Arts; Business including specialty programs in International Business, Paralegal/Legal Studies, Real Estate, and Travel and Tourism; Child Development; Consumer Education, including Nutrition Assistant; Culinary Arts and Hospitality Studies; Computer Science; Computer Networking and Information Technology; Environmental Horticulture and Floristry; Fashion; Film Production; Graphic Communications; Health Care Technology including specialty programs in Emergency Medical Technician, Health Information Technology, Medical Assisting, and Pharmacy Technician; Health Science, including Community Health Worker; Interdisciplinary Studies, including Multimedia Studies; Journalism; Library Information Technology; Photography; and Radiation Oncology Technology.

The Business Department offers general work experience courses (300 series and 800 series) designed to help students acquire necessary and desirable workplace habits, attitudes, and skills.

In addition, career exploration through structured work experiences is offered in Asian American Studies, Biology and Earth Sciences, and Psychology.

For enrollment requirements, refer to catalog course descriptions.

Transfer Program
Credit earned in City College courses is transferable to universities and colleges, but not on a uniform basis, since the transfer policies of these institutions vary. Students who intend to transfer may satisfy lower division requirements for the professions or the liberal arts, and transfer to baccalaureate degree-granting institutions.

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

SPECIFIC PROGRAMS OF STUDY

Accelerated High School Program
High school counselors identify and recommend those eleventh- and twelfth-grade students who, in the counselors’ judgments, would succeed academically in university-level courses. Students so recommended may then enroll at City College if they meet the course prerequisites and if space is available in the class at the time of registration. Units earned in this manner are offered towards graduation from high school and for college credit. All such courses carry college credit which may be applied toward City College graduation for an Associate degree or transferred to another college. All credit for such courses is accepted by the California State University system. Certain courses may be acceptable for transfer to the University of California.

College for Teens
College for Teens is a fee-based, self-supporting program offering high school credit and enrichment classes to youth. Visit www.ccsf.edu/collegeforteens for up-to-date information.

Continuing Education Program
Continuing Education (CE) is the extended learning program of CCSF. It is a not-for-credit, fee based, self-supporting program offering short term classes and workshops in a wide variety of areas. Class meetings are generally held on evenings and Saturdays. Workshops vary from two to thirty-two hours in length. CE receives no state funding; student fees cover the cost of instruction and all related expenses. Classes and workshops are held in the following subject areas: art, business and finance, computer software applications, food and wine, foreign language, health and fitness, home and garden, music, ornithology, personal development, photography, professional re-licensing, test preparation, theater arts, and writing. On-line classes are also available. Visit www.ed2go.com/ccsf for information on these classes.

Pre-registration is encouraged for these classes; however, some space may be available at the first class meeting. Students may register online at www.ccsf.edu/continued. Scroll down the left-hand side of the screen and click on “online registration”. Registration information and a class schedule may be obtained from CCSF Continuing Education Office, Fort Mason Center, Laguna St. and Marina Blvd., Building B, SF, 94123. Telephone: 415-561-1860. Fax: 415-561-1849.

Contract Education Program
It is the policy of the San Francisco Community College District to build partnerships with business, industry, government, trade unions, and community agencies. In support of this policy, a unified, District-wide effort has been established to develop and implement not-for-credit and credit contract educational programs.

Contract education consists of those educational services which the District provides for employees and other individuals sponsored by
public, private, or community organizations, and for which
the District charges a fee to the sponsoring organization. Contract
education is an alternative vehicle through which the District can serve
all educational needs. Contract education expands access to higher
education and, at the same time, affords the faculty an avenue to
expand their professional horizons (267-6545).

Ethnic Studies
Through the four ethnic studies departments, the College seeks to
promote greater understanding of the culture, history, language, and
contributions of African Americans, Asian Americans, Latin
Americans, and Filipino Americans. The Program is also designed
to serve the broad educational needs and interests of the student
body, to provide the courses needed for a general major in ethnic
studies, and to provide the curricula necessary to satisfy the degree
requirements of the various departments of instruction in ethnic
studies.

Admission: Enrollment is open to all students, regardless of their
ethnic origin, whether they desire to complete a major or to take a
particular course or group of courses. In some instances, however,
primarily in certain courses such as English, foreign languages, and
social studies, students are required to satisfy prerequisites before
enrolling.

Curriculum: The courses offered by the African American Studies
Department, the Asian American Studies Department, the Latin
American and Latino/a Studies Department, and the Philippine
Studies Department are listed under the above titles in the
“Announcement of Programs and Courses” section of this catalog.

Family Studies
Programs and noncredit courses include infant development, pre-
school years, school age child, adolescents and their families,
child-parent relationship, state preschool, preschool parent participa-
tion, the child development center, and foster parent training.
Classes are free and offered in convenient locations in the city. For
enrollment information call 561-1921. Training for foster parents
and those interested in their issues/concerns is available through a
special grant from the California Community College State
Chancellor’s office. For further information call 239-3172 or visit
our website at: www.ccsf.edu/Departments/Child_Development.

Gay, Lesbian and Bisexual Studies
In the fall of 1972, an English Department instructor launched one
of the first Gay Literature courses in the country. The durability and
popularity of Gay Literature resulted over time in the development
of gay and lesbian identified courses in other departments of the
College and, in the spring of 1989, to the establishment of the first
Gay and Lesbian Studies Department in the United States. In Spring
1996, the name of the department was changed to Gay, Lesbian and
Bisexual Studies. The courses offered in this department explore the
social and cultural dimensions of the phenomenon of homosexuality
and include bisexuality. They aim to put into objective understand-
ing of the complexity of the gay, lesbian, bisexual, and transgender
experience while serving the broad educational needs of the student
body. The department hopes to increase social awareness with
regard to the gay, lesbian, bisexual, and transgender subcultures
while recognizing the contributions of their members to society
at large.

Honors Program
The Honors Program offers students an enhanced educational expe-
rience along with potential transfer and scholarship benefits.
Honors courses provide students with an enriched curriculum
either in:

- specific sections of core transfer courses or
- honors contracts (Students complete an agreement with the
  faculty member for Honors work in addition to the regular
  course work.)

Transfer Benefits of Honors Work. In either case, the course is
designated “Honors” on the student’s transcript.

Many universities and colleges recognize the academic achievement
represented by Honors courses with preferential transfer tracks, sup-
plemental points in transfer evaluation, scholarships for honors stu-
dents, etc. Successful completion of honors course work can be a
big asset especially in transferring to programs in heavy demand at
universities.

CCSF Honors students may also look forward, after transfer, to par-
ticipation in honors programs in many universities and colleges.

Eligibility for Honors Courses. While any CCSF student may take
an honors course, to participate fully in the Honors Program and
have your work recognized on your diploma, you need to meet
ONE of the following criteria:

- College GPA of 3.0 or higher
- SAT score of 1100 or higher, ACT score of 24 or higher
- TOEFL score of 650 or higher
- Score of 4 or higher on AP classes in high school

To remain in the program, you must maintain a GPA of 3.0 or better.
To receive an Honors designation on your diploma, you must com-
plete at least 15 units in Honors. By completing at least 15 units of
honors work you may also be eligible for our Honors Transfer
Partnerships, which will give you preferential treatment when
applying for a variety of colleges and universities. Please note that
while completing 15 units is an admirable goal, it is not a require-
ment for membership. The word "Honors" will appear on your trans-
scripts next to all honors classes you complete, even if you do not
complete all 15 units.

Honors Courses Offered. Check the Time Schedule for the list of
courses in honors each semester. Look under “Honors Courses.” To
date, honors courses at City College have included the following
instructional areas: anatomy, anthropology, art, Asian American
Studies, biology, broadcasting, business, Chinese, English, French,
geography, interdisciplinary studies, Japanese, music, political
science, psychology, sociology, Russian, Spanish, speech, and
Women’s Studies.

For questions concerning the Honors Program, please call the
Honors Office at (415) 239-3376 or e-mail skuds@ccsf.edu.
Additional information is also featured on our web page:
http://www.ccsf.edu/Departments/Honors.

Intensive English Study Program
The Institute for International Students offers an intensive English
program for college-oriented students on F-1 (student) visas. The
program is one semester or nine weeks in length, 20 hours per
The Transitional Studies Department offers Transitional Studies. CCSF Older Adults Department, 106 Bartlett Street, San Francisco, including art, music, literature, sewing, health, writing, crafts, assisted instruction, and tutoring in pre-collegiate foundation skills at various campuses and sites throughout San Francisco. Day and evening instruction in study skills, communication, reading, writing, and mathematics prepares students for academic college credit courses, vocational training programs, and the workplace. Courses can also lead to GED in either English or Spanish, or to the CCSF High School diploma. Students may enroll at any time during the semester. Telephone: 561-1015.

**Online Courses**

Online courses allow students to decide when and where they will attend classes using a computer and the Internet. Students work with the instructor and other online students through the world wide web. These courses open the classroom to a world of dynamic and diverse content. While the student is physically remote from professors and fellow students, the many forms of communication available on the Internet often make all of the participants feel surprisingly close and personal. Some courses may require on-campus orientations, examinations, and/or labs. Students should have some basic experience with the Internet and access to the web.

However, students should also understand that online courses are not for everybody. To succeed, students have to be self-motivated, possess good study skills, and be mature learners. Most students find that online courses are as difficult as on-campus courses. Fees for online courses are the same as fees for other credit courses at City College. Registration may be done in the normal manner. Specific information on course offerings each semester is listed in the Class Schedule and at [http://www.ccsf.edu/online](http://www.ccsf.edu/online).

**Study Abroad Programs**

The Study Abroad Programs Office provides students with the opportunity to study and live in another country while receiving CCSF credit and continuing to work towards their academic goals. Both semester length and short term programs are offered. Students are encouraged to explore the use of financial aid and scholarships in order to help finance a study abroad experience. International study provides unique insights into culture, language, history and oneself. Participants will gain a more global perspective on international, political, and economic issues; interpersonal relationships; and career choices. For more information contact the Study Abroad Coordinator by calling 239-3778, or visiting Cloud Hall, Room 212. Students can request program brochures by e-mailing studyabroad@ccsf.edu. Program information and brochures are also available on the program website: [www.ccsf.edu/studyabroad](http://www.ccsf.edu/studyabroad).

**Telecourses**

By enrolling in Telecourses, students can complete a majority of the graduation area requirements needed for a general AA degree. In addition, students can complete a majority of the total number of units needed for a degree.

Telecourses are college level courses which are offered via television. City College Telecourses are broadcast on the San Francisco educational access cable Channel 27. Students take Telecourses primarily by watching their video lessons at home on Channel 27. In addition, students must attend three required meetings on the City College Ocean Avenue Campus - an orientation, a midterm and a final. Other optional and/or required meetings may be offered for different classes. The instructor of each Telecourse is available via telephone during scheduled office hours every week in order to answer questions about the course. Each video lesson is available in the Media Center in the Rosenberg Library on the Ocean Avenue.
Women’s Studies
In Spring 1971, City College of San Francisco offered its first course directed specifically to women’s interests and educational objectives - Interdisciplinary Studies 20, Women in the Modern World. Its success led to the institution of the Women’s Studies program, one of the first in the nation. The program’s 30 courses, taught in various disciplines, focus on the complex role of women in society. Women’s Studies courses are open to all students. In some instances, students are required to satisfy prerequisites before enrolling. Please see “Women’s Studies” in the “Announcement of Programs and Courses” section of this catalog for details.

Working Adults Degree Program
The Working Adults Degree Program is a fast-paced degree program for working adults offered at the Mission and Southeast Campuses. It is designed for students to attain their Associates degree while fulfilling general education requirements that are transferable for a Bachelor’s degree. Classes offered at these neighborhood locations are chosen to meet as many requirements as possible for both degrees. Every effort is made to meet the needs of the students enrolled in this program. The WADP is characterized by a high degree of support for students, priority registration, tutoring, and convenient classes on weekday evenings and Saturdays. In addition, students have the benefit of attending classes in a smaller setting. For further information, call (415)550-4502 for Mission Campus and (415)550-4300 for Southeast Campus. You may also explore the website at http://www.ccsf.edu/Campuses/Mission/WADP.

OTHER AREAS OF INTEREST

Concert and Lecture Series
A wide variety of concerts and lectures are presented by professionals each semester. These programs are free, and the entire campus community and the community at large are invited. Students, faculty, administrators and staff may submit suggestions for programs to the Concert Lecture Series Committee for its consideration. For more information call 239-3580.

Course Offerings to Fit Your Schedule
The College provides semester-length as well as shorter-term credit and noncredit courses at times and places which are designed to be convenient to students. Instruction is offered days, evenings and weekends. In addition, there are telecourses which can be viewed on your TV at home and online courses which can be accessed through your computer. All of the College’s offerings for the fall, spring, and summer terms are listed in their respective Schedule of Classes which includes all forms necessary for you to enroll at City College of San Francisco.

Fitness Center
Fitness Center provides a full-body workout utilizing the state-of-the-art Fitlinxx computerized system that is attached to Life Fitness strength machines and cardio machines, including programmable treadmills, elliptical trainers, and bikes. The Fitness Center staff are CCSF instructors in the Physical Education and Dance Department, with a range of experience including strength, sports, dance, pilates, yoga, aerobic fitness, and rehabilitation techniques, and all have received additional training on the Fitlinxx system.

Intercollegiate Athletics
Intercollegiate athletics are offered for men and women. College teams compete in the Coast Conference and with teams from other schools. Intercollegiate sports include baseball, basketball, cross-country, football, soccer, softball, tennis, track, badminton and volleyball.

Intercollegiate Speech and Debate
The CCSF Speech and Debate Program is a nationally ranked team that participates in intercollegiate and intramural tournaments locally, statewide, and nationally. The Speech and Debate Team competes in the Northern California Forensics Association and is a member of the California Community College Forensics Association and the Phi Rho Pi Forensics Honor Society. Students compete in persuasive, informative, and impromptu speaking along with oral interpretation and debate. For more information call 239-3390. See courses listed under “Speech Communication.” The Speech and Debate Program is located in Cloud Hall, Room 208B.

Lost and Found Articles
Persons who find articles on campus are requested to give them to the Campus Police Department, Cloud Hall, Room 119. Due to limited storage space, unclaimed items may be purged every six months.

Performing Arts
Performances given by students enrolled in courses in music, dance, and theatre arts contribute much to the enrichment of campus life.

The Music Department schedules both professional and student recital series each semester, presenting an average of two concerts weekly. Audiences from the College as well as the community-at-large are invited to attend without charge.

Frequent campus and community programs are also offered by the College dance classes. Dancers of all degrees of ability may study and perform a variety of dance styles, including classical, modern, jazz, folk, ethnic, social, tap, and square dancing.

The Theatre Arts Department offers several major productions each year in the Diego Rivera College Theatre. Participation is open to all students regardless of experience and background. In addition, smaller dramatic productions are developed each semester that may include dinner theatre, club sponsored productions and use of the Venue 222. Occasionally, all three performing arts areas cooperate to produce a major production.

Ocean Avenue Campus Boundaries
The City College of San Francisco Ocean Avenue Campus is bounded on the north by Judson Avenue and Havelock Street; on the east...
by U.S. Interstate 280; on the south by Ocean Avenue; and on the west by Phelan Avenue.

**Public Transportation**

The City College Ocean Avenue Campus is two blocks from BART’s Balboa Park Station and the end of the J-Church line. It is also served by the following MUNI lines direct to the campus: K-Ingleside, 36-Teresita, 43-Masonic, 49-Van Ness. The following buses stop within walking distance of the campus: 15-Third, 23-Monterey, 26-Valencia, 29-Sunset, and 54-Felton. For additional route information contact BART and MUNI directly.

**Student Housing**

The College does not provide residences for students. The Housing Bulletin Board is located in the Student Union, where postings can be found for students who seek rental housing. CCSF does not assume any responsibility for the condition of the rentals listed.

**Symphony Forum**

City College students may attend Wednesday and Friday evening concerts of the San Francisco Symphony Orchestra on a season-ticket basis. This activity is made possible through the San Francisco Symphony Forum, a self-governing student organization representing many Bay Area collegiate institutions. In addition to concert attendance, students are offered the opportunity to meet guests of the Orchestra, both on the various campuses as well as after performances in Davies Hall. City College also sends students to usher at many performing arts houses in exchange for free admittance to the shows. More information can be obtained from Creative Arts Building, Room 213.
Financial Aid, CalWORKS, and the Scholarship Office

Student Financial Resources are the offices of Financial Aid, CalWORKS, and the Scholarship Office. Together they serve students who need assistance in meeting the basic cost of their education. This section outlines the application procedures and how student need and eligibility are determined. Because funds are limited, federal and state regulations require that Financial Aid and CalWORKS funds go to students who demonstrate financial need. Funds available through the Scholarship Office are competitively awarded and based on the criteria specified by the donor.

FINANCIAL AID

Ability to Benefit Policy

Federal regulations, effective July 1, 1991, require post-secondary institutions to certify whether a student without a high school diploma or its equivalent has the ability to benefit from the instruction provided by the institution prior to the awarding of any federal financial aid funds.

In order for the student to demonstrate his/her “ability to benefit”, and thereby become eligible to receive Title IV (federal financial aid), the student who lacks a high school diploma or its equivalent must pass an independently administered test approved by the U. S. Secretary of Education.

Please call the Testing Office at 239-3128 for information regarding testing sites and schedules.

How to Apply for Aid

1. Apply for admission to the College.
2. Pick up current Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office, fill it out and mail to the Federal Central Processor, or file FAFSA on the web. A new application must be filed every academic year a student wishes to receive financial aid.
3. Complete and return all forms necessary to complete your file according to the instructions given by the Financial Aid Office. All necessary documentation must be completed before the processing of a student’s financial aid award begins. Awarding priority is given to early applications with files completed by May 2 of the award year.

Eligible students will be offered a financial aid package consisting of a combination of grants, work, and/or loans. Along with the Award Letter, the Financial Aid Office will mail a check disbursement schedule to financial aid recipients.

College Policy on Financial Aid

All financial aid at CCSF is administered in accordance with policies and philosophies which have been established nationally. The basis of such programs is the belief that STUDENTS AND THEIR PARENTS HAVE THE PRIMARY RESPONSIBILITY to meet educational costs and that financial aid is available only to fill the gap between the family’s and/or student’s contribution and allowable educational expenses. The amount of expected student or family contribution is determined by a careful analysis of financial strength: income and net assets which the family may have versus the allowable expenses.

Educational expenses which are considered a basis for establishing student need include nonresident tuition, fees, books and supplies, room, board, transportation, and personal expenses. The CCSF Financial Aid Office has an established student budget to reflect the costs of each of these items based on a statewide cost survey and local cost data.

General Eligibility for Financial Aid

Specific eligibility requirements vary from program to program. The following criteria apply to all financial aid programs. To receive financial aid, a student must:

1. Be accepted and enrolled as a regular student in an eligible program leading to an Associate Degree, a certificate, an Award of Achievement or transfer to a four-year college or university;
2. Be a U.S. citizen or an eligible non-citizen;
3. Demonstrate financial need for need-based programs;
4. Maintain satisfactory academic progress in a course of study according to the standards and practices of CCSF;
5. Not owe a refund on a Federal Pell Grant or Federal SEOG;
6. Not be in default on any Federal Perkins (formerly National/Direct Student Loan), Federal Stafford Loan (formerly Guaranteed Student Loan), or California Loan to Assist Students/PLUS;
7. Male applicants between the ages of 18 through 25 must be registered with Selective Service;
8. Have a valid Social Security Number;
9. Have a high school diploma (or equivalent) or pass an independently administered test (ability to benefit test); and
10. Must not have federal benefits suspended due to drug offense conviction.
Determined Financial Need

The amount of financial aid is subject to available federal and state funds. The type of aid and amount received by each student will be determined by the Financial Aid Office. Need-based financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the family’s expected contribution, or the student’s own expected contribution and other resources.

Contribution is determined from the financial aid application and other required documentation, such as the 1040 Federal Income Tax Return of the parents and/or student. All information is held in strictest confidence.

Satisfactory Academic Progress

Federal regulations require that all students receiving financial aid comply with the financial aid Satisfactory Academic Progress Policy established by the College. To receive financial aid, students must maintain the standards described below.

LENGTH OF ELIGIBILITY – Federal regulations require colleges to establish a maximum time frame during which students are eligible to receive financial aid. City College of San Francisco (CCSF) has established a maximum time frame of 90 cumulative units attempted. Students are no longer eligible for financial aid after attempting 90 units, whether or not financial aid was received. All transfer units are also counted in the 90 units.

GRADE POINT AVERAGE (GPA) – To maintain satisfactory academic progress and remain eligible for financial aid, students must maintain a minimum cumulative GPA of 2.0.

UNIT COMPLETION REQUIREMENT – CCSF will review each student’s record at the end of each academic semester. To maintain satisfactory academic progress, students must earn a total of 67% of all the units attempted and a cumulative grade point average (GPA) of 2.0 or better.

For noncredit students the requirements for satisfactory academic progress are:

1. The student must keep a cumulative 2.0 grade point average or a passing grade in all eligible classes enrolled each semester.
2. The student must maintain at least 80% attendance in all hours he/she declares each term. Repeated classes are not included.

For example:

1. If a student declares that he or she is going to carry 25 or more hours per week for 18 weeks, he or she must complete at least 18 weeks x 25 hours/week x 80% = 360 hours.
2. If a student declares that he or she is going to carry 16 hours per week for 18 weeks he or she must complete at least 18 weeks x 16 hours per week x 80% = 230 hours. 3) If a student declares that he or she is going to carry 12 hours per week for 18 weeks, he or she must complete at least 18 weeks x 12 hours per week x 80% = 173 hours.
3. The student may not normally receive financial aid if he or she has already completed a certificated program or the student has a BA or BS degree.

Financial Aid Probation or Disqualification (Credit)

1. Financial aid recipients who do not maintain satisfactory academic progress will be placed on financial aid probation or may become ineligible for aid (disqualified).
2. A student who is denied financial aid or who wishes to request a waiver of the CCSF Satisfactory Academic Progress Policy has the right to appeal. Appeals are reviewed by the Financial Aid assistants.

If the appeal is denied, students can make a personal appeal to the Financial Aid Committee.

Financial Aid Probation or Disqualification (Noncredit)

A student’s status with regard to satisfactory academic progress is reviewed by a Financial Aid Assistant at least once per semester. If a student does not maintain satisfactory academic progress, he or she will be placed on financial aid probation.

Students on probation may still qualify to receive financial aid under the following conditions:

1) Must make up any hours owed for prior terms before receiving any further aid.
2) Must maintain a passing grade in all eligible courses during their probationary term.
3) Must attend at least 80% of all courses as determined by their enrollment status during their probationary term.

Summer sessions are governed by the same satisfactory academic progress standards as fall and spring semesters. Students may use summer course work to make up hours and/or grade point deficiencies from the previous semester preceding the summer semester, to restore them to good standing. Summer course work must be part of the student’s declared academic major. The summer academic term is not included in the maximum time frame as a separate semester.

Students who do not make satisfactory academic progress during a probationary semester will be denied financial aid until satisfactory progress has been maintained for one semester. However, students may petition for reconsideration.

Additional information regarding financial aid policies and procedures is available in the Financial Aid Office.

Right to Information

Students have the right to a full explanation of CCSF financial aid programs, policies, and procedures. Complete information is contained in the CCSF Financial Aid Policies and Procedures Manual and other written regulations available in the Financial Aid Office.

For information on academic programs and facilities, faculty, accreditation, refund policies and non-discrimination policies, see appropriate section of this Catalog.

Financial Aid Programs

Financial aid consists of programs which are funded and regulated by the federal and state governments. The programs are of three different kinds: Grants, Work and Loans.
Grants

A grant is money which students do not have to work for or repay. Students with bachelor’s degrees are not eligible for grants.

**Federal Pell Grant** - Grants may range from $400-$3000 per year depending on Federal allocations.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A grant is awarded at CCSF according to a formula based on student need and generally will range from $200 to $1,500 per academic year.

**Board of Governors Fee Waiver (BOGW)** - A financial assistance program to offset enrollment fees, the Financial Aid Office determines student eligibility based on state guidelines and authorizes the Tuition and Fees Office to use BOGW funds to waive the fee charges. BOGW is available to California residents only.

**Cal Grant: A, B, and C** - The State of California, through the Student Aid Commission, offers and administers several grant programs for undergraduate students. These include Cal Grant A, B, and C. A student can receive only one type of Cal Grant.

**Cal Grant A** is to be used when a student transfers to a four-year institution in California. This grant provides tuition assistance. If the student qualifies for a Cal Grant A and wants to attend a public community college, the Student Aid Commission will hold the Cal Grant A award until the student transfers to a four-year college.

**Cal Grant B** is awarded to disadvantaged students who will not have completed more than one full-time semester or 16 part-time semester units of course work by the end of the previous award year.

**Cal Grant C** helps vocational program students with tuition and training costs.

**Federal Work Study Program**

The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community work and work related to the student’s course of study. Students who receive a Federal Work Study award may contact the Career Development and Placement Center in Science Hall 127 regarding job placement. If the student works off campus, the employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest. The amount earned cannot exceed student’s total Federal Work Study.

**Loans**

Loans are monies which are borrowed now and must be paid back after leaving school.

**Federal Perkins Loan** - This loan is awarded at CCSF according to a formula based on student need and generally will range from $200 to $1,500 per academic year. A student may borrow a cumulative total of $15,000 throughout his undergraduate career.

The Federal Perkins loan comes with a 5% interest, to be repaid six months after the student borrower drops below half-time, withdraws, or leaves school. A loan may be cancelled in part or entirely under certain circumstances. The minimum repayment per year is $480.

NOTE: If the student transfers to another school and does not wish to begin repayment, a deferment request is obtained and submitted to the lender.

**Noncredit Financial Assistance**

Financial assistance consists of grants and student employment programs offered singly or in combinations to students who demonstrate financial need. The purpose of financial assistance is to provide monetary assistance to students who could benefit from furthering their education but cannot without financial assistance.

Among federal financial assistance programs available to eligible students of City College of San Francisco are:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study (FWS)

Among the State of California financial assistance programs available to eligible students of the City College of San Francisco are:

1. Cal Grant “B”
2. Cal Grant “C”

To be eligible for financial assistance, students must be enrolled in any of the following noncredit certificate programs which qualify for these funds:

**Alemany Campus**
- Vocational ESL Office Training

**Chinatown/North Beach Campus**
- Computerized Assistant
- Vocational ESL Office Training

**Downtown Campus**
- Administrative Assistant
- Hospitality (Culinary Skills Training)
- Microcomputer Business Applications
- Vocational ESL Office Training

**Evans Campus**
- Construction Trade Industry
Scholarships are based on the following criteria:

- for students with high academic achievement;
- for students with high academic achievement and financial need;
- for students active in service organizations;
- for students transferring to a baccalaureate institution;
- for donor designated students, such as specific gender, age, ethnic origin, sexual orientation;
- for students enrolled in a specific course of study.

City College scholarships range from $50 to $10,000 and are awarded in both the fall and spring semesters. Deadlines, in most cases, are the first Friday in March and the first Friday in October.

CCSF scholarships are awarded to students who are currently enrolled at CCSF. Applications are submitted during the semester in which the scholarship is offered. Exceptions are the CCSF Foundation Community Scholarship and the Eric Greenberg Scholarships for underrepresented San Francisco graduating high school students. Applicants for this award are to apply by the first Friday in March of their senior year in high school.

Application forms and information regarding eligibility, deadlines, number and amount of awards are available in the Scholarship Office, Batmale Hall, Room 366, on the Ocean Avenue Campus or by calling (415) 239-3339.

Visit the CCSF Scholarship Office web site at www.ccsf.edu/Services/Scholarships for a complete listing of CCSF scholarships, for downloading CCSF General Application, and for links to other scholarship resources. Terminals are available in the Rosenberg Reference Room to access this resource.

NOTE: City College of San Francisco awards that are disbursed through the CCSF Scholarship Office are achievement awards and will not affect a student’s financial aid eligibility for the academic year in progress. Scholarships awarded by an outside donor, however, may affect a student’s financial aid award. Students are advised to contact the Financial Aid Office, Ocean Avenue Campus, Cloud Hall 324 or the Financial Aid Counselor at other campuses for more information.

Where to Find Additional Scholarship Information

Eureka, a scholarship database, is available to students free of charge in CCSF’s Career Development and Placement Center. Call 239-3117 or go to Science Hall, Room 127 to make an appointment.

Tuition Funding Source (TFS), a software program that includes over 500,000 scholarships, is available in the Academic Computer Lab, Rosenberg Library, Room 207.

The CCSF Transfer Center in Science Hall, Room 132 has catalogs for California baccalaureate institutions and the Rosenberg Library Reference Room has catalogs for out-of-state baccalaureate institutions. Refer to the financial aid section for scholarship information.

In addition, scholarship reference books are available to research scholarships not affiliated with the college. They are available in the Rosenberg Library and public libraries.
Learning Resources and Student Services

1990-1999
LEARNING RESOURCES AND STUDENT SERVICES

LEARNING RESOURCES

City College of San Francisco Learning Resources facilities provide for collections and delivery of information and instructional materials in a wide variety of formats. The staff is available to answer inquiries concerning all aspects of library resources, as well as to give assistance and instruction in their use.

The College Library

The College Library encompasses five campus collections. The print holdings of the entire library system consist of a total of 137,558 volumes. The current number of current periodicals and microfilm is 690 titles. Online periodical and reference databases, with access to over 2,000 full text publications, can be accessed from off campus as well as from on-campus. Reference librarians provide workshops on the use of library resources at every campus library. All students must have a current CCSF student identification card to check out books and access online resources. San Francisco residents may obtain a community card to gain library privileges.

Library Locations:

The Claude and Louise Rosenberg Library/Learning Resource Center is located on the southeastern part of the Ocean Avenue Campus. All library users have access to the collections via the Library’s website, http://www.ccsf.edu/Library and will find:

- Online library catalog (OPAC)
- Full-text periodical databases
- Selected websites and search tools
- Guides and useful information about services, resources and research strategies.

Over 70 OPACs provide access to all of the electronic resources, all of which are accessible from off-campus locations. The open stacks give immediate access to almost the entire collection, affording valuable opportunities for independent browsing and research. A student computer lab is located on the fifth floor, R521.

The Alice Statler Library is located in the lower level of Statler Wing, next to Smith Hall on the Ocean Avenue Campus. The resources are tailored to support the instructional program of the Culinary Arts and Hospitality Studies Department. For more information visit the Statler website; http://www.ccsf.edu/Library/alice/statler.html.

The Downtown Campus Library is on the 2nd floor at 800 Mission Street in downtown San Francisco. It houses a book collection with a focus on business and careers, ESL and computer science. It also offers access to a media lab to view videos or to listen to audio-taped materials. A student computer lab is also available.

The John Adams Campus Library is located at the School of Health and Physical Education (1860 Hayes Street), Room 204. Supporting the curricula at this campus, the collection has a strong emphasis in the allied health sciences, ESL, business and careers, computing, child development and basic education.

The Josephine Cole Library (Southeast Campus) is located on the fifth floor level at 1800 Oakdale Avenue. This collection has an up-to-date core reference section, as well as a strong emphasis in African American studies, Transitional Studies, ESL, basic education, computer applications and technology, trade skills and allied health sciences. It also offers access to computers, copy machines and media viewing and listening equipment available for student use.

The Language Center is located in the Library/Learning Resource Center (LLRC) on the second floor. Audio-active stations, video, language learning software, and computers with connection to the Internet offer students of American Sign Language, Chinese (both Cantonese and Mandarin), French, German, Italian, Japanese, Pilipino, Russian, and Spanish a variety of activities to supplement their language study. The adjacent Language Center Electronic Classroom offers language instructors and their classes a traditional audio language lab console with 33 stations, multi-standard video player, laser disc player, Code Free DVD player, a video presentation stand, and Macintosh and Windows computers connected to the Internet. Language instructors should contact the Language Center to reserve the classroom. In addition, the Language Center provides assistance and training to both students and instructors in the use of materials and equipment. A City College of San Francisco ID card is required to use the Language Center. An additional ID is required for use of the computer section.

The Media Center, located in the LLRC on the 4th floor, has a large collection of videos and other non-print materials covering a wide range of subjects. Students use the Media Center to listen to or view materials developed or suggested by their instructors. Some courses require laboratory hours in the Center. Individually equipped carrels are provided so that students may progress at their own pace. Students are invited to use the Center for their personal enrichment.
### Tutorial and Academic Support Programs

City College offers a variety of tutorial and academic support programs. Students should visit the program for further information.

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The Learning Assistance Center

The Learning Assistance Center and its associated programs assist students in learning their course material, enabling them to become efficient, independent learners. These programs are located in the Rosenberg Library, Room 207.

The Tutorial Center provides one-to-one and small group tutoring in mathematics, English, ESL, chemistry, physics, accounting, economics, psychology, anatomy, physiology, statistics, music, nursing, and foreign language courses. Academic peer tutors are students who received high grades in their courses and recommendations from their instructors. These trained tutors assist students in their weekly assignments as well as with their study techniques. Students drop in daily to meet with tutors after a short registration process.

The Reading Laboratory assists students who want to improve their reading skills using computer software, self-paced materials, and cassette tape recordings.

College Success Classes are offered through the Learning Assistance Department (LERN 50 and LERN 51) and through the Interdisciplinary Studies Department (IDST 50). These classes are especially valuable to students attempting to raise their grade-point averages, re-enter college, or succeed as college freshmen. The focus is on life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Drop-in college success workshops are also available.

The LAC Computer Laboratory offers access to the Internet, e-mail, word processing and printing to all City College students. It also offers educational CD-ROM and software programs for students taking identified academic classes such as anatomy, business, CIS, English, ESL, mathematics, and science. Laboratory assistants help students in selecting and using the laboratory’s hardware and software.

The Writing Laboratory provides tutoring for students working on writing assignments. English and ESL instructors and trained student tutors provide one-on-one help at any stage of the writing process. Tutors do not correct essays; instead, tutors help students develop strategies to improve their writing. In addition to this drop-in tutoring, the Writing Lab also offers workshops on grammar and other writing-related topics.

The Writing Success Project provides an intensive writing tutorial program for a limited number of students. Those who are accepted into the project make a commitment to complete a minimum number of hours of professional tutoring, workshops, and academic counseling. Successful candidates must meet certain federal requirements.

Additional Learning Resources

The Biology Resource Center is a study hall specifically designed to meet the learning needs of biology students. The Biology Resource Center is located in Science Hall, Room 350 and contains a variety of instructional materials for the biological sciences, which can be used in coordination with specific courses or as supplementary materials. The collection includes reference books, videotapes and self-instructional CD ROMS. The Biology Resource Center also contains anatomical and organismal models, charts, specimens, microscopes and slides. Instructors and qualified student tutors staff the laboratory. Hours of operation are posted at the laboratory and on the biology department website.

Instructional Computing Laboratories. Instructional Computing Laboratory 1 located in Batmale Hall 301 (ICL 1) provides computer access to Computer Science (CS) and Computer Networking and Information Technology (CNIT) students to support their instructional assignments. ICL-1 contains 122 PCs and 21 MacIntoshes on local area networks. 67 PCs are attached to a Windows network, 25 PCs are Linux workstations, 10 PCs and 10 MacIntoshes are dedicated to multimedia, and 6 to hardware classes. All but the 6 hardware PCs provide access to both the College’s academic server, an HS9000 N-class server, as well as to the Internet. PCs are used for programming, running applications, email, and Internet assignments. The MacIntoshes are used mainly to support multimedia. Tutors are available most hours, but help is limited for advanced subjects. 12 computers are also available for general CCSF student use. The lab is open Monday through Saturday.

Instructional Computing Lab 2 located in Science 8 (ICL-2) contains 25 PCs and provides computer access to students in the Science Departments, to run applications and complete homework assignments. ICL-2 is open Monday through Friday.

Further information can be obtained via the Internet at the following URL: http://www.ccsf.edu/Serivices/ICL1

The Math Lab is housed in Bungalows 603, 604, and 605 on the Ocean Avenue Campus. Math Lab Tutoring, located in Bungalow 604, offers drop-in tutoring for basic mathematics, prealgebra, elementary algebra, and applied geometry. Students can also sign up for lecture/discussion sessions, group study sessions, or fluency sessions held in Bungalow 605. The individualized basic mathematics classes (MATH E1), where students get one-to-one help, meet in Bungalow 603.

The Nursing Skills Laboratory, located in Cloud 343, is a supervised open laboratory where nursing students may complete and/or reinforce their course work. The Laboratory provides a large collection of Audio-Visual References. A registered nurse serves as a resource person for nursing students to answer questions, direct independent studies, and give workshops on skill procedures.

The Speech Lab is in Batmale Hall, Room 321, on the Ocean Avenue Campus. It offers one-on-one tutorial services by faculty members for students enrolled in speech communication courses. Students can receive assistance on speech outlines, organizational strategies, visual aids, delivery and research methods. Videotaping is available. Call 239-3494 for more information and hours.

The Transitional Studies Department Adult Learning and Tutorial Center at 31 Gough Street, Room 29, offers free, one-to-one tutorial services, as well as classes, both days and evenings. The Center focuses on adult literacy education and preparation for the GED test. The Center’s tutoring services can begin at any time. The GED pre-test, reading and mathematics diagnostic tests are available Monday through Thursday on a drop-in basis. Subjects in which students may be tutored include GED Preparation; beginning reading and arithmetic (for non-readers to the 4th grade level); preparation for vocational training entrance tests; preparation for employment and civil service tests; and brush-up reading comprehension, grammar, and mathematics. The Center is open Monday through Thursday from 10 a.m. to 7 p.m. Telephone: 241-2300.
## STUDENT SERVICES

### Counseling Services

See the surrounding text for more detailed information on Counseling Services or contact the individual department for information on workshops available to help you succeed.

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<tr>
<th>Department</th>
<th>Contact Information</th>
<th>Notes</th>
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<tr>
<td>New Student Counseling Department (NSCD)</td>
<td>Conlan 205 239-3296</td>
<td>Are you a new student to City College with less than 24 units? Do you need help with academic and career planning?</td>
</tr>
<tr>
<td>Continuing Student Counseling Department (CSCD)</td>
<td>Arts 201/Cloud 207 452-5235</td>
<td>Have you completed a year of college or 24 or more units? Do you need an Educational Plan, degree or transfer information?</td>
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<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>EOPS Bldg. 239-3561</td>
<td>Do you need academic counseling, books, tutoring, and childcare? Come to EOPS to find out how to qualify for services.</td>
</tr>
<tr>
<td>International Student Counseling Department (ISCD)</td>
<td>Cloud 212 239-3942</td>
<td>Are you a new or continuing International student here on an F-1 Visa? Do you need specialized assistance and orientation?</td>
</tr>
<tr>
<td>Latino Services Network (LSN)</td>
<td>Cloud 364 452-5335</td>
<td>Are you interested in bilingual and bicultural (Spanish-English) programs and support services?</td>
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<tr>
<td>African American Scholastic Programs (AASP)</td>
<td>Bungalow 500 452-5315</td>
<td>Are you interested in programs for African Americans and the Diaspora, Black College tours and transfer assistance?</td>
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<tr>
<td>Asian Pacific American Students Success Program (APASS)</td>
<td>Batmale 208 452-5620</td>
<td>Are you interested in programs, services, and enrichment activities to support Asian/Pacific Island American student success?</td>
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<tr>
<td>Career Development and Placement Center (CDPC)</td>
<td>Science 121 and 127 239-3117</td>
<td>Are you undecided about your educational or career interests and goals or looking for job placement information?</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>Science 132 239-3748</td>
<td>Need information to apply or transfer to a university? Interested in college tours or guaranteed admission agreements?</td>
</tr>
<tr>
<td>Psychological Services/Student Health Center</td>
<td>Bungalow 201 239-3148</td>
<td>Been feeling kind of down lately? Having concerns of a personal nature? Stop by the Health Center for assistance.</td>
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<tr>
<td>Veteran’s Educational Benefits Program</td>
<td>Conlan 2 239-3486</td>
<td>Do you qualify for Veteran’s benefits? Come to the Veteran’s Office for assistance.</td>
</tr>
<tr>
<td>Disabled Student Programs and Services (DSPS)</td>
<td>Rosenberg 323 452-5481</td>
<td>Do you need an accommodation due to a medical, physical, or psychological condition or learning disability?</td>
</tr>
<tr>
<td>Gay/Lesbian/Bisexual/Transgender Counseling (GLBT)</td>
<td>Cloud 207 239-3320</td>
<td>Want information about student activities, scholarships, support services, counseling, courses and programs for GLBT students?</td>
</tr>
<tr>
<td>Athletic Counseling Services</td>
<td>South Gym 239-3260</td>
<td>Are you a member of a City College intercollegiate athletic team? Do you need academic, career, or personal counseling?</td>
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<tr>
<td>Homeless At-Risk Transitional Students (HARTS)</td>
<td>Cloud 205 452-5233</td>
<td>Are you homeless and in need of special services such as transportation, food, books, and housing?</td>
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<tr>
<td>Financial Aid Counseling</td>
<td>Cloud 324 239-3576</td>
<td>Are you concerned about financing your education? Are you interested in financial aid? Are you eligible for CalWorks? Do you want to apply for a scholarship?</td>
</tr>
<tr>
<td>Alemany Campus Counseling</td>
<td>750 Eddy Street, Room 105 561-1878</td>
<td>Do you hope to study English as a Second Language? Are you interested in citizenship, how to use computers, or communications?</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Address</td>
<td>Contact Information</td>
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</tr>
<tr>
<td>Castro/Valencia Counseling</td>
<td>1220 Noe Street, Room 107 (evening only)</td>
<td>Information: 550-4500, Appointment: 452-5235</td>
</tr>
<tr>
<td>Chinatown/North Beach Counseling</td>
<td>940 Dilbert Street, Room 105</td>
<td>Information: 561-1853</td>
</tr>
<tr>
<td>Downtown Campus Counseling</td>
<td>800 Mission Street, 1st Floor</td>
<td>Appointment: 267-6503</td>
</tr>
<tr>
<td>Evans Campus Counseling</td>
<td>1400 Evans Avenue, Room 104</td>
<td>550-4409 or 550-4506</td>
</tr>
<tr>
<td>Gough Street Campus</td>
<td>550-409 or 550-4506</td>
<td>241-2300</td>
</tr>
<tr>
<td>John Adams Counseling</td>
<td>1860 Hayes Street, Room 143</td>
<td>561-1925</td>
</tr>
<tr>
<td>Mission Campus Counseling</td>
<td>Alabama and 17th Street, Third Floor</td>
<td>550-4545</td>
</tr>
<tr>
<td>Southeast Campus Counseling</td>
<td>1800 Oakdale Street, Room 201</td>
<td>550-4320</td>
</tr>
</tbody>
</table>

**Not sure who to contact? Need general college information? Want information on the many student workshops offered each semester? E-mail your quick questions to the Online Advisor at advisor@ccsf.edu.**

**Student Counseling Services**

City College is fortunate to have several different types of professional counseling services. They include the following:

**African American Scholastic Programs**

The African American Achievement Program (AAAP) prepares students to successfully complete English courses. Special sections of English 94, 96, and 1A, taught from an Africentric perspective, must be taken. All students who enroll in the AAAP also are required to take Library Information Skills 10. Additionally, the program provides individual and group counseling and study skills information. Students also receive graduation and transfer information. For more information, contact the AAAP Director, Bungalow 500, telephone (415) 452-5315.

The African American High School/College Program is an innovative cooperative project of CCSF and the San Francisco Unified School District. The program is designed to prevent high school drop-out among African American youth and to provide them with opportunities and incentives to go to college. The program provides college classes that are relevant to program participants. Instruction is designed to prepare youth with the skills and knowledge to help them stay in high school and go on to college. For further information, contact the CCSF Program Director at 239-3702.

The Summer Bridge Program offers classes in English, math, study skills, and orientation for students who have just completed high school. This program provides “bridges” to college to make their transition successful. Additional activities include field trips, guest speakers and peer mentoring. For additional information contact the Program Director at 239-3702.

The Historically Black College/Universities (HBCU) Transfer Program is designed to reach out to African American high school and community college students to provide an opportunity to attend an HBCU of their choice. This unique articulation program is designed to expand transfer agreements between CCSF and HBCUs. CCSF/HBCU transfer students will participate in a collaborative learning environment, which includes general education Associate Degree, transfer requirements and Spring College Tour. For additional information contact the Program Director at 239-3702.

The Mentoring Program is a joint program offered through City College of San Francisco and the San Francisco Unified School District. CCSF students provide mentoring for SFUSD African American students attending selected elementary schools. Mentoring is necessary to increase retention rates, reading and math scores for SFUSD elementary students participating in this program. City College Peer Mentoring program provides mentoring for African American students enrolled in the Scholastic programs making a successful transition from high school to college. For additional information, contact the Program Director at 239-3057.

**Continuing Student Counseling Department**

The Continuing Student Counseling Department (CSCD) addresses the needs of continuing students who have completed one year of
college or more than 24 units at City College of San Francisco or another college or university. Students can work with CSCD counselors to discuss their academic goals, and develop or revise educational plans. They can also discuss the requirements needed for a certificate, a degree, or transfer to a 4-year institution. CSCD counselors make referrals to helpful support services on and off campus, provide specialized workshops including probation, transfer planning, and Internet resources, and offer brief personal counseling. The CSCD offers both drop-in counseling for short questions, and counseling by appointment for educational plans and more complicated academic planning issues. Continuing students who fit the definition above may call 452-5235 to make a counseling appointment. Counselors are available Monday-Thursday from 8 a.m. until 7:30 p.m. and Fridays from 8 a.m. until 3 p.m. Counselors are available on the Ocean Avenue Campus in A201 (main office), C207, E205B-E, SH106 (Re-Entry to Education Program), B623D-E, and on the Mission and John Adams campuses. The Veterans Educational Benefits Office is located in Conlan Hall, Room E2. Please phone 239-3486 for more information or to schedule an appointment with the veteran’s counselor. Computers are available for student use in Cloud 207, Art 201, and Smith Hall 106. Visit us soon.

**International Student Counseling Department**

Specialized counseling services are available for International Students (F-1 Visa students). Counselors will assist new and continuing International Students with their academic, career, personal issues, and assist with understanding immigration regulations which govern them. Additionally, counselors can assist students in resolving other problems of adjustment to college life and life in the United States. The International Student Counseling Department is located in Cloud Hall, Room 212. For more information call 239-3942.

**Latino Services Network (LSN)**

The Latino Services Network (LSN) is dedicated to developing, implementing, and supporting programs to meet the academic, vocational, and career needs of the Latino student community. Our services include:

- **Bilingual (Spanish and English) Counseling**
  - Academic, personal, and career counseling, which includes identifying goals and developing an education plan
  - Graduation, certificate, and transfer information
  - Bilingual (Spanish and English) college orientations

- **The Latino Academic Program**
  - Reserved spaces for LSN students in Math E and English classes. (Course offerings vary by semester)
  - Assisted transition from English 94 to the Puente Program and from Math E to the Math Bridge Program (Students must apply to the Puente Program and to Math Bridge)
  - Ensures LSN students are able to get necessary courses
  - Collaboration between students, counselors, and instructors

- **The Latina/Latino Service Center**
  - Offers access to modern flat-screen computers and printing
  - A friendly place to meet other students and study
  - Educational and cultural events and workshops
  - Assistance with financial aid
  - Advocacy and referrals to campus and community services

For more information, please call LSN at (415) 452-5335 or come visit us in Cloud Hall, Room 364.

**New Student Counseling Department**

The New Student Counseling Department assists students entering college for the first time, continuing students with less than 24 units completed, and returning students who are new to our college. The focus of the counseling services is to help students with their decision-making process to enable them to achieve their academic, life and career goals. Our services include orientation to college, academic, career and personal counseling, assist students in the development of an educational plan and referrals to other support services as needed.

Ocean Avenue Campus office hours: Monday-Thursday (8 a.m. - 6 p.m.), Friday (8 a.m. - 4 p.m.)

The New Student Counseling Department provides counseling services at all campuses. For an appointment at the Ocean Avenue Campus, you may call (415) 239-3296; and for other campuses, call the main switchboard at (415) 239-3000 and ask for the appropriate campus.

**Additional Counseling Services**

**APASS: Asian Pacific American Student Success Program**

APASS offers support services to Asian and Pacific Islander students pursuing academic success through early intervention and effective support services. Our counseling services include:

- Academic counseling providing students with information and advice regarding certificate, graduation, and transfer information along with assisting students to develop an educational plan
- Academic major exploration
- Personal counseling
- Assistance for financial aid
- Referrals to campus and community services
- Advocacy and referrals to campus and community services

**Center offers:**

- Outreach to Asian and Pacific Islander students who are either on academic or progress probation
- Workshops on personal growth and academic development
- Peer support study groups
- Individual study carrels and computer stations
- Mentorship program
- Bilingual/bicultural counselors, staff, and peer advisors

The APASS Program is located in Batmale Hall, Room 208. For additional information call (415) 452-5620 or visit our website at [www.ccsf.edu/APASS](http://www.ccsf.edu/APASS).

The **Athletic Counseling Services** (239-3260) provides academic, career, educational planning, and personal counseling to male and female students who are members of City College’s intercollegiate athletic teams.
Counseling for Gay, Lesbian, Bisexual and Transgender

Students is provided on the Ocean Avenue Campus and by appointment on selected evenings at the Castro/Valencia Campus (1220 Noe St.) and the GLBT Center (1800 Market St.). Academic, career, and personal counseling is available with gay and lesbian identified counselors in the Continuing Student Counseling Department (A201 and C207), as well as in the Disabled Student Programs and Services Department (DSPS), the Career Development and Placement Center (CDPC), Extended Opportunity Programs and Services (EOPS), and Veteran’s Services. For more information, please call Sarah Thompson in C207 at 239-3320.

Career Development and Placement Center

CDPC provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare themselves for their future careers/jobs. CDPC offers students and alumni both individual and group counseling, workshops, career success courses, career and job coaching, job readiness, and job resource information. For a full description of the Career Center and its services online, visit the CDPC website: [http://www.ccsf.edu/Services/CDPC](http://www.ccsf.edu/Services/CDPC). Career advising online is also available by e-mailing questions to careerchat@ccsf.edu.

Help for Non-Majors (Undecided) or Career Changers:

Students or alumni who have not yet chosen careers or majors, or who wish to change their careers or majors may obtain assistance with these decisions from the career counselors at CDPC. Through individual or group counseling, career assessment and exploration, labor market information, career workshops and career success courses (LERN 60, Career Success and Life Planning; 61, Orientation to Career Success; 62, Successful Job Search Techniques; and 63, Career Counseling for Work Experience), students will develop personal awareness and information essentials in making sound careers and major choices.

Career/Job Resources Library/Lab: CDPC maintains a variety of resources in S127 available to both students and alumni. The lab features EUREKA and CHOICES, computerized software to assist students and alumni in localizing current, career and educational information. In addition, students and alumni have access to career resources on the Internet. Students and alumni may also avail themselves to a resume writer and all other career and job materials available to them.

College Work Study/Lab Aide Referrals. For college aide positions on campus (college work study and lab aide) students can check the job binders located at S127. This information is also available through the CDPC students and alumni webpage at [www.MonsterTrak.com](http://www.MonsterTrak.com). Students and alumni can access the CCSF password needed by visiting the Career Center or by e-mail at careerchat@ccsf.edu.

Job Placement Information. Job information is now available through [www.MonsterTrak.com](http://www.MonsterTrak.com) or other Internet servers. To access the password for Monstertrak, visit the Career Center, located in Science 127 or e-mail the CDPC online advising: careerchat@ccsf.edu. Other job referrals and resources can also be found at the Career Center or on the CDPC webpage: [www.ccsf.edu/Services/CDPC](http://www.ccsf.edu/Services/CDPC). The CDPC event calendar, employer recruitments and other links can also be found on the CDPC webpage.

Disabled Students Programs and Services (DSPS)

Disabled Students Programs and Services (DSPS) offers supportive services and classes for students with a wide range of disabilities. Emphasis is given to those services which allow the student with a disability to fully participate in all regular academic and vocational programs for which they are otherwise qualified.

Students who participate in these programs include those who are: blind/visually impaired, deaf/hard of hearing, learning disabled, physically disabled, speech and language disabled, students with a psychological disability, students with an acquired brain impairment, and developmentally delayed learners or those with other medical conditions.

Students who have a verified disability, or think they may have a disability and who wish to use Disabled Students Programs and Services need to meet with a DSPS counselor. Enrolled students who wish to use a service animal on campus also need to see a DSPS counselor. Due to specific State and Federal guidelines, a student may be required to provide medical and/or educational verification of his/her disability in order to receive special services or accommodations. All DSPS services are provided in compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

All programs at City College of San Francisco are accessible, but certain classrooms may not be. If this applies to the class you are registered in, check with the Disabled Students Programs and Services (DSPS) to resolve this situation. The majority of classes for students with disabilities are offered at two main locations: the Ocean Avenue Campus and the John Adams Campus. In addition to these locations, classes are provided for students with disabilities at community sites throughout San Francisco.

DSPS assists in arranging accommodations and academic adjustments. Some examples are: priority registration; specialized test arrangements; notetaker arrangements; academic, personal, and employment counseling; sign language interpreters and referral to campus and community resources. Accommodation decisions are made on a case by case basis depending on the verified functional limitations of the individual student.

In accordance with the Right to Privacy Act, all disability related contacts with the DSPS office will be kept confidential and will not be released without the student’s consent unless the college is required to do so by law.

For information about programs and services for students with disabilities on the Ocean Avenue Campus: Rosenberg Library, Room 323, or telephone: voice - 452-5481, TTY - 452-5451. The office is open Monday through Saturday and evenings on Tuesdays and Thursdays.

For information about programs and services for students with disabilities at John Adams or other campuses and/or community sites: voice - 561-1001, TTY - 561-1007; John Adams Annex, Room 154. The office is open Monday through Friday.

For disability access information on all campuses, call the Accommodations Specialist 452-5485.

The Disabled Students Programs and Services High Tech Center (HTC) is a computer laboratory designed for students with physical
and/or cognitive disabilities. The HTC offers credit and noncredit classes introducing adaptive computer equipment and software for development of vocational, academic, and daily living skills. HTCs are located in Room 231 of Batmale Hall and on the John Adams Campus. They are open Monday through Friday.

The **Disabled Students Programs and Services Strategy Laboratory** provides facilities for classes with small group instruction on learning intervention strategies. These classes (Diagnostic Learning O and M) are designed for students with disabilities. Trained instructional aides assist students in applying learning techniques as they work on classroom assignments. The laboratory is in Room 231, Batmale Hall. Hours are scheduled at the time of enrollment. The lab is open Monday through Friday.

**Extended Opportunity Programs and Services (EOPS)**

The Extended Opportunity Programs and Services (EOPS) assists low-income educationally-disadvantaged students by providing support services over and above what is provided by the College as a whole. A state funded program, EOPS provides counseling, one-on-one tutorial assistance, priority registration, orientation to college, financial aid advising, book services, and CSU and UC transfer application fee waivers. EOPS coordinates its resources with other CCSF departments and programs to promote student success. In addition, eligible EOPS-TANF and CalWORKS students may receive additional assistance through the Cooperative Agencies Resources for Education (CARE), a program that provides counseling, advising, transportation and child care assistance to EOPS students who are single head of household with dependents less than 14 years old. The EOPS offices are located in the EOPS Center adjacent to Smith Hall. Call (415) 239-3561 for more information. For more additional information, visit our website at [http://www.ccsf.edu/eops](http://www.ccsf.edu/eops).

**Note:** Noncredit and international students are ineligible for EOPS program services.

**Student Health Services**

The Student Health Service assists students in achieving their educational goals by providing services that address their physical and emotional health needs. Additionally, students are informed of community resources with the goal of becoming more effective health care consumers.

**Medical/Nursing Health Services**

The following services are only for currently enrolled students taking credit classes.

Services include campus emergency care, first aid, nursing assessment and treatment of common acute illnesses and infections, TB tests, vision tests, blood pressure screening, selected lower cost immunizations (MMR, Td, Hep A & B), reproductive health care, health promotion programs and referrals to specialists. Nurse practitioners are also available for consultation with faculty regarding their students. A part-time physician is available on limited bases through appointments and serves as a consultant for the nurse practitioners. Family Planning Clinic and STD services for both men and women are available to those who qualify for the State Family P.A.C.T. Program. This service includes PAP testing, STD screening, breast exam, and birth control methods.

Note: Noncredit and international students are ineligible for EOPS program services. Nurse practitioners are available in the Student Health Office in Bungalow 201, Monday through Friday, only when classes are in session. Call 239-3110 for hours of operation. Most of the services are without additional charge. However, some services such as lab tests are charged a discounted fee or on a sliding scale basis.

If further off-campus medical evaluation or treatment is needed for injuries or ailments, students will be referred to their private doctor or community health agency. Students are financially responsible for all of their off-campus health care charges. For additional information, see our website at [www.ccsf.edu/Services/Student_Health](http://www.ccsf.edu/Services/Student_Health).

**Psychological Services**

The following services are only for currently enrolled students taking credit classes.

The goal of Psychological Services is to aid in student retention and to contribute to the psychological well-being of the campus community. As such, our services include short-term psychotherapy for individuals and couples, crisis intervention, assessment, information, referrals, and consultation with faculty regarding student concerns. Each semester staff conducts groups on topics such as procrastination, food and weight issues, relationship problems, managing anxiety and panic attacks, stress reduction, and meditation. There are also workshops on re-entry and test anxiety. Appointments can be scheduled in the Student Health Center, B201 at the personal counseling window.

**HIV/STD Education Office**

A wide variety of HIV/STD services are available to CCSF students, faculty, employees and their significant others through the HIV/STD Education Office’s programs. The office is located in Cloud Hall, Room 404. Office hours are Monday through Friday 8 a.m. – 4 p.m. For more information, call (415) 452-5202 or fax (415) 452-5203.

**Project SAFE Peer Activities Room/Club**, located in Cloud Hall, Room 405, provides free condoms and other safe sex supplies, information and referrals related to HIV and STD prevention and treatment. Office hours are Monday through Friday 10 a.m. - 3 p.m. Hours may change once the semester has started. Telephone (415) 452-5070 or (415) 452-5202.

**Transfer Center**

Students seeking to transfer to baccalaureate degree-granting institutions upon completion of lower division course requirements may obtain specialized resources at the Transfer Center located in the Science Hall, Room 132, Telephone 239-3748. Information concerning academic majors, general education requirements, and transfer admissions policies can be researched through the Center’s reference library, computer lab, and pre-admissions advising with college representatives. Special programs of the Transfer Center include the annual Transfer Day college fair and university campus tours. Please refer to the Transfer Center’s monthly calendar of workshops and events at [www.ccsf.edu/Services/Transfer_Center](http://www.ccsf.edu/Services/Transfer_Center).

**Transfer Admission Guarantee (TAG) Programs**. TAG programs are designed to ease the admissions process for CCSF students prior to submitting an official application to the university. Students can take advantage of guaranteed admission opportunities with a variety
of public and private institutions: Hayward State, San Jose State, Sonoma State, UC Davis, UC Irvine, UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz, Capella University, San Francisco Art Institute, and Santa Clara University. Eligible students must be permanent residents of the U.S. who are seeking their first bachelor's degree. Obtain additional TAG eligibility requirements and applications from the Transfer Center.

**Concurrent Enrollment Program.** This program with CCSF and the University of California, Berkeley, provides qualified students the opportunity to enroll in one free UCB course. Eligible students must have a 2.4 grade point average; be eligible for, enrolled in, or have completed ENGL 1A and maintain 12 semester units including the UCB course. Students who have attended four-year colleges or universities are not eligible. Call (415) 239-3334 for more information.

**ADDITIONAL STUDENT PROGRAMS AND SERVICES**

**Childcare Services**

The Child Development & Family Studies Department administers 8 child development centers in San Francisco for children of CCSF students and other low income families. The centers feature subsidized child care and development services and are full time at most locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Care for toddlers is available at the Orifalea Family Center at the John Adams Campus. Parents can place their names on a waiting list by calling (415) 561-1895. The Department also features Parent/Child Observation courses at 17 sites throughout the city for parents who wish to participate in adult education opportunities with their children. For further information on specific Child Development services operated by the Department, please call the office at the John Adams Campus, Room 139, (415) 561-1921 or Ocean Avenue Campus, L211, (415) 239-3172 or visit our website at: www.ccsf.edu/Departments/Child_Development.

**HARTS Program**

The HARTS (Homeless At-Risk Transitional Students) Program provides access, advocacy, resources, and support for homeless, formerly homeless, and at-risk students within the college, and for those potential students in similar situations who wish to return to the educational setting. For more information call (415) 452-5233.

**Math Bridge Program**

This is a one year long program beginning each fall semester whose purpose is to assist African American, Latino, Filipino, and Native American students to complete elementary algebra and geometry successfully. However, all students are welcome to apply.

All students must apply to the program. An orientation is given and applications are accepted only during the spring semester. Students enter the program during the fall.

Math Bridge is not a remedial program. The goal of the program is to help students successfully complete mathematics prerequisites offered at City College in order to increase the number of transfers to baccalaureate colleges and universities.

**Math Bridge Program**

Group and individual counseling, tutoring, and other activities supplement the traditional mathematics lecture. Students also learn to develop skills that will be useful in other college courses. Call (415) 239-3933 for more information regarding admission to the program.

**Mentoring and Service-Learning**

The Office of Mentoring and Service-Learning offers two types of programs to increase student success and transfer, and enrich the college experience with hands-on application of classroom learning.

In the Mentoring program, a student is matched with a peer mentor. A mentor is “a kind of guide who, despite having been far enough ahead to know something of what’s down the path, comes back to walk with you, and thus leads without leaving you to follow.”

Mentors are currently available to students taking specific courses in science, social science, liberal arts, and vocational programs.

In the Service-Learning program, students enrolled in courses offering service-learning as an option are placed in the community, where they apply both academic and practical skills for the benefit of society. Service-Learning integrates community service with academic instruction so that each strengthens the other, and provides time for reflection and critical thinking while making significant contributions to individuals, organizations, and neighborhoods. For example, students taking biology courses may contribute to habitat restoration. In Project SHINE (Students Helping in the Naturalization of Elders), students in political science, psychology, sociology, foreign languages, and health prepare elders to take the citizenship exam.

Students involved in service-learning or volunteer opportunities may enroll in IDST 12 - Reflection on Service-Learning to share their experiences with other students (see course description). For more information about mentoring or service-learning opportunities, call (415) 239-3771.

**Orientation Classes**

To help students receive a more comprehensive understanding of the College, counselors offer Orientation Classes which thoroughly acquaint students to the demands of academic programs, the College’s various services, including the development of personal, career, educational goals including a transfer plan, and obtaining job-seeking skills. Orientation classes are also offered through the Career Development and Placement Center and through the Extended Opportunity Programs and Services (EOPS).

**Outreach and Recruitment Services**

The Office of Outreach and Recruitment Services (OORS), located on the Ocean Avenue Campus in Bungalow 615, provides information to the Greater San Francisco and Bay Area communities about programs, services, and resources offered at City College. The main focus of this department is to provide information to prospective and new student populations. Other specialized services include the following: coordinates outreach and recruitment activities with local public and private schools, colleges and universities, community-based organizations, neighborhoods, and government agencies; provides pre-admission counseling services; collaborates with CCSF departments to market and recruit for specific programs; provides outreach information to families in English, Chinese, and Spanish; assists in implementing enrollment development plans and programs; and conducts college tours. For more information, call OORS at (415) 239-3556.
Peer Advisors

The Peer Advisors are a group of students who have been trained extensively to offer support toward students' success at CCSF. They provide numerous services such as assistance with orientation workshops, registration, financial aid forms, general campus information, and campus tours. They are also involved in various outreach programs on campus and in the community. The Peer Advisors are located in the Information Center on the second floor of Conlan Hall. For more information call (415) 239-3296.

Project SURVIVE

Project SURVIVE is a peer education program dedicated to promoting healthy relationships and ending sexual violence, especially rape and battery in intimate relationships. For more information call (415) 239-3899. Located in Cloud Hall, Room 402.

Puente Program

The Puente Project is an academic and community leadership program designed to increase the number of community college students transferring to four-year colleges and universities. Puente meets this goal through a writing, counseling, and mentoring program taught and conducted by a specially trained English instructor and a counselor. The program is open to all interested students. For more information call (415) 239-3932.

Re-entry to Education Program (REP)

REP acknowledges the growing number of adults actively changing their lives through the educational process. Whether one is seeking to enhance his/her knowledge, learn new job skills, or prepare for a professional career, REP seeks to ease the transition for the re-entry student’s return to school. The staff understands that barriers can exist to beginning or re-entering college as well as to completing one’s educational goals. Identifying these barriers and helping students address their resolution is REP’s highest priority.

REP provides the following services to both prospective and currently enrolled students: professional counseling for personal, crisis, academic, and vocational concerns; information on transfer to four-year institutions; parenting/child care; study skills, job training and career opportunities; peer advising for assistance with completing forms, referral to campus and community resources, and the student perspective on campus life. Workshops and support groups are held to assist students in adjusting to college expectations; to discuss issues such as career/life planning, study skills, goal setting, time management, financial aid, final examination preparations, and stress management.

Dr. Betty Shabazz Family Resource Center

The Dr. Shabazz Family Resource Center, located in the Student Union, empowers students with children through information, resources, and support and builds a stronger student parent community on campus. The student-run center provides the following services: supervised children’s activities, use of FRC computers, job referrals, information about CalWORKS, peer mentoring, and support groups. Call (415) 239-3109 for more information.

Students Supporting Students (S Cube)

Student Peer Mentoring Program, located in the Student Union, supports students to navigate the college programs and classes that will enable them to be successful students. Peer mentors provide resources on financial support, academic assistance, clubs on campus, self awareness, and on campus resources. The peer mentors encourage interaction with others who are going through similar situations, similar struggles to create a positive environment for people to be themselves and realize their own success. Call (415) 239-3660 for more information.

Teacher Prep Center

This program provides support, resources, counseling and fieldwork opportunities to future teachers. Call 239-3890 or visit the website at: www.ccsf.edu/Departments/Child_Development/Teacher_Prep_Center.

Veterans Services

The Veterans Educational Benefits Office is located in Conlan Hall, Room E2 and is open Monday through Friday, 8:00 a.m. to 4:00 p.m.

Veterans, veterans’ dependents and eligible persons may apply at the Veterans Educational Benefits Office, Conlan Hall, Room E2.

Students must also apply for admission to City College through the Office of Admissions and Records, Conlan Hall, Room E107.

Available Benefits:

1. GI Bill – Active Duty Educational Assistance Program (Chapter 30)
2. Selected Reserve Educational Assistance Program (Chapter 1606)
3. Survivors and Dependents of Veterans’ (who are either 100% disabled or died due to service-related conditions) Educational Assistance Program (Chapter 35)
4. Vocational Rehabilitation, Veterans with Service Connected Disabilities (Chapter 31)

Please inquire at the Veterans Educational Benefits Office for further details regarding eligibility and procedures.

Eligible disabled veterans may qualify for Chapter 31 Vocational Rehabilitation Benefits. Disabled veterans are encouraged to contact the main DVA Regional Office for more information at 1-800-827-1000.

Credit for Military Training. City College will grant six semester units of credit to students who present to the Office of Veterans Educational Benefits official documentation showing that they have completed one year or more of active duty in any of the Armed Forces of the United States. Veterans who have completed military-training courses equivalent to courses offered at City College will be awarded up to a maximum of ten units. These are based on the recommendations made by the American Council of Education. Students may use such credit in partial unit satisfaction of the requirements for the degree of Associate in Arts or Associate in Science. Since many universities and colleges do not accept credit that other schools have granted for military service, students who desire to transfer such credit should consult the policy of the school to which they intend to transfer.
**Academic Progress Policy for Veteran Students.** If the student has been on either academic probation or on progress probation or on both academic and progress probation for more than two consecutive semesters, he or she shall be subject to termination of veteran’s education benefits.

**Women’s Resource Center**
The Women’s Resource Center is a safe place that provides information to women about resources available to them both on and off campus. The Center houses a lending library of nearly 1,000 books by and about women. It sponsors campus-wide events and hosts various support groups. The Center is run by students who work closely with a faculty advisor from the Women’s Studies department. For more information, call (415) 239-3112. Located in Smith Hall, Room 103-104.
City College of San Francisco is dedicated to the principle that the highest quality education possible be provided to all students. Central to this philosophy is the belief that all students granted an Associate degree should be required to study a variety of general breadth courses in addition to those courses which are required by a student’s major. These courses shall introduce the student to the languages, the methods of inquiry, and the achievements of the major academic disciplines. Consistent with this philosophy, it is the intent of the College to involve students in the various disciplines in such a way that students will develop an interest in learning that will continue and expand throughout their lives.

Goals of the General Education Program

Through its general education program, the College intends to graduate students who have developed:

- a. skills in the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
- b. English language skills so that they can communicate clearly, both orally and in writing, and can evaluate what they hear and read.
- c. an appreciation and understanding of the scientific method, of the achievements of at least one of the natural sciences, and of the relationships between the natural sciences and other human activities.
- d. an appreciation and understanding of the methods of inquiry used in the social and behavioral sciences and of the ways people act and have acted in response to their societies.
- e. an appreciation and understanding of the ways in which people throughout the ages and in different cultures have responded to themselves and to the world around them through artistic and cultural creation, and have developed aesthetic sensitivity and skills as well as an ability to make informed value judgments.
- f. an appreciation and understanding of American history and government so that they can be responsible and active citizens.
- g. an appreciation and understanding of the physical skills and health knowledge essential for mental and physical well-being.
- h. an appreciation and understanding of the history, culture, and perspective of diverse ethnic groups, of women and of gays, lesbians and bisexuals.

Catalog Rights

City College of San Francisco issues a new catalog yearly. The courses required for a specific degree or certificate may change from one catalog to the next and often change during a student’s tenure. For the purposes of meeting graduation requirements based on catalog rights, students may elect to meet the requirements of either:

1. The catalog which was in effect at the time the student began his/her course work at City College of San Francisco, or
2. Any catalog that is or has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain catalog rights through continuous enrollment at City College of San Francisco. Continuous enrollment is defined as enrollment in at least one course per academic year (fall or spring semester). Any of the following academic record symbols (A-F, CR, NC, I, UG, IP, RD, W and MW) shall constitute continuous enrollment. Documented military or medical leave, not exceeding two years, will not be considered an interruption of enrollment. If an interruption in enrollment occurs, catalog rights are re-established based on the date of re-enrollment. Catalogs from years prior to re-enrollment are no longer available once an interruption in enrollment occurs. Students planning to transfer to a four-year institution are advised to review that institution’s catalog for “rights” accorded community college transfers. City College of San Francisco reserves the right to not offer course work which has been offered in the past.

Graduation Requirements

A student may be graduated from City College of San Francisco with the degree of Associate in Arts (A.A.) or Associate in Science (A.S.) by satisfying the requirements established by the Board of Governors of the California Community Colleges, the Governing Board of the San Francisco Community College District, and the faculty of the College. Students may fulfill these requirements in two ways:

Option A: CCSF Associate Degree

CCSF offers a general associate degree to any student who completes the CCSF General Education requirements, and a minimum of 60 degree applicable units, and other CCSF associate degree requirements.

Option B: CCSF Transfer Associate Degree (CSU)

CCSF offers a transfer associate degree to any student who completes the California State University (CSU) General Education requirements, as certified by CCSF
Admissions and Records, and a minimum of 60 semester units which are both transferable and degree applicable, with the stipulation that 3 of these units must meet CCSF’s Ethnic Studies/Women’s Studies/Gay, Lesbian and Bisexual Studies requirement. The degree awarded is Associate in Arts, University Transfer Studies.

Note: Students planning to transfer using the IGETC pattern are advised to pursue Option A: CCSF Associate Degree.

## Associate Degree Graduation Requirements Overview

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1. **General Education:** Completion of City College of San Francisco (CCSF) General Education pattern, Areas A-H.

2. **Math Requirement:** Satisfactory math placement score, or approved math course, or satisfactory score on SAT, ACT or Advanced Placement (AP) exams.

3. **Major Requirement:** Completion of 18 or more semester units toward satisfaction of the general education requirements for CSU, IGETC or UC Berkeley College of Letters and Science; or by completion of 18 units in a particular field.

4. **Unit Requirement:** A minimum of 60 semester units of college-level (degree applicable) work.

5. **Grade-Point Requirement:** A cumulative grade point average of at least 2.0.

6. **Residence Requirement:** Completion at CCSF of the last 12 to 60 semester units required for graduation; or completion of a minimum of 45 semester units at CCSF.

7. **Petitioning for the Associate Degree:** Submission of a Petition for Graduation Form to the Office of Admissions and Records by the deadline.

1. **General Education:** Completion and certification of California State University (CSU) General Education pattern, Areas A-E, including 3 units of approved diversity course work.

   Note: Each CSU General Education Area (Areas A, B, C, D, and E) must be fully completed in order to satisfy this requirement.

2. **Math Requirement:** Completion of Area B4 of the CSU General Education pattern.

3. **Major Requirement:** Completion of CSU General Education pattern.

   Note: Students are also advised to take CCSF courses that can count toward the major at their transfer university.

4. **Unit Requirement:** A minimum of 60 semester units which are both CSU transferable and CCSF degree applicable.

5. **Grade-Point Requirement:** A cumulative grade point average of at least 2.0.

6. **Residence Requirement:** Completion at CCSF of the last 12 of 60 semester units required for graduation; or completion of a minimum of 45 semester units at CCSF.

7. **Petitioning for the Associate Degree:** Submission of a Petition for Graduation Form to the Office of Admissions and Records by the deadline.
1. General Education Requirements

Option A: CCSF Associate Degree

General educational courses are required in the following areas:

a. communication and analytical thinking,

b. written composition,

c. natural sciences,

d. social and behavioral sciences,

e. humanities,

f. United States history and government,

g. physical skills and health knowledge, and

h. ethnic studies, women’s studies, and gay, lesbian and bisexual studies.

To satisfy general education requirements, students must complete from 18 to 24 semester units, which must include the minimum number of units indicated in each of the preceding areas.

The requirement in each of the areas may be satisfied in any semester in which the student is in attendance, subject to the satisfaction of prerequisites.

A course listed in more than one of the areas may be offered in satisfaction of the requirement in only one of those areas. Exception: If an Area H course selected is also listed in Areas A through G, the course may be used to satisfy this requirement and one other area.

The student may satisfy the requirement for a general education course or courses by offering credit earned by examination, provided that he has earned that credit in conformance with the College regulations governing credit granted in this manner.

Area A: Communication and Analytical Thinking Requirement

To satisfy the graduation requirement in Communication and Analytical Thinking, the student must complete at least three semester units from the following courses:

American Sign Language 1A, 1B
Broadcast Electronic Media Arts 101
Business Mathematics 66, 68
Chemistry 17
Child Development 108A, 108B
Chinese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 12A, 12B, 12C, 14A, 14B, 14C, 16, 17, 22, 31A, 31B
Computer Networking and Information Technology 131, 132
Computer Science 101, 105, 110A, 111A, 112A, 113A, 150A, 181, 183A
Design 110
Economics 5
Engineering 38
Engineering Technology 50, 108A, 108B
English as a Second Language 79
French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 21, 22
German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B

Area B: Written Composition Requirement

To satisfy the graduation requirement in Written Composition, the student must complete at least three semester units of composition. The sequence of courses to be taken depends upon the student’s placement in English.

While it is highly recommended that all students granted an A.A. or A.S. degree complete English 1A and 1B, students who according to their placement results are:

qualified for English 1A
must complete English 1A with a grade of C or higher.

qualified for English 96, 94/93, 92, 90 or L
must complete English 96 with a grade of C or higher.

qualified for ESL
must complete ESL 170 with a grade of C or higher*.

* ESL students also may meet this requirement with an appropriate English course (see above).

Area C: Natural Sciences Requirement

To satisfy the graduation requirement in the Natural Sciences, the student must complete at least three semester units from the following courses:

Anatomy 14, 25
Anthropology 1
Astronomy 1, 4, 14, 16*, 17, 18, 19
Biology 101B, 9, 11, 20, 30, 32, 40, 60, 65
Botany 10
Chemistry 32, 40, 101A, 103A, 110
Genetics 10, 15

Interdisciplinary Studies 50, 125
Italian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 16
Journalism 19, 26
Labor and Community Studies 76A
Learning Assistance 50, 60, 61*, 62*
Library Information Technology 51
Mathematics 840, 850*, 855, 860; 70, 75, 80, 90, 92, 95, 97, 100A, 110A
Microcomputer Applications for Business 160
Music 3A, 29
Pilipino 1, 2, 10A, 10B, 10C
Philosophy 2, 4, 12A, 40
Psychology 5
Russian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 10A, 10B, 10C, 10D, 15A, 15B, 20, 21, 21A, 21B, 22, 22A, 22B
Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 5S, 10A, 10B, 10C, 10D, 31, 31A, 31B, 32
Speech 1A, 3, 4, 6, 11, 12, 20
Supervision and Management 234

*Only partially satisfies number of units required for this area
Area D: Social and Behavioral Sciences Requirement

To satisfy the graduation requirement in the Social and Behavioral Sciences, the student must complete at least three semester units from the following courses:

- Administration of Justice 57, 59
- African American Studies 30, 31, 40, 55, 60
- American Studies 11A, 11B
- Anthropology 2, 3, 3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25
- Asian American Studies 8, 27, 35, 40, 42, 61*, 62*, 63
- Asian Studies 1
- Broadcast Electronic Media Arts 104
- Child Development 53, 67, 68
- Economics 1, 10, 25, 30
- Fashion 28*
- Gay/Lesbian/Bisexual Studies 5, 10, 21, 24, 30, 51*, 55
- Geography 4, 7
- Health Science 5, 30
- Interdisciplinary Studies 7, 28G, 29, 37, 45, 80A*, 80C*, 80D*, 81B*
- Labor and Community Studies 93A
- Latin American and Latino/a Studies 14
- Pilipino 1, 2, 1B, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
- Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 39A, 39B
- Graphic Communications 21
- Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
- Interdisciplinary Studies 14, 23, 27A, 27B, 29, 36, 38, 42, 44, 70
- Italian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
- Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 13, 16, 39, 49
- Labor and Community Studies 93A
- Latin American and Latino/a Studies 14
- Philippine Studies 30
- Philosophy 2, 4, 25A, 25C
- Photography 50A, 50B
- Physical Education 30, 33
- Pilipino 1, 2, 10A, 10B, 10C, 39A, 39B
- Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 5S, 10A, 10B, 10C, 10D, 31A, 31B, 32, 39A, 39B, 39C, 39D, 41
- Speech 5, 37, 38
- Theater Arts 1, 17, 101, 103, 104, 105
- Women’s Studies 10, 20

Area F: United States History and Government Requirement

To satisfy the graduation requirement in United States History and Government, the student must complete at least three semester units from the following courses:

- African American Studies 60
- American Civilization 11A, 11B
- African American Studies 20
- Economics 10
- History 1, 9, 12A, 12B, 17A, 17B, 21, 41A, 41B, 45
- Labor and Community Studies 70, 70A, 70B
- Political Science 1, 46
Area G: Physical Skills and Health Knowledge Requirement

To satisfy the graduation requirement (1-3 units) in Physical Skills and Health Knowledge a student must complete one course from area G1 and one course from area G2.

If in fulfilling this requirement a student selects courses which total more than three units, the additional units may be counted towards the 60-unit graduation requirement.

Area G1 may be waived upon successful completion of a competency examination. Students should contact their counselor or program adviser for additional information.

Area G1

Anatomy 14
Culinary Arts and Hospitality Studies 244
Health Science 10, 25, 27, 33, 35, 53
Nutrition 12, 51
Physical Education 6

Area G2

Health 12, 14, 17, 18, 21, 41, 67, 68
Interdisciplinary Studies 17, 55
Labor and Community Studies 101
Psychology 7, 9, 17

Area H: Ethnic Studies (H1), Women’s Studies (H2), and Gay, Lesbian and Bisexual Studies (H3)

To satisfy the graduation requirement in Ethnic Studies (H1), Women’s Studies (H2), and Gay, Lesbian and Bisexual Studies (H3), the student must complete at least three semester units from Area H1, H2, or H3. If the course(s) selected is (are) also listed in Areas A through G, the course(s) may be used to satisfy this requirement and one other area.

Area H1 (Ethnic Studies)

African American Studies 30, 31, 35, 40, 50, 51, 55, 60, 70
Anthropology 3AC, 11, 12, 15, 19
Art 104 through 107, 146A
Asian American Studies 8, 20, 27, 30, 35, 40, 42, 62*, 63
Asian Studies 1, 11, 12
Broadcast Electronic Media Arts 104
Chinese 29A, 29B, 39, 49

Economics 30
English 32A/34A, 32B/34B, 36, 37, 57, 58A, 60
Health Science 50
Humanities 35, 48
Interdisciplinary Studies 14, 23, 27A, 27B, 28G, 29, 36, 37, 40, 42, 44, 45, 70, 80A*, 81B*
Japanese 39, 49
Labor and Community Studies 15
Latin American and Latino/a Studies 10, 11, 14, 15
Music 21, 23, 24, 25, 26
Philippine Studies 20, 30
Physical Education 33, 500A*
Pilipino 39A, 39B
Political Science 7, 8, 12, 18, 35, 47, 48
Psychology 22, 23
Spanish 39A, 39B
Speech 5
Theater Arts 17

*Only partially satisfies the number of units required for this area

Area H2 (Women’s Studies)

African American Studies 60
Anthropology 25
Art 108
Asian American Studies 35
Broadcast Electronic Media Arts 105
Economics 25
English 37, 57, 58A
Gay/Lesbian/Bisexual Studies 21, 30
Health Science 25, 26
History 12A, 12B
Humanities 25
Interdisciplinary Studies 23, 54, 55, 80C*, 80G*
Labor and Community Studies 78A*, 78B*
Latin American and Latino/a Studies 10
Psychology 25
Sociology 25
Women’s Studies 10, 20

*Only partially satisfies the number of units required for this area

Area H3 (Gay, Lesbian and Bisexual Studies)

Anthropology 20
Broadcast Electronic Media Arts 106
English 55, 56A, 56B, 56C
Gay/Lesbian/Bisexual Studies 5, 10, 11, 12, 20, 21, 24, 25, 30, 40, 50, 55, 60
Health Science 25, 27, 67, 68
History 45, 47D*
Interdisciplinary Studies 80D*
Labor and Community Studies 91D*
Music 27C

*Only partially satisfies the number of units required for this area

Option B: CCSF Transfer Associate Degree (CSU)

Students may satisfy the general education requirements for the Transfer Associate Degree (CSU) by completing and obtaining cer-
Students also must meet the CCSF diversity requirement by completing 3 units of Ethnic Studies/Women's Studies/Gay, Lesbian and Bisexual Studies from one of the following two categories:

Diversity courses that also count toward completion of the CSU General Education requirements:

- African American Studies 30, 31, 35, 40, 50, 51, 55, 60, 70
- Anthropology 3AC, 11, 12, 15, 19, 20, 25
- Art 104, 105, 106, 107, 108, 146A
- Asian American Studies 8, 20, 27, 30, 35, 40, 42
- Asian Studies 1, 11, 12
- Broadcast/Electronic Media Arts 105
- Chinese 29A, 29B, 39, 49
- Economics 25, 30
- English 32A/34A, 32B/34B, 36, 37, 55, 57, 58A, 60
- Gay, Lesbian and Bisexual Studies 5, 10, 11, 12, 20, 25, 30, 40, 45
- Health Science 25, 26, 27
- Humanities 25, 35, 48
- Interdisciplinary Studies 10D, 14, 23, 27A, 27B, 28G, 36, 37, 40, 42, 44, 45, 54
- Japanese 39, 49
- Labor and Community Studies 78A, 78B, 78C, 100
- Latin American and Latino/a Studies 10, 11
- Music 21, 23, 24, 25, 26, 27C
- Philippine Studies 20, 30
- Physical Education 500A*
- Pilipino 39A, 39B
- Political Science 7, 8, 12, 18, 35, 45, 47, 48
- Psychology 22, 23, 25
- Sociology 25
- Spanish 39A, 39B
- Speech 5
- Theatre Arts 17
- Women’s Studies 10

*Only partially satisfies the number of units required for this area

Diversity courses that currently do not count toward completion of the CSU General Education requirements but are CSU transferable for elective credit:

- Asian American Studies 62*, 63
- Broadcast/Electronic Media Arts 104, 106+
- English 56A, 56B, 56C
- Gay, Lesbian and Bisexual Studies 21, 24, 55
- Health Science 50, 67, 68
- History 47D*
- Interdisciplinary Studies 29+, 55, 70, 80A*, 80C*, 80D*, 81B*
- Labor and Community Studies 15+, 91D*
- Latin American and Latino/a Studies 14+, 15+
- Physical Education 33+

*Under review for CSU General Education

*Only partially satisfies the number of units required for this area

### 2. Mathematics Requirement

#### Option A: CCSF Associate Degree

The student may satisfy the graduation requirement in mathematics in any one of the following four ways:

1. Achieving a satisfactory score on the algebra placement examination. The student may retake the test one time, no earlier than three months from the original test date, if she/he did not make a satisfactory score on the first date. *(Note: The student is advised to retake the test before the last semester before graduation.)*

2. Completing with a grade of C or higher MATH 840, or ET 108B/CDEV 108B, or ET 50, or PSYC 5, or ECON 5, or PHIL 12A, MATH 850, MATH 855, MATH 860 and higher-level mathematics courses also satisfy this requirement.

3. Completing at an accredited college with a grade of C or higher any mathematics course equivalent to MATH 840, or equivalent to a higher level CCSF mathematics course.

4. Scoring:
   - 550 or higher on the Mathematics Achievement Test (SAT II Mathematics Subject Examination), or 600 or higher on the SAT I, or
   - Level I or II or 28 on the American College Test (ACT); or
   - 3, 4, or 5 on the Advanced Placement Examination in Calculus AB or BC, or
   - 3, 4, or 5 on the Advanced Placement Examination in Computer Science AB, or
   - 3, 4, or 5 on the Advanced Placement Examination in Statistics.

#### Option B: CCSF Transfer Associate Degree (CSU)

The student may satisfy the graduation requirement in mathematics through completion of the CSU General Education Quantitative Reasoning (Area B4) requirement in this curriculum.

### 3. Major Requirement

#### Option A: CCSF Associate Degree

A student must complete a major consisting of one of the following:

a. completion of 18 or more semester units toward satisfaction of the general education requirements for the California State Universities, or toward satisfaction of the general education requirements for the Intersegmental General Education Transfer Curriculum (IGETC), or toward satisfaction of the breadth requirements of the College of Letters and Science of the University of California, Berkeley; or

b. completion of 18 or more semester units in a particular field of study or as required in a curriculum specified by the
The following majors are offered at the City College of San Francisco: Accounting, Administration of Justice, Architecture, Architectural Interiors, Construction Management, Electronics Engineering Technology, Engineering, Fire Science Technology, Graphic Design, Mechanical Engineering Technology, Photography, and Print Production.

Option B: CCSF Transfer Associate Degree (CSU)

The student may satisfy the graduation requirement for a major by completion of the CSU General Education requirements.

4. Unit Requirement

Option A: CCSF Associate Degree

To satisfy the unit requirement for graduation, the student must complete a minimum of 60 semester units of college-level (degree applicable) work that include the courses and units
a. required for the student’s major, and
b. specified in the general education requirements described above.

Option B: CCSF Transfer Associate Degree (CSU)

To satisfy the unit requirement for graduation, the student must complete a minimum of 60 semester units which are both CSU transferable and CCSF degree applicable and which include the courses and units
a. required for the transfer studies major, and
b. specified in the general education requirements described above.

5. Grade-Point Requirement (Options A and B)

To satisfy the grade-point requirement for graduation, a student must maintain a cumulative grade point average of at least 2.0 in all associate degree applicable courses at City College of San Francisco. The student must also have at least a 2.0 combined grade point average which includes the cumulative grade point average for all associate degree applicable courses at City College of San Francisco combined with the grade point average of all transferable units completed at other accredited postsecondary institutions.

6. Residence Requirement (Options A and B)

The student may satisfy the residence requirement for graduation
a. by completing at City College of San Francisco the last 12 of the 60 semester units required for graduation, or
b. by completing a minimum of 45 semester units at City College of San Francisco.

7. Petitioning for the Associate Degree (Options A and B)

Students seeking the Associate in Arts or the Associate in Science Degree must complete and submit a Petition for Graduation Form to the Admissions and Records Office on or before the dates specified in the “Calendar of Instruction.”

Students should not petition for the Associate Degree until all the requirements are met or about to be satisfactorily completed in the current school term. Students are requested to review the completion of all requirements with their counselor or advisor prior to submitting the Petition for Graduation Form.

Petitioning for Award of Achievement and/or Certificate of Completion

Requirements for the Award of Achievement. To qualify for the Award, you must also have completed the requirements for the Associate Degree at CCSF and applied for graduation at CCSF. Students who have earned the required Associate or higher degree from another accredited U.S. institution must have an official transcript on file with the degree posted. Degrees from foreign institutions may also be accepted, providing they are accredited and equivalent to a U.S. degree; students must also meet CCSF’s English requirement.

Requirements for the Certificate of Completion. Students who have fulfilled the certificate program course requirements as stated in the CCSF college catalog may petition to receive a Certificate of Completion.

Petitions are available at the Office of Awards and Certificate Evaluations, Conlan Hall, Room E2 and the Admissions and Records Office, Room E107. Petitions should be submitted by the deadline posted in the Calendar of Instruction.

Guidelines for both petitions are as follows:
• Discuss the curriculum requirements with your program advisor or department chair to assure that all program requirements are met.
• Submit your petition before the deadline indicated in the current College Catalog or Schedule of Classes.
• If you are applying for both the Certificate and the Award, please complete separate petitions for each.
• Please be aware that an official transcript, not a diploma, is the legal document to be presented as proof of graduation, if needed.
If any of the requirements for the Certificate of Completion or the Award of Achievement you are applying for (as published in the CCSF Catalog) are being substituted by courses taken at another college or university or substituted with CCSF coursework, or are being waived by the department, be sure the department chair or faculty advisor completes and signs the appropriate areas of the petition form.

If your petition is denied because you have not met all the requirements, consult the College Catalog. If you need further clarification, contact the department chair or a faculty advisor. DO NOT call the Certificate and Award of Achievement Department or the Admissions and Records Office to request a waiver of requirements. The requirements for the Certificate of Completion and Award of Achievement have been established by the faculty and the administration and approved by the Governing Board. The Admissions and Records Office does not have the authority to change or waive any of the requirements.
TRANSFER INFORMATION

General Information
This section of the College catalog contains general information for students planning to transfer to any of the University of California (UC) campuses or to any of the campuses of the California State University (CSU).

Listed in this section of the catalog (in the order given below) are five categories of information: (1) Courses which satisfy the general education requirements for all campuses of the California State University; (2) Courses from City College of San Francisco acceptable at all campuses of the University of California for elective credit; (3) Courses from City College that satisfy the Intersegmental General Education Transfer Curriculum (IGETC); and (4) Courses from City College which have California Articulation Number System (CAN) numbers.

Transfer Information
Courses numbered from 1 through 799 are university courses except for some listed as “Credit, non-degree applicable” and a few others. With these exceptions, courses numbered 1 through 799 are considered to be baccalaureate in nature and carry transfer credit. However, according to their transfer policies, some universities and four-year colleges may not grant transfer credit for every City College baccalaureate course.

Courses named with one of the letters from A through Z are foundational courses: for example, English K. Credit earned in these courses is not accepted for graduation from City College and is generally not transferable to a university or a four-year college.

Credit earned in courses numbered 800 through 899 is generally not transferable to a bachelor degree-granting institution. Such credit, however, is accepted for graduation from City College.

Courses numbered 0001 through 9999 (the zeroes are significant) are noncredit courses. No college credit is given for these.

The California State University grants transfer credit for all courses numbered 1 through 799, except for some courses in English, English as a Second Language and Engineering Technology. Those courses which are transferable to the California State University for elective credit are labeled with “CSU” following the description of the course content in its announcement.

A complete list of courses for which the University of California accepts credit is given in the Transfer section of this catalog. In addition, each course that is acceptable for elective credit at all campuses of the University of California has “UC” following the description of the course content in its announcement.

Courses designated as “UC upon review” are independent studies or variable topics courses which may earn UC elective credit, but which must be evaluated by the UC campus at the time the student is admitted for transfer before credit can be granted.

Those courses for which a California Articulation Number System number has been established have “CAN” following the description of the course content in their announcement.

Students are advised to see their counselors or advisors for further information beyond that which is given on the following pages regarding transferring to a four-year college or university.

Articulation Agreements
Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and CSU and UC campuses are available at WebAssist, www.assist.org. Articulation agreements with private or out-of-state colleges may be found on the City College Articulation website: www.ccsf.edu/artic.

CALIFORNIA STATE UNIVERSITY (ALL CAMPUSES)

Admission Application Dates
To ensure consideration for admission to the campus of first choice, students are reminded to file a CSU application during the appropriate filing period shown below:

Term: Applications First Accepted
Summer Quarter: February 1 (preceding the summer term)
Fall Semester/Quarter: October 1 (preceding the term)
Winter Quarter: June 1 (preceding the term)
Spring Semester/Quarter: August 1 (preceding the term)

Application for impacted programs must be filed during the initial application filing period. Otherwise, each campus accepts applications until capacities are reached. If you are applying after the initial filing period, consult the campus admissions office for current information.

Apply online, www.csumentor.edu.

Admission as a Transfer Student
Beginning with the fall term 2005, a student may satisfy CSU admission requirements as an upper division transfer student by:

- Completing a minimum of 60 transferable semester units (CCSF courses numbered 1
• Maintaining a grade point average of 2.00 or higher in all transferable units attempted. Nonresidents must have a 2.4 grade point average.
• Satisfying a minimum of 30 units of General Education including: A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, B4 Quantitative Reasoning.

Supplementary Admissions Requirements. Some majors and campuses receive more applications during the initial filing period than can be accommodated and have higher admission standards. For detailed information regarding Impacted Undergraduate Majors and Campuses in the California State University, go to http://www.calstate.edu/AR/impactioninfo.shtml.

Transfer of Credit to the California State University (All Campuses)

The campuses of the California State University accept credit from City College of San Francisco as follows:

1. They accept as elective credit toward graduation the units earned in all City College courses numbered 1 through 799, except for ESL 75, 85, 110, 120, 122, 130, 132, 142; ENGL 90, 92 and ET 108A.

2. They do not accept credit earned in City College foundational courses. (These courses are named with only one letter—for example, English K. Other of these courses are numbered from 800 through 899—for example, Mathematics 840.)

3. They accept transfer credit as indicated above, but do not accept more than 70 semester units of community college credit to be used to satisfy the unit requirements for the baccalaureate degree.

4. They accept partial or full certification of completion of the Lower Division General Education requirements for graduation from the California State University for courses completed at City College.

5. They do not necessarily accept credit that City College has granted for work completed at other collegiate institutions or for The College Board’s AP examinations.

6. They grant six units of credit for one year or more of military service.

American Institutions and United States History Requirement

Candidates for a bachelor’s degree must satisfy the requirement in American Institutions and United States History by completing one course from each of the following two groups:

Group 1. Political Science 1

Group 2. Asian American Studies 20; History 1, 9, 12A, 12B, 17A, 17B, 41A, 41B; Labor and Community Studies 70, 70A, 70B

General Education Requirements for the California State University (All Campuses)

NOTE: The information below is valid for 2004-05. The new 2005-06 list is available from a counselor, the Transfer Center WebAssist, www.assist.org, or the CCSF articulation webpage: www.ccsf.edu/artic.

Requirements for the baccalaureate degree at the California State University include the completion of a minimum of 48 semester units in general education within a prescribed pattern, including 9 semester units of upper-division work. A maximum of 39 semester units may be certified by City College as having met the CSU lower division General Education requirements.

The 39 semester unit pattern is distributed among five broad areas as noted below. City College will certify completion of each area according to the unit limits shown.

Students have the option to complete the Intersegmental General Education Transfer Curriculum (IGETC) in lieu of the 39 unit CSU general education pattern.

AREA A: Communication in the English language and critical thinking
(9 certifiable semester units or 12-15 quarter units with at least one course from each of A1, A2, and A3)

A1 Oral Communication:
English as a Second Language 79
Speech 1A, 3, 4, 11, 12, 20

A2 Written Communication:
Business English 70*
English 94*, 96*, 1A, 1B
English as a Second Language 82*

A3 Critical Thinking:
English 94*, 1A, 1B, 40
Philosophy 2, 4, 40

*Will be removed from Area A effective Fall 2006

AREA B: Physical Universe and its Life Forms
[9 certifiable semester units or 12-15 quarter units required with at least one course each from B1, B2 (at least one to contain a laboratory component identified in B3) and B4]

B1 Physical Science:
Astronomy 1, 14, 17, 18
Chemistry 32, 40, 101A, 103A, 110
Geography 1
Geology 5, 10, 18, 21
Interdisciplinary Studies 10C
Oceanography 1, 10
Paleontology 1
Physical Science 11
Physics 2A, 4A, 10, 40, 41

B2 Biological Sciences:
Anatomy 14, 25
Anthropology 1

Transfer Information 63
AREA A: Natural and physical sciences
(9 certifiable semester units or 12-15 quarter units, with at least one course in each of the following disciplines: Biology, Botany, Genetics, Microbiology, Physiology, Zoology)

Biology 9, 10, 11, 20, 30, 32, 40, 101A, 101B
Genetics 10
Interdisciplinary Studies 9
Microbiology 12
Physiology 1, 12
Zoology 10

B3 Laboratory Activity (to be taken with course from B1 or B2)
Anatomy 14, 25
Astronomy 16
Biology 9, 11, 32L, 101A, 101B
Botany 10
Chemistry 32, 40, 101A, 101L, 102L, 103A, 110L, 208L, 212L
Genetics 11
Geography 1L
Geology 5, 10L
Microbiology 12
Oceanography 1L, 10
Paleontology 1
Physical Science 12A
Physics 2AL, 4AL, 10L
Physiology 1, 12
Zoology 10

B4 Quantitative Reasoning:
Economics 5
Engineering Technology 50
Mathematics 70, 75, 80, 90, 92, 95, 97, 100A, 100B, 110A, 110B, 110C, 115, 120, 125, 130
Philosophy 12A
Psychology 5

AREA C: Arts, literature, foreign language and philosophy
(9 certifiable semester units or 12-15 quarter units with at least one course in the Arts and one course in the Humanities)

C1 Arts:
African American Studies 51, 55
Architecture 21, 26A, 29A, 31A, 31B, 32, 34
Asian Studies 11
Film 18, 21
Gay/Lesbian/Bisexual Studies 20, 25
Physical Education 3, 5A, 5B, 5C, 30
Photography 50A, 50B
Speech 38
Theatre Arts 1, 3A, 17, 19, 50, 101, 104, 105, 200

C2 Humanities:
African American Studies 30, 35, 40, 50
American Studies 11A, 11B
Asian Studies 12
Asian American Studies 30, 35
Classics 35
Film 20A, 20B, 21, 22
French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 39A, 39B, 39C, 41, 42
Gay/Lesbian/Bisexual Studies 11, 12, 75
German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 39A, 39B
Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
Interdisciplinary Studies 14, 15, 22A, 22B, 22C, 23, 27A, 27B, 36, 37, 38, 42, 44, 45, 100A
Italian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
Women’s Studies 10

AREA D: Social political and economic institutions and behavior
(9 certifiable semester units or 12-15 quarter units with courses to be selected from at least two disciplines from the following)

D0 Sociology and Criminology
Administration of Justice 59
Gay/Lesbian/Bisexual Studies 10
Physical Education 13
Sociology 1, 1AC, 2, 25, 30, 35

D1 Anthropology and Archeology
Anthropology 2, 3, 3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25

D2 Economics
Economics 1, 10, 25, 30
Labor and Community Studies 74

D3 Ethnic Studies
African American Studies 30, 31, 60
Anthropology 3AC, 12, 20, 25
Asian American Studies 8, 20, 27, 35, 40, 42
Economics 30
History 9, 15A, 15B, 21, 38, 41A, 41B, 44
Interdisciplinary Studies 10D, 37, 40, 45
Labor and Community Studies 100
Latin American Studies 10
Political Science 7, 12
Psychology 22, 23

D4 Gender Studies
African American Studies 60
Anthropology 20, 25
Asian American Studies 35
Economics 25
Gay/Lesbian/Bisexual Studies 5, 10, 30, 50, 60
History 12A, 12B, 45
Interdisciplinary Studies 54
Labor and Community Studies 78A, 78B, 78C
Psychology 25
Sociology 25

**D5 Geography**
Geography 4, 7

**D6 History**
Asian American Studies 20
Economics 10
Interdisciplinary Studies 100A
Labor and Community Studies 70, 70A, 70B, 88

**D7 Interdisciplinary Social or Behavioral Science**
Asian American Studies 27
Asian Studies 1
Broadcast Electronic Media Arts 101, 103, 105
Child Development 53, 67, 97
Gay/Lesbian/Bisexual Studies 30
Interdisciplinary Studies 10D, 28G, 37
International Business 162
Labor and Community Studies 96C
Philippine Studies 20
Speech 5

**D8 Political Science, Government and Legal Institutions**
Labor and Community Studies 71A, 71B
Latin American and Latino/a Studies 11
Political Science 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 20, 22, 25, 35, 43, 45, 47, 48, 53A

**D9 Psychology**
African American Studies 30
Child Development 53, 67
Psychology 1, 10, 11, 12, 16, 21, 22, 23, 25, 26, 40
Sociology 30

**AREA E: Lifelong understanding and self-development**
(3 certifiable semester units or 4-5 quarter units)
African American Studies 70
Gay/Lesbian/Bisexual Studies 40, 70
Health Science 10, 14, 20, 25, 26, 27, 33, 41, 45, 53, 72
Interdisciplinary Studies 17, 50
Learning Assistance 50, 60
Physical Education 12, 18A, 18B, 18C, 50A, 50B, 50C, 400-600 series (all PE credit limited to 1 unit)
Psychology 7, 9, 14, 15, 17, 21, 26
Sociology 28, 35

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**UNIVERSITY OF CALIFORNIA (ALL CAMPUSES)**

**Admission Application Dates**
To ensure consideration for admission to the campus of first choice, students are reminded to file a UC application during the appropriate Filing Period:

**University of California, Berkeley and Merced**
Fall Semester: File November 1-30
Application accepted for the fall only

**All Other University of California Campuses**
Fall Quarter: File November 1-30
Winter Quarter: File July 1-31
Spring Quarter: File October 1-31
For the fall term, all majors and programs are open to new students. Check with the specific campus Admissions Office if applying for other than the fall term. Apply online, [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).

**Minimum U.C. Transfer Eligibility Requirements**

Applicants who, since high school graduation, have registered in any collegiate institution and who have completed work in community colleges, summer school (other than a summer session immediately following high school graduation), or extension courses must apply for admission as a transfer student. An applicant may not disregard her or his previous college record and apply as a freshman. A transfer student who has earned fewer than 12 semester units of college credit subsequent to high school graduation must satisfy the examination requirement for freshman applicants. The examination requirement may be disregarded in determining eligibility for freshman standing if the applicant has earned more than 12 semester units of college credit subsequent to high school graduation. The requirements for admission as a transfer student vary according to the high school record. Current regulations applying to admission for transfer students who are California residents are as follows:

1. A student who was eligible for admission from high school, meaning that he/she satisfied the Subject, Scholarship and Examination Requirements, or was eligible under the Eligibility in the Local Context (ELC) program, is eligible to transfer after establishing a grade point average of 2.00 or better in all transferable coursework.

2. A student who has met the Scholarship Requirement but has not completed the Subject Requirement in high school may establish eligibility by:
   a. completing with a final grade of C or better appropriate college courses in the required “a-g” high school subjects and
   b. establishing an overall grade-point average of 2.00 or better in all transferable college course work.

3. A student who was ineligible for admission as a freshman because of the Scholarship Requirement must:
   - Complete 60 semester units (90 quarter units) of trans-
ferable college credit with a grade point average of at least 2.4, and

- Complete a course pattern requirement to include:
  a. Two transferable college courses (3 semester units or 4-5 quarter units each) in English composition; and

b. One transferable college course (3 semester units or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and

c. Four transferable college courses (3 semester units or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

The current admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college course work.

In recent years, the number of applicants to many campuses and majors has greatly exceeded the spaces available. This increased competition means the University may no longer be able to guarantee admission to all eligible students. When a campus has to choose among qualified students, it applies standards that are more demanding than the minimum requirements. Using a process called comprehensive review, admissions officers look beyond the required course work and grades to evaluate applicants' academic achievements in light of the opportunities available to them and the capacity each student demonstrates to contribute to the intellectual life of the campus.

Courses from City College of San Francisco Acceptable at All Campuses of the University of California

(The following information is based upon information received from the University at the time of the publication of this catalog. The University may decide after the publication of this catalog to limit or not to accept units earned in some City College courses. Further information, when it is received from the University, will be made available to students online, www.assist.org.)

1. The University of California (all campuses) accepts as elective credit toward graduation the units earned in the courses listed below, subject to the limitations and exclusions noted.

2. The following is a complete list of City College courses for which the University of California accepts credit, subject to the limitations listed. If a City College course does not appear on this list, the course is not accepted for credit by the University of California.

City College courses which are accepted for credit by all campuses of the University of California (valid 2004-05):

American Studies 11A, 11B
Anthropology 1, 2, *3, *3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25, +41, +42, +43
*3 and 3AC combined: maximum credit, one course
+Variable Topics course -- to be reviewed for credit by UC campus upon transfer
+31A, 31B and 34 combined: maximum credit, two courses
*Variable Topics course -- to be reviewed for credit by UC campus upon transfer
Asian American Studies 8, 20, 27, 30, 35, 40, 42, *65
*Independent Study course -- to be reviewed for credit by UC campus upon transfer
Asian Studies 1, 11, 12
Astronomy *1, 4, 16, *17, 18, *19, 20
*1, 17, 18, 19 combined: maximum credit allowed, 2 courses

BIOLOGICAL SCIENCES:

Anatomy *14, *25
*No credit for 14 if taken after 25 or Physiology 1 or 12; 14 or 25 combined with Physiology 1 or 12: Maximum credit, 2 courses.
Anthropology 1
Biology *11, 15, 16, 20, 30, **32, 32L, 40, 41L, +55, 101A, 101B
*No credit for 11 if taken after Biology 101A, 101B, Botany 10, or Zoology 10.
**Same as Interdisciplinary Studies 9
+Same as Chemistry 55
Botany 10
Genetics *10, 11, *15
*10 and 15 combined: Maximum credit allowed, one course
Microbiology 10, 12
Nutrition 12
Physiology **1, **12
**1 and 12 combined: maximum credit, one course.
**1 or 12 combined with Anatomy 14 or 25: maximum credit 2 courses
Zoology ++10
++No credit for 10 if taken after Biology 101A, 101B, 11 or Physiology 1 or 12

Broadcast Electronic Media Arts 103, 104

BUSINESS:

Accounting 1, 2
Commercial Law *18, *19/Legal Assisting *53A, *53B
*LA 53A/B combined with CLW 18/19 maximum credit allowed: one course

General Business 119, 120
Microcomputer Applications for Business +60
+CNIT 100, CS 100M, 101 and MABS 60 combined: maximum credit, one course

Chemistry 40, +55, *101A, *101B, *103A, 107, #110, 110L, 205, **208A, **208B, **212A, **212B
*101A, 103A combined: maximum credit allowed, one course.
#40, 110 combined: maximum credit allowed, one course. No credit for 40, 110 if taken after 101A or 103A
+Same as Biology 55
Japanese 1, *1A, *1B, +2, +2A, +2B, #3, #3A, #3B, **4A, **4B, 39
*1AB is equivalent to 1: maximum credit, 5 units
1A and 1B must both be taken for transfer credit to be granted
+2AB is equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted
#3AB is equivalent to 3: maximum credit, 5 units
3A and 3B must both be taken for transfer credit to be granted
**4AB is equivalent to 4, maximum credit, 5 units
*4B, 39
*110ABC combined with 100A-B: maximum credit allowed, 5 units
*110B, *110C, 115, #120, #125, #130, ^199
^Same as LALS 15

Latin American/Latino/a Studies 11, 14, *15, *70
*Independent Study course -- to be reviewed for credit by UC campus upon transfer

Same as LABR 15

Latin American Studies 10

Library Information Skills 10

Mathematics ^^75, +80, **90, ++97, *100A, *100B, *110A, *110B, *110C, 115, #120, #125, #130, ^199
*110AABC combined with 100A-B: maximum credit allowed, one series
#120 and 125 combined are equivalent to 130: maximum credit allowed, 5 units
+ 80 combined with Economics 5 and Psychology 5: maximum credit, one course
** No credit for 90 if taken after 75 or 97
++ Maximum credit 4 units
^Variable Topics course -- to be reviewed for credit by UC campus upon transfer
^^No credit for 75 if taken after 100A or 110A

Microbiology (See Biological Sciences)

* No credit for 4 if taken after 1A or 3A
+MUS 43 same as LABR 93C
**MUS 48A same as LABR 98A
++MUS 48B same as LABR 98B
#MUS 48C same as LABR 98C

Nutrition (See Biological Sciences)

Oceanography *1, *1L, *70
*No credit for OCAN 10 if taken after 1 or 1L; 10 combined with 1/1L: maximum credit, 4 units

Paleontology 1

Philippine Studies *10, 20, 30 (See also Pilipino courses)
*Independent Study course -- to be reviewed for credit by UC campus upon transfer

Philosophy 2, 4, 12A, 12B, 25A, 25C, 40

Photography 50A, 50B, 51

* Any or all of these courses combined with HLTH 50: maximum credit allowed, 4 units
+ Any or all of these courses combined: maximum credit allowed, 8 units
++ Maximum credit, two courses

Physical Science *11
*No credit if taken after a college course in Astronomy, Chemistry, Geology or Physics

*2A-2B combined with 4ABCD: max. credit, one series; Deduct credit for duplication of topics; No credit for 46 if taken after 2A or 4A

+ Variable Topics course -- to be reviewed for credit by UC campus upon transfer

Psychology 1, 1B, 2, *5, 10, 11, 23, 25, 40, +41, +42, +43
*5 combined with Economics 5 and Mathematics 80: maximum credit allowed, one course
+ Variable Topics course -- to be reviewed for credit by UC campus upon transfer

Pilipino 1, 2, 39A, 39B (See also Philippine Studies)

Political Science *1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 22, 35, +41, +42A, +42B, +42C, +42D, 43, 45, *46, 47, 48
*No credit for 46 if taken after 1
+ Variable Topics course -- to be reviewed for credit by UC campus upon transfer

*1AB is equivalent to 1: maximum credit, 5 units;
1A and 1B must both be taken for transfer credit to be granted;
1A, 1B, 21 and 21AB combined: maximum credit, 5 units;
21AB is equivalent to 21: maximum credit, 5 units;
21A and 21B must both be taken for transfer credit to be granted
+2AB is equivalent to 2: maximum credit, 5 units
2A and 2B must both be taken for transfer credit to be granted
2, 2AB, 22 and 22AB combined: maximum credit, 5 units;
22A and 22B must both be taken for transfer credit to be granted
#3AB is equivalent to 3: maximum credit, 5 units;
3A and 3B must both be taken for transfer credit to be granted
22AB is equivalent to 22: maximum credit, 5 units;
++ Independent Study course -- to be reviewed for credit by UC campus upon transfer

Sociology *1, *1AC, 2, 25, 30, 35, +41, +42, +43
*1 and 1AC combined: maximum credit, one course
+ Variable Topics course -- to be reviewed for credit by UC campus upon transfer
AREA 1: English Communication
CSU—Three courses required—one (1) course from each group
UC—Two courses required—one from Group a, and one from Group b.

Group a - English composition: English 1A

Group b - Critical thinking—English composition:English 40

Group c - Oral communication (CSU ONLY): Speech 1A, 3, 4, 20

AREA 2: Mathematical Concepts and Quantitative Reasoning
One course from the following:

Economics *5

Psychology *5

AREA 3: Arts and Humanities
At least three courses, with at least one from the Arts and one from the Humanities, 9 semester units.

Arts:
African American Studies 55
Art 101 thru 109, 116, 123U, 123V, 123W
Asian Studies 11

Film 18
Gay/Lesbian/Bisexual Studies 20, 25
Photography 50A, 50B
Physical Education 30
Theater Arts *1, 17, 104, 105

Humanities:
African American Studies 30, 35, 40, 50, 51, 60
American Studies 11A, 11B
Asian American Studies 35
Asian Studies 12

Classics 35

Film *20A, *20B, 21, 22
Gay/Lesbian/Bisexual Studies *11, *12, 75


Interdisciplinary Studies 14, 23, 27A, 27B, 36, 37, 38, 42, 44, 100A
Italian *3A&B, *4A&B


Philippine Studies 30
Philosophy 2, 4, 25A, 25C
Pilipino 39A, 39B
Russian *3A&B, 15A, 15B, 39A, 39B

Theatre Arts 19
Women’s Studies 10


*1AB is equivalent to 1: maximum credit, 5 units;
1A and 1B must be taken for transfer credit to be granted
+2AB is equivalent to 2: maximum credit, 5 units;
2A and 2B must both be taken for transfer credit to be granted
#3AB is equivalent to 3: maximum credit, 5 units;
3A and 3B must both be taken for transfer credit to be granted
3, 3AB, 31 and 31AB combined: maximum credit, 5 units;
31AB is equivalent to 31: maximum credit allowed, 5 units;
31A and 31B must both be taken for transfer credit to be granted

Speech 1A, 3, 4, 5, 20

Theatre Arts 1, 3A, 3B, 3C, 6, 17, 19, 50, 101, 102, 103, 104, 105, 107, 116, 200

Women’s Studies 10

Zoology (see Biological Sciences)

The University accepts transfer credit as indicated above, but does not accept more than 70 semester units of such credit toward graduation. Courses in excess of 70 semester units will receive subject credit and may be used to satisfy University subject requirements. The University does not accept credit that students have been granted for military service, nor does the University necessarily accept credit that City College of San Francisco has granted for work completed at other institutions.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR 2003-04


Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system (generally in those majors at the UC campus which are included in those offered in the College of Letters and Science) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

In general, it is not advisable for transfer students preparing for engineering majors (at any UC campus) to use the IGETC. Students entering “high unit” majors, such as those in the sciences, can follow the IGETC but must be careful to complete all lower division major preparation.

CHECK WITH YOUR COUNSELOR OR THE U.C. CAMPUS WHICH YOU PLAN TO ATTEND TO DETERMINE IF YOU MAY USE IGETC OR IF YOU MUST FOLLOW THE CAMPUS-SPECIFIC REQUIREMENTS FOR YOUR PARTICULAR MAJOR.

The course requirements for ALL areas must be completed before IGETC can be certified. ALL courses must be completed with grades of “C” or better. For IGETC certification procedures, see a counselor. Courses marked with an “**” have limits placed on transfer credits by UC or CSU. Courses listed in more than one area cannot be certified in more than one area.
An important reminder:
If a Foreign Language course is listed as “A & B” (e.g., French 3A & B); both the “A” and “B” parts must be completed to receive IGETC credit.

AREA 4: Social and Behavioral Sciences
At least three (3) courses from at least two (2) disciplines or an interdisciplinary sequence. 9 semester units (12-15 qtr. units)

4A-Anthropology: ANTH 2, *3, *3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25
4B-Economics: ECON 1, 3 *10, 25, 30
4C-Ethnic Studies: ASAM 8, 20, 27, 30, 35, 40, 42; GLST 50; HIST 9; IDST 40, 45; LALS 10; PHST 20
4D-Gender Studies: ASAM 35; GLST 5, 30, 40, 45; HIST 45
4E-Geography: GEO 4, 7
4G-Interdisciplinary: ASIA 1, IDST 10D, 28G, 37, 45, 100; SPCH 5
4H-Political Science: LALS 11; POLS *1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 22, 35, 43, 45, *46, 47, 48
4I-Psychology: PSYC 1, 2, 10, 11, 21, 23, 25, 30
4J-Sociology: BCST *103; SOC *1, *1AC, 2, 25, 30, 35

AREA 5: Physical and Biological Sciences
Two courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by “L” in parentheses), 7-9 semester units.

Physical Sciences:
Astronomy *1, 16(L), *17, *18, 20
Chemistry *40(L), *10A(L), 101B(L), *103A(L), *110, 110L(L), 205(L), *208A(L), *208B(L), *212A(L), *212B(L)
Geography 1, 1L(L)
Geology *5(L), *10, *10L(L), 11, 18
Interdisciplinary Studies 10C
Oceanography *1, *1L(L), *10(L)
Paleontology 1(L)
Physical Science *11
Physics *2A, 2AL(L), *2B, 2BL(L), *4A, 4AL(L), *4B, 4BL(L), *4C, 4CL(L), *4D, 4DL(L), *10, 10L(L), *40, *41

Biological Sciences:
Anatomy *14(L), *25(L)
Anthropology 1
Botany 10(L)
Genetics *10, 11(L)
Interdisciplinary Studies 9
Microbiology 12(L)
Physiology *1(L), *12(L)
Psychology 1B
Zoology *10(L)

AREA 6: Language other than English
(UC requirement ONLY)

Complete ONE of the following to demonstrate proficiency in a language other than English:
1. Two years of high school study in the same language (grammar, vocabulary, reading and composition).
2. One of the following: American Sign Language 1B; Chinese 2, 2A&B; French 2, 2A&B; German 2, 2A&B; Italian 2, 2A&B; Japanese 2, 2A&B; Pilipino 2, Russian 2, 2A&B, 22, 22A&B; Spanish 2, 2A&B (or by a more advanced course.)
3. Satisfactory score in the SAT II: Subject Test in languages other than English. (See counselor for required scores.)
4. Score of 3 or better on the AP Exams in languages other than English.
5. Score of 5 or higher on the International Baccalaureate Higher Level Exams in languages other than English.
6. Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English.
7. Satisfactory completion with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Appropriate documentation of attendance at the secondary school must be presented to CCSF Admissions Office.

CSU Only: U.S. History, Constitution and American Ideals
(Not part of IGETC; may be completed prior to transfer.)
Six (6) units, one course from Group 1 and one course from Group 2:

Group 1: Political Science 1; Group 2: Asian American Studies 20; History 1, 9, 12A, 12B, 17A, 17B, 41A, 41B; Labor and Community Studies 70, 70A, 70B

Note: Courses used to meet this CSU graduation requirement may not be used for IGETC certification.

CITY COLLEGE COURSES IN THE CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

The California Articulation Number (CAN) System is a course numbering system in use by postsecondary educational institutions in California. The numbering system provides a cross reference course identification number (the CAN System subject identifier plus a number) for semester courses which are transferable, lower division introductory courses commonly taught on California college and university campuses. Participating campuses agree to accept identically numbered CAN courses in lieu of their own courses from all other participating campuses for all purposes, recognizing that CAN courses are not necessarily identical in content, but are acceptable “in lieu of” each other. Below are the City College of San Francisco courses and their corresponding CAN System numbers as of March 2005. An updated CAN list can be found on the web at http://www.cansystem.org.
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NOTE: This list is subject to change. Please consult with a counselor or adviser for the latest information, or visit [www.cansystem.org](http://www.cansystem.org).
Programs and Courses

Degree and Certificate Curricula

City College of San Francisco offers degree, credit certificate, and noncredit certificate courses of study on the occupational level.

Degree Curricula. A degree curriculum requires completion of 60 or more semester units (normally two years of full-time work) in conformance with the requirements of a particular department of instruction. (Students who have not satisfied course prerequisites may need more than two years to complete a degree curriculum.) Students who satisfy these requirements receive the degree of Associate in Arts or Associate in Science, and also the Award of Achievement if they have maintained a specified grade-point average. The College offers some 46 degree curricula on the semiprofessional level.

Degree curricula, because they are offered for a two-year period, with training in theory, related practice, and general education, offer students broad opportunity for employment. These curricula are therefore recommended for those desiring preparation for employment in any of a wide variety of capacities on the semiprofessional level.

Certificate Curricula—Credit. A credit certificate curriculum generally requires completion of 12 to 30 semester units in conformance with the requirements of a particular department of instruction. The College offers certificate curricula in some over 100 areas. The College offers certificate curricula for two groups of students:

1. those who desire to prepare for entry-level employment in a period shorter than two years and hence in more limited fields than those normally open to graduates of semiprofessional degree (two-year) curricula; and
2. those who have had previous training or experience, or both, and desire to add to their occupational competence.

All credit that students earn in a certificate curriculum may also be used toward satisfaction of the requirements for graduation from the College with the degree of Associate in Arts or Associate in Science.

Students who have completed courses equivalent to any required in semiprofessional curricula, or who have otherwise satisfied the requirements for such courses, are exempt from taking them. The Office of Admissions and Records or department heads and program advisers will advise students regarding matters of equivalency.

Certificate Curricula—Noncredit. The noncredit offerings of City College include many certificate programs, some of which meet required guidelines for student financial assistance. Some programs are vocationally oriented. They provide training in entry-level, semiprofessional curricula, or who have otherwise satisfied the requirements for such courses, are exempt from taking them. The College offers certificate curricula for two groups of students:

1. those who desire to prepare for entry-level employment in a period shorter than two years and hence in more limited fields than those normally open to graduates of semiprofessional degree (two-year) curricula; and
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Students who have completed courses equivalent to any required in semiprofessional curricula, or who have otherwise satisfied the requirements for such courses, are exempt from taking them. The Office of Admissions and Records or department heads and program advisers will advise students regarding matters of equivalency.

General Information

Students should check the time schedules, published separately, for the times when courses are offered. The schedules also identify the locations at which the courses will be taught. The Time Schedule is available at the College Bookstore; the Office of Admissions and Records, Room 107, Conlan Hall; the Registration Center, Room 104, Smith Hall; and San Francisco Public Libraries. To see Time Schedule online, visit: http://www.ccsf.edu/Schedule

In choosing courses, students who desire to be graduated from City College should consult the College graduation requirements elsewhere in this catalog. When choosing courses to satisfy “Additional requirements” listed for a curriculum, students should consult their program adviser or counselor.

Course Information

Courses are identified by a subject and a number (for example, MATH 97) or by a subject and a letter (for example, ENGL W).

In some instances course numbers are followed by letters to indicate that the course is one of a closely related series of courses more than one semester in length: for example, English 1A-1B (a two semester series) and Art 170A-170B-170C (a three semester series).

In such a series of courses, each course is prerequisite to the succeeding part unless there is a statement to the contrary.

The number or numbers in parentheses following the title of a course indicate its semester unit (s.u.) value. Note that the semester unit is not equal to a quarter unit (q.u.). (2 s.u. = 3 q.u.)

The letters “fa,” “sp,” or “su” appearing after the course title indicate that the course is offered only during the fall, the spring, or the summer term (semester) respectively.

Courses that have no term-designating letters associated with them still may not be offered every semester. Also the indication of the semester or term during which the course is offered is subject to change without notice. Check with the department head to see when the class will next be offered.

The number of weekly meetings (lecture hours (lec), conference hours (conf), laboratory hours (lab), field trips, work hours (work)) is given for each course. For example, “Lec-3” means that the class meets three hours each week (a college hour is 50 minutes long); “lab-3” means that three hours of laboratory work are required each week of the semester. The average number of hours of study per week is given for independent study (ind st) courses. Note that patterns of course delivery other than the semester-long pattern may be chosen by a department. Other patterns include, but are not limited to, one-half semester (about eight weeks), one-third semester (about six weeks), or a ten-week summer session. The length and number of meetings for these different patterns is determined by the required number of contact hours needed to satisfy the semester-unit value of the course.

Some courses may be taken on a credit/no credit or a letter grade basis. Others may be taken only on a credit/no credit basis. This is indicated by “CR/NC avail.” and “CR/NC only” respectively on the same line as the delivery pattern. In this symbolism “avail.” means the “CR” (credit) or “NC” (no credit) grades are available for the course instead of the regular grades of “A” through “F” if the election to take the course for credit/no credit is made at registration or by the end of the first 30% of the term of offering for the course. If no notation occurs regarding credit/no credit, the course is a “letter grade only” course.

Other pertinent information about the course including prerequisites (Prereq.:), corequisites (Coreq.:); advisories on recommended preparation (Advis.:), repeatability (Repeat:), and exclusions follow the course description. Other pertinent information about the course including prerequisites (Prereq.:), corequisites (Coreq.:); advisories on recommended preparation (Advis.:), repeatability (Repeat:), and exclusions follow the course description.

In parenthesis following the course number indicates that.

A basic description of the course content generally concludes the course announcement. At the end of this description, the abbrevia-
tion CSU indicates that the course transfers for elective credit to any California State University, the abbreviation UC indicates that the course is acceptable for elective credit at all campuses of the University of California, and the abbreviation CAN indicates that the course has been awarded a number that ensures transferability to participating California State Universities. CAN numbers are listed at the end of the “Transfer Information” section of the catalog.

If the course recently had a different CCSF course number or if an equivalent CCSF course exists, that information will be the last item in the announcement, for example “Formerly ENGL 5A” or “SPAN 2A-2B = SPAN 2.” If the course has been taken under its former number and a grade of C or better or of CR has been earned, the newly numbered course may not be taken because the two are really the same. In addition, if two courses are listed as equivalent, only one of the two may be taken.

Administration of Justice and Fire Science

Announcement of Curricula

General Information
This Department offers curricula in two fields—administration of justice and fire science technology. Each curriculum is designed to prepare students for civil-service and related private employment at the end of two years of training, and also satisfy the requirements for graduation from the College. A description of the program follows.

Administration of Justice

Degree Curriculum
The curriculum in administration of justice is designed to meet the needs of three groups of students: those who plan to seek employment with public and private agencies concerned with maintaining public safety, crime prevention, treatment, rehabilitation and research; those who are employed by a correctional or law-enforcement agency and desire to obtain training for promotion; and those who desire to obtain background in administration of justice in preparation for the study of law or social welfare.

Admission. Enrollment is open to all interested students.

Course of Study. The two-year course of study includes instruction in the following: introduction to law enforcement, administration of justice, police organization and administration, criminal justice, police organization and administration, criminal investigation, physical evidence, narcotic investigation, patrol procedures, juvenile procedures, and police field work. Besides training in administration of justice, the curriculum includes instruction in general education so that students may satisfy the College graduation requirements in this area.

Credit for Preservice Training in Administration of Justice. Administration of Justice majors who have completed a minimum of 12 semester units at City College, and who have also completed a preservice administration of justice-training program certified by the Commission on Peace Officers Standards and Training of the Department of Justice of the State of California, may petition the Administration of Justice Department for six semester units to be applied toward completion of the curriculum in administration of justice. A transcript or other acceptable evidence of completion of the preservice training program must be submitted with the petition.

Approval of Instruction. The curriculum is offered in cooperation with local agencies concerned with the administration of justice and is reviewed annually by an advisory committee composed of persons active in the field of law enforcement. In-service courses within the curriculum are certified by the Commission on Peace Officers Standards and Training of the Department of Justice of the State of California.

Employment. Students who complete the curriculum satisfactorily may be qualified to take civil-service examinations for employment with federal, state, county, and city agencies in capacities such as the following: investigator; identification, highway patrol, or correctional officer; police officer; or deputy sheriff. Graduates are also qualified for employment as private investigators and private security officers.

Administration of Justice

The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy the graduation requirements and complete 18 units in Administration of Justice with a final grade of C (2.00 grade-point average) or higher for each course receive the degree of Associate in Science. This Department offers curricula in two fields—administration of justice and fire science technology. Each curriculum is designed to prepare students for civil-service and related private employment at the end of two years of training, and also satisfy the requirements for graduation from the College. A description of the program follows.

Courses Required for the Major in Administration of Justice

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADMJ 52 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 57 Intro to the Administr of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 51 Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 80 Parole and Probation Sys.</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 53 Legal Aspects of Evidence</td>
<td>3</td>
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<tr>
<td>ADMJ 54 Prin and Proc of the Justice Sys.</td>
<td>3</td>
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<tr>
<td>ADMJ 59 Organized Crime and Gangs</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 70A Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 62 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 64 Community Relations</td>
<td>3</td>
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<tr>
<td>ADMJ 65 Narcotic Investigations</td>
<td>3</td>
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<tr>
<td>ADMJ 63 Criminal Identification</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 66 Physical Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Total Units..............................................39

Recommended electives: BSEN 70; F SC 62; HLTH 17; HUM 11; PHIL 12A, 40; POLS 7, 20; PSYC 1, 22, 23; SOC 1, 2, 30, 35; WDPR 79; ZOOL 10.

Certificate Curricula

The certificate program is designed to meet the needs of students who want to obtain entry-level positions and/or promotional positions within law enforcement agencies in the public sector and employment within the private sector. It also provides students who are currently employed in law enforcement an opportunity to increase their knowledge in the field of Administration of Justice and will enhance their skills and abilities as police officers, correctional officers, probation and/or parole officers, investigators and private security officers. This program also provides an opportunity for students returning to college after completing an Associate of Arts/Science or Baccalaureate degree in other fields to earn a certifi-
Administration of Justice

This certificate is available for persons who do not choose to complete the general education requirements for graduation and receive an Award of Achievement. Fifteen (15) units of Administration of Justice courses are required, and at least 9 units must be completed at City College of San Francisco for this certificate.

A student may obtain the Certificate of Completion by completing 15 units from each of the courses offered in the certificate program with a grade of C or higher while at City College. Credit/No-Credit grades will not be accepted toward completion of a certificate program.

Courses Required for the Certificate of Completion in Administration of Justice

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ADMJ 51 Juvenile Procedures</td>
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<td>ADMJ 66 Physical Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 70A Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 80 Parole and Probation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

Forensic Identification

This certificate program is designed to meet the needs of students who want to obtain entry-level positions and/or promotional position in law enforcement agencies within the public sector and employment within the private sector. It also provides the student who is currently employed in law enforcement an opportunity to increase their knowledge in the field of forensic identification and enhance their skills and abilities as an investigator.

A student may obtain the Certificate of Completion by completing each of the courses offered in the certificate program with a grade of C or higher while at City College. Credit/No-Credit grades will not be accepted toward completion of a certificate program. All five core courses are required and at least 9 units must be completed at City College of San Francisco for this certificate.

Courses Required for the Certificate of Completion in Forensic Identification

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADMJ 52 Concepts of Criminal Law</td>
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<td>3</td>
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<tr>
<td>ADMJ 65 Narcotic Investigations</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 66 Physical Evidence</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Fire Science Technology

General Information

The curriculum in Fire Science Technology is designed to provide training for three groups of students: those who plan to seek employment as members of city and county fire departments and other governmental agencies that involve fire prevention, fire investigation, fire suppression, and fire protection engineering; those who are employed in the fire service who want further technical training to prepare for promotion; and those who plan to seek private employment as safety instructors in industry, insurance adjusters, fire-protection technicians, fire equipment salespeople, and fire-equipment installers.

Admission. Enrollment is open to all interested students.

Course of Study. The California Community College Association of Fire Technology Directors recommends that five courses be offered as a basis for all fire technology programs in the State of California. These courses are: introduction to fire protection, fire prevention, fire protection equipment and systems, building construction for fire protection, fire behavior and combustion. These courses serve as the basis of the fire science technology program at City College of San Francisco along with a pre-hospital emergency care course. The six courses represent the base knowledge, the foundation, upon which a student can build, regardless of where he/she works in the fire protection field.

Degree Curriculum

The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy the requirements for graduation from the College and who complete 24 units of Fire Science including the six “Core Courses” with a final grade of C (2.00 grade-point average) or higher in each course will receive the Associate in Science Degree in Fire Science Technology.

Courses Required for the Major in Fire Science Technology

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 50 Intro to Fire Science*</td>
<td>3</td>
</tr>
<tr>
<td>F SC 52A Fire Protection Equip &amp; Sys*</td>
<td>3</td>
</tr>
<tr>
<td>F SC 64 Fire Behavior &amp; Combustion*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
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</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>F SC 53 Bldg Constr &amp; Fire*</td>
<td>3</td>
</tr>
<tr>
<td>F SC 61A Fund of Fire Prevention*</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 17 Public Safety - First Responder*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Core courses

Students must complete six units from the following list of electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 51A Fire Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>F SC 55 Wildland Fire Control</td>
<td>3</td>
</tr>
<tr>
<td>F SC 60 Fire Apparatus &amp; Equipment</td>
<td>3</td>
</tr>
<tr>
<td>F SC 61B Fund of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>F SC 62 Rescue Practices</td>
<td>3</td>
</tr>
<tr>
<td>F SC 70 Fire Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>
F SC 105A-F Fire Protection Work Exp...........1-3
F SC 110 Basic Fire Academy† .....................7
EMT 100 Emergency Med Tech ‡ ..................12
or EMT 101 Emergency Med Tech ...............6.5

Total Units...........................................24

†F SC 110 fulfills the F SC 50 “Core Course” requirement.
‡EMT 100/101 fulfills the Health 17 “Core Course” requirement.

Certificate Curricula

The certificate programs are designed to meet the needs of students who want to obtain entry-level positions in the fire protection field whether in the public or the private sector. They also provide a course of study for the student who is currently employed in public fire suppression that leads to a rating of fire officer after completing the eight two-unit courses which mirror the California State Fire Marshal’s course content. These programs also provide an opportunity for students returning to college after completing a degree in other fields to earn a certificate in fire protection or earn a rating of fire officer without completing the general education requirements for graduation from City College. Two certificate programs are available, a certificate in fire protection and a certificate as a fire officer which can also be applied for through the State Fire Marshal’s Office.

Requirements for the Certificate of Completion. A student may obtain the Certificate of Completion by completing each of the courses offered in the certificate program with a grade of C or higher while at City College. Credit/No-Credit grader will not be accepted toward completion of a certificate program.

Fire Officer

This certification follows the course content of the California Fire Service Training and Education System’s (CFSTES) recommendations. Each course offered utilizes the training manuals published by this organization, each course is registered with the CFSTES, and the instructors are registered instructors with the CFSTES.

The certificate program is open to persons who are currently employed as firefighters or who want to become firefighters and at the completion of these courses City College will award a certificate as fire officer. If one wants to apply for this rating through the State Fire Marshal’s Office one has to follow the guidelines established by the SFM (this procedure is outlined during each course by the instructor). Eight units must be completed at City College of San Francisco to receive the certificate from City College.

Courses Required for the Certificate of Completion in Fire Officer

First Semester

Course                      Units
F SC 68A Fire Prevention 1A .........2
F SC 71A Fire Instructor 1A .........2
F SC 84 Fire Management 1 .........2
F SC 88A Fire Command 1A ..........2
F SC 115 Incident Command System 200*.........1.5

*Prerequisite for F SC 120

Second Semester

Course                      Units
F SC 68B Fire Prevention 1B ..........2
F SC 71B Fire Instructor 1B ..........2
F SC 72 Fire Investigation 1A ......2
F SC 88B Fire Command 1B ..........2

F SC 120 Incident Command System 300........1.5

Total Units...........................................19

Fire Protection

This program is for returning students who have a college degree in another field but who want a certificate in Fire Protection for employment purposes or for career advancement. It is also available for persons who do not want to complete the general education requirements for graduation. All five core courses are required and at least nine units must be completed at City College of San Francisco for this certificate in Fire Protection.

Courses Required for the Certificate of Completion in Fire Protection

First Semester

Course                      Units
F SC 50 Intro to Fire Science...............3
F SC 52A Fire Protect Equip & Sys.............3
FSC 64 Fire Behavior and Combustion ........3

Second Semester

Course                      Units
F SC 53 Bldg Constr & Fire...............3
F SC 61A Fire Prevention.................3

Total Units...........................................15

Announcement of Courses

Administration of Justice

CREDIT, DEGREE APPLICABLE COURSES:

ADMJ 51. Juvenile Procedures (3)
Lec-3
The causes of juvenile delinquency on a local and state level. The organization, functions, and jurisdiction of juvenile agencies; new studies and theories in the processing and detention of juveniles; practical case studies; new research in delinquency control; juvenile statutes and court procedures. CSU

ADMJ 52. Concepts of Criminal Law (3)
Lec-3
Principles of California Criminal Law, including laws of arrest, search, and seizure, applicable sections of the Constitution of the United States and relevant cases as they apply to and affect contemporary law. Aspects of the Penal Code and other criminal statutes required for a comprehensive understanding. CSU/UC/CAN AJ 4

ADMJ 53. Legal Aspects of Evidence (3)
Lec-3
Not open to students who are enrolled in or have completed LA 70
The kinds and degrees of evidence; rules governing the admissibility of evidence in court. CSU

ADMJ 54. Principles and Procedures of the Justice System (3)
Lec-3
Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil law as they apply to and affect law enforcement. CSU

ADMJ 57. Introduction to the Administration of Justice (3)
Lec-3
An analysis of the causes of crime; overview of modern crime and
police problems; different types of criminals; organized crime; white-collar crime; philosophy and history of law enforcement; organization and jurisdiction of local, state, and federal law enforcement agencies; survey of professional career opportunities and qualifications required for employment. CSU/UC/CAN AJ 2

ADMJ 59. Organized Crime and Gangs: A Social, Cultural and Legal Perspective (3)

Lec-3
Investigation of the etiology of organized crime and gangs. Exploration of the social and cultural characteristics of organized crime and gangs. Historical development and influence of organized crime and gangs and their relevance to the administration of justice in America. CSU

ADMJ 62. Criminal Investigation (3)

Lec-3
Fundamentals of investigation: crime scene search and recording; collection and preservation of physical evidence; scientific aids, *modus operandi*; sources of information; interviews and interrogations; follow-up and case preparation. CSU/CAN AJ 8

ADMJ 63. Criminal Identification (3)

Lec-3
The theory of and practices in the science of fingerprints, including classification, filing, comparisons, latent technology, preservation of evidence, court testimony, rolling prints, computer and the law as it pertains to criminal identification. Other aspects of personal identification and skeletal identification, portrait parle, composites, and basic camera procedures are also presented. CSU

ADMJ 64. Community Relations (3)

Lec-3
The interrelationships and role expectations among administration of justice agencies and the public. Emphasis on the agencies’ professional image and the development of positive relationships with the public. CSU

ADMJ 65. Narcotic Investigations (3)

Lec-3
Theory and fundamentals of the problems of a narcotic investigation with a special emphasis on the San Francisco Bay Area. Study of the principles of drug investigations, including the recognition, identification, and effects of specific drugs; undercover investigations; the investigator in court; and other topics related to narcotic investigations. CSU

ADMJ 66. Physical Evidence (3)

Lec-3
The interrelationships of the law enforcement officer and the criminalist. Illustrations of physical evidence from actual cases of crime detection; the basic concepts, and procedures of criminalistics and the role of the criminalist from the standpoint of the investigating officer. Laboratory problems and projects of special interest. CSU

ADMJ 70A. Patrol Procedures (3)

Lec-3, field trips
Not required of Administration of Justice majors employed in law enforcement work
Responsibilities of and techniques and methods used by police officers on patrol; field applications of principles taught in previous courses in Administration of Justice. Define the basic function and purpose of police patrol and describe the law enforcement mission and explain its purpose. Discuss the legal and constitutional basics for all police powers. CSU

ADMJ 70B-70C-70D. Police Department Field Work (3-3-3)

Lec-3, work-6
Classes need not be taken in sequence.
Not required of Administration of Justice majors employed in law enforcement work
Field application of principles taught in previous courses in Administration of Justice. Individual experience and training in an Administration of Justice agency, or service in the Campus Police Department. The student must satisfy the placement requirements of the agency in which he plans to serve. CSU

ADMJ 75. Introduction to Industrial and Retail Security (3)

Lec-3
A survey of current problems in industrial and retail security, with emphasis on crime prevention. CSU

ADMJ 76. Introduction to Private Security (3)

Lec-3
Theory and practice in the private security field. Study of the skills necessary for a security professional. Review of organizational and management issues, and relations with law enforcement. CSU

ADMJ 80. Introduction to Probation and Parole (3)

Lec-3
Designed to explore in a cooperative and participatory manner administrative organization and management in probation and parole systems; recruitment, training, assignment, and supervision of probation and parole officers, and case loads. Emphasis on relating general principles to existing systems, as well as on the nature of interagency organization and relationships. CSU

ADMJ 82A-82B. Criminal Justice Work Experience (3-3)

Conf-1, work-12
Practice working in a local criminal justice agency under the supervision of employees currently working in the field. Development of professional attitudes; application of principles; exposure to methods and problems. Weekly seminars to evaluate and review progress. CSU

ADMJ 85. P.C. 832 - Police Reserve Training (3)

Lec-3
This course is mandated by the State of California Commission on Peace Officer Standards and Training for all persons appointed as Reserve Police Officers as well as various institutional, park ranger and other peace officer positions. Lecture, demonstration and testing material are mandated by the State of California. CSU

ADMJ 86. Basic Traffic Accident Investigation (2)

Lec-40 (total hrs)
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course develops skills and knowledge to properly investigate and document traffic accidents. It provides officers with the basic requirements for investigating a traffic accident and for completing a standard traffic accident report. CSU

ADMJ 87. Skid Mark Analysis (2)

Lec-40 (total hrs)
Prereq.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is devoted to the basics of Tire Mark Identification and Analysis. Course content will include: identification of the various types of tire marks, documentation and measurements, terms and definitions relating to tire mark investigations, case preparation and courtroom testimony, determination of the coefficient of friction and drag factor, and speed estimates using various equations. CSU
ADMJ 88. Law Enforcement and the Media (1)
Lec-16 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is designed to help police personnel understand the role of the Public Affairs/Public Information Office, policy regarding news media contacts, and learning how the role of community policing interfaces with the media. CSU

ADMJ 89. Continuing Professional Training (2)
Lec-40 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is designed to provide police personnel with mandated training in Legal Updates, Risk Management, Community Policing, First Aid and CPR, and Arrest and Control Techniques. CSU

ADMJ 90. Arrest/Search Warrant Service and Obtainment (2)
Lec-40 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
The student will learn the circumstances where the obtainment of an arrest and/or search warrant is necessary for the proper seizure of suspect(s) and evidence. They will further learn the procedures for the obtainment of these warrants as well as the essential aspects of planning and executing these warrants. CSU

ADMJ 91. Rejuvenating the School Resource Officers (2)
Lec-40 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: Every two years as mandated by P.O.S.T.
This course is designed to educate and provide School Resource Officers with: the history of the Juvenile Justice System, the policy and procedures of the diversion program(s), developing effective communications skills, rapid identification of resources/referral services for juveniles, practical exercises for creating effective school presentations, and a quick code guide familiarization with school crime codes. CSU

ADMJ 92. Instructor Development (2)
Lec-40 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: Every two years as mandated by P.O.S.T.
The student will learn teaching techniques which include: personal introductions, listening skills, mechanics of speech delivery, effective use of educational aids, topic development, adult learning concepts, ethics, participant behaviors, educational presentations, basic course instructional systems, and integrating the workbook into the basic course. CSU

ADMJ 93. Technology Crime Investigation (1.5)
Lec-24 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: As determined by the S.F.P.D.
This course provides knowledge and skills to investigate high technology crime. It includes the identification of various computer components, disk storage media, and other devices used in high tech crimes. Students will learn to apply State and Federal statutes. Hands-on training includes proper seizing and packaging of a microcomputer, various other components, and search warrant preparation and execution. CSU

ADMJ 94. Community Oriented Policing and Problem Solving (1.5)
Lec-30 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: As recommended by P.O.S.T.
This course introduces active police officers and sergeants to the methods and philosophy of Community Oriented Policing and Problem solving. It also familiarizes police personnel with the goals, objectives, duties, and responsibilities associated with Community Oriented Policing and Problem Solving (COPPS). CSU

ADMJ 95. Field Training Officer Course (2)
Lec-40 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: As approved by P.O.S.T.
This course will provide the student with an understanding of the key elements of successful field training programs, how such programs can be properly administered, and the contribution necessary for them to make the program work. CSU

ADMJ 96. Crisis Communication for First Responders (1)
Lec-16 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: As approved by P.O.S.T.
This course is designed to enhance the communications and crisis intervention skills of the patrol officer, provide him/her new communications and intervention skills, and build officer confidence in the employment of such skills. CSU

ADMJ 97. Drug Abuse and Recognition (2)
Lec-36 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: As approved by P.O.S.T.
This course teaches the student how to identify the narcotics, and instructs, through a hands on preparation phase, how an addict prepares heroin for injection, and how cocaine hydrochloride is converted into cocaine base. CSU

ADMJ 98. Search Warrants and Arrests (1)
Lec-16 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: As determined by P.O.S.T.
This course will instruct police personnel in the proper procedures for obtaining search and arrest warrants. CSU

ADMJ 100. Emergency Vehicle Operation (1)
Lec-18 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This two day Advanced Officer Course is designed to instruct and reinforce the participant’s knowledge in the lawful requirements of operating an emergency vehicle during Code 3 and Pursuit conditions. CSU

ADMJ 101. Basic Police Academy (16)
Lec-25, lab-15 (25 wks)
PREREQ.: PASS THE STATE P.O.S.T. (COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING) READING AND WRITING EXAM OR BE HIRED BY A P.O.S.T APPROVED AGENCY; DEPARTMENT OF JUSTICE CLEARANCE; MEDICAL VERIFICATION: OBTAIN CLEARANCE FROM A LICENSED PHYSICIAN TO PARTICIPATE IN INTENSIVE PHYSICAL ACTIVITY COMMENSURATE WITH A POLICE ACADEMY.
Principles, procedures, and techniques of law enforcement; criminal law, patrol procedures, investigative procedures, writing law enforcement reports, defensive and offensive tactics, use of weapons, community relations, police vehicle operations, traffic enforcement, investigation of accidents, first aid and CPR; and the academic and physical skill training and assessment required by the state to meet the minimum standards to be eligible for employment as a peace officer in California. CSU

ADMJ 51, 52, 53, 54, 57, 70A, 70B, 70C, and 70D will not be accepted in lieu of those subjects, taught in ADMJ 101.
ADMJ 102. Bicycle Patrol (1.5)
Lec-24 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Repeat: max. 4.5 units
This course will instruct police personnel in the proper procedures for riding a bicycle safely while on patrol. CSU

ADMJ 103. Investigative Techniques for Patrol (1)
Lec-10 (total hrs), lab-6 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Law enforcement officers examine and analyze critical investigative techniques and develop knowledge of strategic law enforcement skills in the documentation of crime facts. CSU

ADMJ 104. Rifle Marksmanship (2)
Lec-14 (total hrs), lab-26 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Sworn police officers will develop and execute basic hyper-marksmanship tactics and concepts. CSU

ADMJ 105. Stress in the Police Workplace (1)
Lec-16 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Police officers identify, examine and analyze psychological, social and behavioral factors that have historically contributed to law enforcement stress; evaluate options and formulate strategies for managing and reducing stress in the workplace. CSU

ADMJ 106. Haz Mat Police First Responder (2)
Lec-22 (total hrs), lab-7 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Police first responder management of hazardous material, recognition of hazardous materials, hazard assessment and command action, tactics, strategies and effective countermeasures to hazardous incidents. CSU

ADMJ 107. NBC Police Haz Mat First Responder (.5)
Lec-8 (total hrs), lab-1 (total hrs)
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Overview of biological, chemical and nuclear weapons and their use in acts of terrorism; law enforcement tactical and strategic countermeasures for hazardous material releases, decontamination strategies, incident and mass casualty management and resource utilization. CSU

ADMJ 108. Arrest and Control Training (1)
Lec-16 (total hrs), lab-8 (total hrs) CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Develop knowledge and understanding of the critical force continuum; identify and process critical force applications, skills and decision making; discuss, analyze and develop skills for transporting prisoners safely and humanely. CSU

ADMJ 109. Booking and Detention (.5)
Lec-8 (total hrs) CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
Develop knowledge and understanding of guidelines and procedures pursuant to Booking and detention of prisoners at police district temporary holding facilities. CSU

ADMJ 110. Basic Investigations (4)
Lec-74 (total hrs) CR/NC only
PREREQ.: LAW ENFORCEMENT OFFICER AS FULL-TIME FOLLOW-UP INVESTIGATOR
This eighty (80) hour Advanced Officer Course is designed to formulate and synthesize the participant’s knowledge in follow-up investigations through the use of adult experience-based learning techniques. CSU

ADMJ 111. Domestic Violence Investigation (2)
Lec-40 (total hrs) CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is designed to develop and reinforce those skills necessary in conducting successful domestic violence investigations. CSU

ADMJ 114. DUI Recognition Update (1)
Lec-16 (total hrs) CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
This course is designed to provide current law enforcement officers with the most current information on legal aspects of DUI, pre-arrest screening (FST’s), blood alcohol testing administrative per se, and preparing police reports. Emphasis is placed on the experiential aspects of an investigation of a DUI offense, from initial detection through courtroom testimony. CSU

ADMJ 115. Officer Safety/Field Tactics (2)
Lec-32 (total hrs) CR/NC only
PREREQ.: MUST BE A CURRENT LAW ENFORCEMENT OFFICER
The focus of this course is to enhance current law enforcement officer shooting skills in life-threatening situations as well as their skills in handgun manipulations. The course consists of handgun training scenarios, searching techniques and participation in two field training exercises involving critical incidents. Live fire at the range and simulations during scenarios are employed to duplicate real life situations. CSU

ADMJ 150. Public Safety Dispatch Course I (3)
Lec-3
PREREQ.: ENGL 93 OR 94 OR PLACEMENT IN ENGL 96
Students will develop knowledge and skills in communications and understand the role and function of the public safety dispatcher and develop an understanding of the Criminal Justice System. CSU

ADMJ 151. Public Safety Dispatch Course II (3)
Lec-3
PREREQ.: ENGL 94 OR PLACEMENT IN ENGL 96
Students will develop knowledge of the public safety dispatcher in handling criminal calls for service, especially child abuse, hate crimes, domestic violence and elder abuse. CSU

ADMJ 152. Public Safety Dispatch Course III (3)
Lec-3
PREREQ.: ENGL 94 OR PLACEMENT IN ENGL 96
Students will develop knowledge and skills in understanding the critical role the public safety dispatcher plays within the emergency system. CSU

**Fire Science**

**CREDIT, DEGREE APPLICABLE COURSES:**

F SC 50. Introduction to Fire Science (3)
Lec-3 CR/NC avail.
Philosophy and history of fire protection; history of loss of life and property through fire; review of municipal fire defenses; the organization and function of federal, state, county, and private fire-protection agencies; survey of career opportunities in professional fire fighting. CSU
F SC 51A. Fire Tactics and Strategy (3)
Lec-3
Fire suppression organization; fire suppression equipment; characteristics and behavior of fire; fire hazard properties of ordinary materials; building design and construction; extinguishing agents; basic fire fighting tactics; public relations. CSU

F SC 52A. Fire Protection Equipment and Systems (3)
Lec-3
A study of automatic sprinkler systems, standpipe systems, fire detection devices and systems, manual fire suppression equipment, water supplies, extinguishing agents, pumps used in fire protection, and special extinguishing systems. CSU

Lec-3
Components of building construction that relate to fire safety. Key factors of construction and design of structures when inspecting buildings, preplanning fire operations, and operating at fires. Development and evolution of building and fire codes in relationship to fires in residential, commercial, and industrial occupancies. CSU

F SC 55. Wildland Fire Control (3)
Lec-3
Wildland fire behavior, fireline safety, fire prevention, fire extinguishment methods, initial attack strategy and tactics, incident command system, fireground communications, use of engine companies, use of aircraft, use of hand crews and bulldozers, wildland/urban firefighting strategies and tactics, and firefighting situations. CSU

F SC 60. Fire Apparatus and Equipment (3)
Lec-3
History, construction and operation of pumping engines, aerial ladders, aerial platforms, specialized equipment, driving techniques, driving laws, apparatus maintenance; orientation and use of fire department equipment as it relates to firefighting. CSU

F SC 61A-61B. Fundamentals of Fire Prevention (3-3)
Lec-3 ea.
F SC 61A is not prerequisite to FSC 61B.
A study of the history of fire prevention, fire behavior and effects, building design, fire prevention codes and standards, and the recognition of common and special hazards and their abatement. How to conduct a fire safety inspection and apply applicable codes and standards. CSU

F SC 62. Rescue Practices (3)
Lec-3
Addresses the components of rescue including vehicle extrication and rescue, confined space, trench, and excavation rescue scenarios and aquatic response emergencies. Provides a look at current technologies, an overview of heavy vehicle rescue, and an awareness of operational issues confronting basic level rescue providers. CSU

F SC 64. Fire Behavior and Combustion (3)
Lec-3
Theory and fundamentals of how and why fires start, spread, and are controlled; in-depth study of fire chemistry and physics, characteristics of materials, extinguishing agents, and fire control techniques. CSU

F SC 68A. Fire Prevention 1A (2)
Lec-2
CR/NC avail.
First of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. A broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Includes flammable and combustible liquids and gases, explosives, fireworks, and extinguishing systems. CSU

F SC 68B. Fire Prevention 1B (2)
Lec-2
CR/NC avail.
Second of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. A broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Includes flammable and combustible liquids and gases, explosives, fireworks, and extinguishing systems. CSU

F SC 70. Fire Investigation (3)
Lec-3
Study of the various components of fire investigation: causes of fire (accidental, suspicious and incendiary); types of fires, chemistry/physics of fire; related laws; introduction to arson and incendiaryism, recognition and preservation of evidence; interviewing witnesses and suspects; court procedures and giving testimony; introduction to terrorist tactics. CSU

F SC 71A. Fire Instructor 1A (2)
Lec-2
CR/NC avail.
First of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, manipulative lesson planning and development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all. CSU

F SC 71B. Fire Instructor 1B (2)
Lec-2
CR/NC avail.
Second of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and technical lesson plans, developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all. CSU

F SC 72. Fire Investigation 1A (2)
Lec-2
CR/NC avail.
A standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. An introduction and basic overview of fire scene investigation. The focus of this course is to provide information on fire scene indicators and to introduce fire personnel to concepts of investigation. This course meets Fire Investigator I certification from the California State Fire Marshall’s office. CSU

F SC 73. Fire Investigation 1B: Techniques of Fire Investigation (2)
Lec-7 (5 wks)
CR/NC avail.
Instruct public sector and private sector personnel on the correct techniques applicable to the investigation of a fire scene. Training will include topics including motives of fire setters, scene safety for investigators, properly documenting and handling evidence at the fire scene, interviewing and interrogation, processing the scene where a fatality or serious injury has occurred, properly using resource information and building plans. Course meets the partial requirements for Fire Investigator I and has been accredited by the State Board of Fire Services. CSU
F SC 84. Fire Management 1 (2)  
Lec-2  CR/NC avail.  
A standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Preparation or enhancement of the first line supervisor’s ability to supervise subordinates. Introduction to key management concepts and practices utilized in the California Fire Service. Includes decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. CSU

F SC 88A. Fire Command 1A (2)  
Lec-2  CR/NC avail.  
First of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. The course provides the student with an introduction to Fire Ground Command Operations including elements of Fire Behavior, Fire Ground Management and use of Fire Ground Resources. The course uses basic I.C.S. techniques and is designed to give the new Fire Officer an understanding of overall fire ground operations. CSU

F SC 88B. Fire Command 1B (2)  
Lec-2  CR/NC avail.  
Second of a two-part series and a standard State Board of Fire Services accredited course, one of eight classes required for State Fire Officer 1 certification. The course provides the student with an overall concept for Company Operations. The course uses basic I.C.S. techniques and is designed to give the new Fire Officer an overall introduction to safety and handling of emergency incidents. CSU

F SC 90. Driver/Operator 1A (2)  
Lec-2  CR/NC avail.  
Information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. Applicable to Driver/Operator 1 certification from the State Fire Marshal’s Office. CSU

F SC 105A-F. Fire Protection Work Experience (1-3)  
PREREQ.: FSC 50  CR/NC avail.  
Repeat: max. 6 units  
Application of knowledge gained in F SC 50, Introduction to Fire Science, a survey course of the Fire Protection field. The student will work at a firehouse, or at the fire department headquarters, or at a specialty unit of the S.F.F.D. and be evaluated on their job performance by personnel assigned to that unit. The student will be able to identify at the conclusion of this experience whether the fire protection field is a career goal for them. No class in the sequence is prerequisite to another. CSU

  F SC 105A-B. Fire Protection Work Experience (1)  
  Work-5
  F SC 105C-D. Fire Protection Work Experience (2)  
  Work-10
  F SC 105E-F. Fire Protection Work Experience (3)  
  Work-15

F SC 106. High Rise Fire Safety Director (1.5)  
Lec-3 (9 wks)  CR/NC avail.  
Advis: ESL 72 or 150 and high school diploma or GED  
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. CSU  
F SC 106 = JRNY 106

F SC 110. Basic Fire Academy (7)  
Lec-4, lab-9 (16 wks)  
PREREQ.: PASS THE CIVIL SERVICE EXAMINATION FOR H-2  
FIREFIGHTER; PASS THE PHYSICAL AGILITY EXAMINATION; PASS THE SFFD BACKGROUND HISTORY INVESTIGATION; PASS THE MEDICAL VERIFICATION EXAMINATION GIVEN BY THE SFFD PHYSICIAN  
This intensive 16 week course includes principles, procedures and techniques of fire fighting. Students will learn technical and manipulative skills necessary in basic concepts of fire control, fire behavior and tactics and strategy. Students will learn laws and regulations affecting the fire service, use of fire service tools and equipment, apparatus, hose, ladders, breathing apparatus, ropes, and medical skills and equipment for EMT certification. Meets state fire marshal requirements for Firefighter 1 certification. CSU

F SC 115. Incident Command System 200 (1.5)  
Lec-24 (total hrs)  CR/NC avail.  
Course consists of modules 2 through 6 and has been determined by the National Wildfire Coordination Group (NWCG) as meeting the training needs of wildland fire personnel for ICS. Basic ICS introduces principles associated with the ICS. It covers organization, facilities, resource terminology and the common responsibilities or general instructions associated with incident or event assignment. CSU

F SC 120. Incident Command System 300 (1.5)  
Lec-24 (total hrs)  CR/NC avail.  
PREREQ.: F SC 115  
Course consists of modules 7 through 11 and has been determined by National Wildfire Coordinating Group (NWCG) as meeting the training needs of wildland fire personnel for ICS. Intermediate ICS expands on Basic ICS, but does not repeat Basic ICS. It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. CSU

HLTH 17. Public Safety - First Responder (3)  
Lec-3  CR/NC avail.  
Instruct public safety personnel who may arrive first to medical emergencies. Training will provide public safety personnel with the knowledge and basic skills necessary to recognize when a citizen is experiencing a medical emergency, activate the Emergency Medical System, conduct a primary and secondary survey, and provide a formal report of the victim’s condition to arriving Advanced Life Support Personnel. CSU

African American Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

AFAM 10. Independent Studies in African American History (3)  
Ind st-3  
Repeat: max. 6 units  
An individual reading or research program. CSU (UC upon review)

AFAM 30. African American Consciousness (3)  
Lec-3, field trips  CR/NC avail.  
A historical overview of the development of Black psychology; the relationship between values and beliefs in developing a healthy Black identity in childhood, adolescence, adulthood, and old-age; an
AFAM 31. The African American Athlete (3)
Lec-3 CR/NC avail.
An in-depth look at the challenges that were and are faced by African American athletes in the U.S. CSU.

AFAM 35. African-American Religion (3)
Lec-3
An examination of the religious experience of African-Americans with emphasis on the evolution of Afro-Christianity beginnings of the African-American church. It will examine African Traditional Religion and Islam. The course will also cover the role of African American religion during slavery up to the Civil Rights Movement to the present day. CSU/UC.

AFAM 40. The Black Experience in California, 1500 to the Present (3)
Lec-3, field trips
The role of Africans in the creation of California as a geopolitical and cultural entity; includes use of primary source materials and personal family histories. CSU/UC.

AFAM 50. Black Cinema (3)
Lec-3, field trips
Early film history (1895-1950) from an African American, Africentric perspective. Films/videos shown will include work on and by African Americans. Genres shown will include narrative and experimental as well as documentary. CSU/UC.

AFAM 51. Contemporary Black Cinema (3)
Lec-3
Contemporary film history (1950 to present) from an African American, Africentric perspective. Films/videos shown will include work by African American, African, and diaspora film/videomakers. Genres shown will include narrative and experimental as well as documentary. CSU/UC.

AFAM 55. From Funk to Hip Hop (3)
Lec-3 CR/NC avail.
African American beliefs and cultural outlook as reflected through the aesthetics and politics of black popular music from the Black Revolution of the 1960s, up to and including Hip-Hop. CSU/UC.

AFAM 60. The African American Woman in the United States (3)
Lec-3
The Black woman in America from 1619 to the present. Particular emphasis on contributions she has made to the society. CSU/UC.

AFAM 70. African American Health Issues (3)
Lec-3, field trips
Major health problems in the African American community with emphasis on health promotion and disease prevention. Examines the relationships between contemporary health practice and beliefs and those of ancient African people. Social and economic issues and the impact on the delivery of health care. CSU/UC.

ART 107. African American Art History (3)
Lec-3, field trips
A brief survey of the art of West African civilizations and art history of African Americans from the colonial to contemporary time. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values and ideas that gave birth to African American art. CSU/UC.

BCST 104. Race and Media (3)
Lec-3, field trips
Advis: ENGL 94
A historical study of the image of African Americans, Asians, Hispanics, and other racial groups as projected through the mass media of print, film, radio, television, and recorded music. Ways in which the affected groups have responded to these images through general and ethnic media outlets. CSU/UC.

ECON 30. Economics of the African American (3)
Lec-3 CR/NC avail.
An introduction to the principles of Black political economy. Black employment, employment discrimination, Black capitalism, the Black underclass, homelessness, and community economic development. Examination of the empirical link between race, class and income distribution. 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 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.

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.
African American Studies

States. Included are African Americans, Native Americans, Asian Americans, Pacific Islanders, and Chicano/Latinos. CSU/UC

**HIST 38. The Antebellum South in American History (3)**
Lec-3 CR/NC avail.
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

**HIST 41A-41B. The African American in the United States (3)**
Lec-3 CR/NC avail.
The political, social, artistic, and cultural history of the African American in the United States, from the African heritage to the present. CSU/UC

**HIST 48. African History (3)**
Lec-3 CR/NC avail.
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence and nationalism. CSU/UC

**HUM 48. African American Music, Art and Literature (3)**
Lec-3 A study of significant works in African American literature, philosophy, art and music through an examination of examples and a comparison with other cultural expressions in the United States. Readings, recordings, slides, films and field trips (to museums, exhibits, concerts, plays, etc.) as background for guided discussions, study, and writing. CSU/UC

**IDST 23. African American Women in the Creative Arts (3)**
Lec-3 An intensive examination of the creative efforts of African American women visual artists, entertainers, performers, and writers from 1753 to the present. CSU/UC

**IDST 36. Poetry for the People (3)**
Lec-3 CR/NC avail.
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, slides, films, poetry readings, and discussions, close readings, guest lectures and performances to identify poetry that is accessible to the general community and develop strategies and various media for making poetry available to diverse communities. CSU/UC

**IDST 37. Ethnic Minorities in the United States (3)**
Lec-3 An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

**IDST 44. African Literature (3)**
Lec-3 CR/NC avail.
An extensive examination of the composite of Africa’s literary art from literature in the oral tradition and in the vernacular languages to modern literature written in vehicular languages, languages of the colonizers. Analysis of successive attitudes of the Western world toward the Black race as related by African writers from 1890 to 1960, the most important historical period in African literature south of the Sahara. CSU/UC

**IDST 70. Architecture and Diversity (3)**
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studies introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

**MUS 8A-8B. Jazz and Other Popular Piano Styles (1)**
Lec-3, field trips CR/NC avail.
Advise: MUS 9A
Repeat for MUS 8A: max. 2 units
Repeat for MUS 8B: max. 3 units
A study of basic jazz, rock, gospel, blues, and folk piano techniques. CSU/UC

**MUS 21. Traditional African Music (3)**
Lec-3, field trips CR/NC avail.
A survey of the function of traditional music in Africa and how it is organized as an integral part of everyday activity. Emphasis on practical application. CSU/UC

**MUS 23. Jazz History: Musical Traditions of the African American (3)**
Lec-3, lab-1, field trips CR/NC avail.
Lectures, discussions, assigned reading and listening designed to explore the musical heritage of the African American, including spirituals, work songs, blues, jazz, gospel, opera, and symphony. Interaction of these with traditional American and European music. CSU/UC

**MUS 26. Music in American Culture (3)**
Lec-3, lab-1, field trips CR/NC avail.
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Native American, Cajun, and Puerto Rican. CSU/UC

**MUS 41. African Drumming Ensemble (1)**
Lab-3, field trips CR/NC avail.
Repeat: max. 4 units
The content of this course varies. Students may re-enroll without repeating subject matter.
African drumming studies and performance of music integral to everyday life in Africa. A review of the function of traditional music in Africa. CSU/UC

**P E 500A-500B-500C. African-Haitian Dance (1-1-1)**
Conf-1, lab-1 CR/NC avail.
Repeat: max. 4 units
Beginning, intermediate, and advanced study of African-Haitian dance as a vehicle to understand and appreciate the impact and manifestation of the African culture in the Caribbean and North America. CSU/UC

**P E 523A-523B-523C. Jazz Dance (1-1-1)**
Lab-2 CR/NC avail.
Repeat: max. 4 units
Beginning, intermediate, and advanced jazz dance techniques, patterns, routines, choreography, and improvisation. CSU/UC

**P E 573A-573B. Hip-Hop Dance (1-1)**
Lab-2
Repeat: combination max. 4 units
Beginning and intermediate hip-hop dance techniques, patterns, rou-
Aircraft Maintenance Technology

Announcement of Curricula

General Information

City College of San Francisco offers two years of specialized training for students desiring preparation for employment as aircraft technicians maintaining powerplants, airframes, or avionics equipment.

Learning Outcomes

Employment. Students who successfully complete the degree or certificate curricula are qualified for employment in various positions, including those in the following fields:

- **Powerplant Maintenance**—Entry positions as accessory mechanic, general powerplant mechanic, maintenance-crew member, ramp service-crew member, and hangar-crew member. Positions to which graduates may advance after obtaining experience and further training include those of aircraft powerplant technician (licensed), supervisor, and inspector.
- **Airframe Maintenance**—Entry positions as general aircraft-overhaul mechanic, accessory mechanic, electric-shop mechanic, general cabin-equipment mechanic, maintenance-crew member, ramp-service-crew member, and hangar-crew member. Positions to which graduates may advance after obtaining experience and further training include those of airframe technician (licensed), supervisor and inspector.
- **Avionics Maintenance**—Entry positions as avionics technician, radio/electric line mechanic. Positions to which graduates may advance after obtaining experience and further training include those of lead systems specialist, supervisor and inspector.

Federal Certification. The Federal Aviation Administration permits those who hold the Award of Achievement (or the Certificate of Completion) in Aircraft Powerplant Maintenance Technology to take the examination for the F.A.A. Powerplant Certificate. The Federal Aviation Administration permits those who hold the Award of Achievement (or Certificate of Completion) in Airframe Maintenance Technology to take the examination for the F.A.A. Airframe Certificate.

Those who satisfactorily complete the Option in Avionics-Maintenance Technology in this curriculum and who hold the Certificate of Completion are qualified to take the Federal Communications Commission (F.C.C.) examination and meet job entry requirements of the avionics-maintenance field.

Degree Curriculum

The Degree Curriculum in Aircraft Maintenance Technology offers three programs of study: Aircraft Powerplant Maintenance Technology, Airframe-Maintenance Technology, and Avionics-Maintenance Technology. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the options in the curriculum with the final grade of C or higher in their major technical courses receive the Associate in Science Degree and Award of Achievement. For information, call the Aircraft Maintenance Technology Department at 239-3901.

To enroll:

1. File with the Office of Admissions and Records an application for admission to City College.

2. Complete the CCSF Matriculation process: Placement testing (in Math and English/ESL), Orientation, Counseling

Communication and Compution Skills. Federal Aviation Administration (F.A.A.) regulations require that a student be able to read, speak, and understand English and perform basic computation. It is highly recommended that applicants, prior to enrolling in the Aircraft Maintenance Technology program, 1.) complete ESL 160 or
82 or English 92 with a C or higher, or be eligible for English 93 or 94 through CCSF placement testing; 2.) complete Math E or Business Math G, H or J, or be eligible for Math 840 (Elementary Algebra) through CCSF placement testing.

**Previous Aircraft Job-Related or Educational Experience.** In limited cases, and with Aircraft Maintenance Technology Department approval, previous aircraft job-related experience and training may substitute for certain course requirements. Previous job-related experience and training must be documented according to F.A.A. regulations. This experience will not guarantee a waiver to any requirements in the Department, but will usually provide the student with a greater chance of success in both training and placement in the industry.

**Special Regulations and Policies.** The Aircraft Maintenance Technology Program is regulated by the Federal Aviation Administration. As a result, all students will be issued a “Department of Aircraft Maintenance Technology Student Handbook.” Contained in the handbook are special regulations regarding attendance, performance levels, conditions of academic probation and dismissal from the program. Also included are notices concerning personal safety equipment, hand tools and supplies which the student will be responsible to purchase.

**Transfer to San Francisco State or San Jose State University.** Although students in the Aircraft Maintenance Program generally enter industry upon graduation, for those students who may prefer to earn the Bachelor’s degree, San Francisco State and San Jose State University offer graduates this opportunity. Those students who intend to transfer should consult the counselor in the Aircraft Maintenance Technology Department at City College of San Francisco.

### Aircraft Maintenance Technology

**Courses Required for the Award of Achievement in Aircraft Maintenance Technology**

**Training in the Major.** In the first semester, students obtain broad background in aircraft maintenance by taking the following technical courses common to all options in the curriculum: Introduction to Aircraft Maintenance, Basic Electricity and Electrical Systems. In the second, third, and fourth semesters, students take specialized technical courses in the various options.

### Aircraft Powerplant Maintenance Technology

**Second Semester**
- AIRC 103 Powerplant Theory & Maint .................. 8
- AIRC 104 Propul Powerplant Sys ...................... 8
- Additional graduation requirements

**Third Semester**
- AIRC 105 Powerplant Comp ............................... 8
- AIRC 106 Aircraft Metal Struct ........................ 8
- AIRC 116 Aircraft Mat Proc ............................. 1
- Additional graduation requirements

**Fourth Semester**
- AIRC 107 Hydr, Pneum & Cabin ........................... 8
- AIRC 108 Rigging & Electr Sys ........................... 8
- AIRC 115 Aircraft Mat Proc ............................. 1
- Total Units .............................................. 57

### Avionics-Maintenance Technology

**Second Semester**
- AIRC 103 Powerplant Theory & Maint .................. 8
- AIRC 104 Propul Powerplant Sys ...................... 8
- Additional graduation requirements

**Third Semester**
- ET 60 Electronics I - DC/AC Circuit Analysis ...... 4
- AIRC 113 Avionics Comm & Navig ..................... 7
- Additional graduation requirements
- Total Units .............................................. 43

### Certificate Curricula

**General Information**


**Admission.** Enrollment in any of the following certificate curricula is open to those students who have been admitted to the Aircraft Maintenance Technology Department.

### Aircraft Powerplant Maintenance Technology

**Requirements for the Certificate of Completion.** Students may obtain the Certificate of Completion in Aircraft Powerplant Maintenance Technology by passing a departmental final examination with a grade of B or higher and by receiving a final grade of C or higher in all of the following courses:

**Courses Required for the Certificate of Completion in Aircraft Powerplant Maintenance Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 101 Intro to Aircraft Maint</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 102 Basic Elect Sys</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 103 Powerplant Theory &amp; Maint</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 104 Propul Powerplant Sys</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 105 Powerplant Comp</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 116 Aircraft Mat Proc</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>41</td>
</tr>
</tbody>
</table>
Employment. The program of study in the Certificate Curriculum in Aircraft Powerplant Maintenance Technology is designed so that students may gain the skills and knowledge required for employment in various capacities in powerplant maintenance for aircraft. Entry positions for which students who obtain the Certificate of Completion in this curriculum are qualified include those of accessory mechanic, general powerplant mechanic, maintenance-crew member, ramp service-crew member, and hangar crew member. Positions to which students may advance after gaining experience and undertaking further study include those of powerplant technician (licensed), supervisor, and inspector.

Permission to Take F.A.A. Examination. The Federal Aviation Administration has approved the Certificate Curriculum in Aircraft Powerplant Maintenance Technology, and permits those who hold the Certificate of Completion in Powerplant Maintenance Technology to take the examination for the F.A.A. Powerplant Certification.

**Airframe-Maintenance Technology**

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Airframe-Maintenance Technology by passing a departmental final examination with a grade of B or higher and by receiving a final grade of C or higher in all of the following courses:

**Courses Required for the Certificate of Completion in Airframe-Maintenance Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>AIRC 101 Intro to Aircraft Maint</td>
<td>8</td>
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<tr>
<td>AIRC 102 Basic Elect Sys</td>
<td>8</td>
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<tr>
<td>AIRC 106 Aircraft Metal Struct</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 107 Hydr, Pneum &amp; Cabin Sys</td>
<td>8</td>
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<tr>
<td>AIRC 108 Rigging &amp; Elect Sys</td>
<td>8</td>
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<tr>
<td>AIRC 115 Aircraft Mat Proc</td>
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</tbody>
</table>

**Total Units** .................................. 41

Employment. The program of study in the Certificate Curriculum in Airframe-Maintenance Technology is designed so that students may gain the skills and knowledge required for employment in various capacities in airframe maintenance for aircraft. Entry positions for which students who obtain the Certificate of Completion in this curriculum are qualified include those of radio/electric line mechanic, accessory mechanic, maintenance-crew member, ramp service-crew member, and hangar-crew member. Positions to which these students may advance after gaining experience and undertaking further study include those of airframe technician (licensed), supervisor, and inspector.

The Avionics Certificate Curriculum consists of course work in both engineering technology and Aircraft Maintenance Technology. This allows students to further their study in both engineering and avionics.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AIRC 101. Introduction to Aircraft Maintenance (8)**

Lec-5, lab-10, field trips

Introduction to the general section of the aircraft maintenance technician program. Orientation to the aircraft industry. Many aspects pertaining to aircraft maintenance will be covered. CSU

**AIRC 102. Basic Electricity and Electrical Systems (8)**

Lec-5, lab-10, field trips

An introduction to the principles of electricity applicable to the responsibilities of the aircraft technician in maintaining F.A.A. airworthiness standards. Short review of basic mathematics within the scope of aircraft applied technology. Introduction to aircraft structural materials, heat treating, aircraft hardware, and weight and balance control are also surveyed. CSU

**AIRC 103. Powerplant Theory and Maintenance (8)**

Lec-5, lab-10, field trips

Advise: AIRC 101 and 102

Procedures of powerplant maintenance with reciprocating engines. Construction of and overhaul techniques of powerplant to F.A.A. requirements. The use of tools and equipment to maintain airworthy standards of repair to powerplants. CSU

**AIRC 104. Propulsion Powerplant Systems (8)**

Lec-5, lab-10, field trips

Complete coverage of the powerplant electrical system, including the ignition system used for all propulsion powerplants. The maintenance of fire detection and protection systems and the internal and external powerplant lubricating system. Procedures of powerplant maintenance with turbine engines and propulsion units. Construction of the overhaul techniques of powerplants to F.A.A. requirements. CSU

**AIRC 105. Powerplant Components and Propellers (8)**

Lec-5, lab-10

Theoretical and practical approach to fuel system control and the maintenance of each system component. The theory applied to
propulsion and the practical application of propeller maintenance to Federal Aviation Administration standards. CSU

**AIRC 106. Aircraft Metal Structures (8)**
Lec-5, lab-10, field trips
*Advise: AIRC 101 and 102*

The technological approach towards the complex airframe structures and the stresses absorbed by the skin coverings. Emphasis on construction and maintenance of these metal structures. Applied methods of airworthy repairs, including the forming processes, the bonding surfaces, plastic and honeycomb repairs, the fusing of metals and its limitations, fire detection, and ice detection systems. Emphasis on the proper use of tools and equipment needed for approved repairs to metal structures. CSU

Lec-5, lab-10

This course acquaints students to the theoretical and practical experiences needed in aircraft hydraulic, pneumatic, landing gear, fire, ice and rain control systems. CSU

**AIRC 108. Rigging and Electrical Systems (8)**
Lec-5, lab-10, field trips

F.A.A. requirements applied to techniques of rigging aircraft, controls, and control surfaces. A short introduction to the wood structures and fabric covering along with the maintenance techniques. Applied theory of finishes and their effects on flight conditions. Maintenance techniques in electrical wiring, control switches, indicators, and protective devices. Troubleshooting and repairing of alternating-current electrical systems. CSU

**AIRC 109. Materials Laboratory (4)**
Lec-4, lab-2, field trips
*Repeat: Var. content - max. 12 units*

Complete coverage of hand tools, FARs, aerodynamics, electrical systems, overhaul techniques of powerplants to F.A.A. requirements, hydraulics, sheet metal, and rigging and assembly, woodworking and finishing, and weight and balance.

109A. Advance Sheet Metal. CSU
109B. Introduction to Transport Aircraft. CSU
109C. Transport Aircraft system Airframe. CSU
109D. Transport Aircraft System Powerplant. CSU
109E. Advance Composite. CSU
109F. Rotary Wing Aircraft. CSU
109G. Introduction to Avionics for A&P. CSU
109H. Intermediate Avionics for A&P. CSU
109I. Basic Aerodynamics and Flight Procedures for Maintenance Technicians. CSU
109J. Advance Non Destructive Inspection. CSU
109K. Advance Material and Processing for Aircraft Mechanics. CSU

**AIRC 110A. Introduction to Aviation (2)**
Lec-3, field trips
*Intended to be taken with AIRC 110B.*

A broad exposure to the extensive field of aviation. The history and present wide scope of aviation is presented and related to the effects on our everyday lives. A better understanding of aviation and aerospace science is developed and will serve students in adapting to and shaping a better tomorrow. Airplane systems, aerodynamics, careers, and the future of aviation. CSU

**AIRC 110B. Flight Science (3)**
Lec-3, field trips
*(Designed to achieve the equivalent of the F.A.A. Private Pilot Ground School, this class will enable the student to take the F.A.A. private pilot written examination. Flight instruction is not intended as part of this course. Such training may be obtained at F.A.A. approved flight schools at nearby airports.)*

Aviation weather flight computers, navigation, radio navigation, air-traffic control, Federal Aviation Regulations, weight and balance, use of the Airman’s Information Manual and cross-country flight planning. CSU

**AIRC 113. Avionics Communication and Navigation Systems (7) sp**
Lec-5, lab-6, field trips

A study of large aircraft communications and navigation systems: air-to-ground and closed circuit communications; navigation systems providing guidance information and data for automated steering. Analysis of systems operation, fundamental troubleshooting and maintenance techniques as applied to large jet aircraft. CSU

**AIRC 115. Aircraft Material Process (1)**
Lec-2, field trips
*Prereq.: AIRC 101 and 102. Completion of or concurrent enrollment in AIRC 106, 107 and 108.*

Familiarization with most recent industry testing requirements for technicians in maintaining F.A.A. airworthiness standards. CSU

**AIRC 116. Aircraft Material Process (1)**
Lec-2, field trips
*Prereq.: AIRC 101 and 102. Completion of or concurrent enrollment in AIRC 103, 104 and 105.*

Familiarization with the most recent industry testing requirements for technicians in maintaining F.A.A. airworthiness standards. CSU

**AIRC 120A-120B. Aircraft Maintenance Work Experience (4)**
Conf-1, work-15
*Coreq.: Min. 3 units in addition to this course*

Supervised off-campus paid employment in the student’s major field, either aircraft maintenance or aeronautics. CSU

**LABR 96D. Labor Relations in Aircraft Maintenance (3)**
Lec-3, field trips
*CR/NC avail.*

Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU

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**American Sign Language**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AMSL 1A-1B. Elementary American Sign Language (3-3)**
Lec-3
*Prereq.: For AMSL 1B: AMSL 1A*

Everyday communication emphasizing vocabulary and syntax; finger spelling to enable students to communicate with the deaf in a culturally appropriate manner on an elementary conversational level. CSU/UC
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

AM C 11A-11B. American Civilization (3-3)
Lec-3
(AM C 11A not prerequisite to 11B)
Lectures and discussions exploring the principal historical, literary, artistic, and social movements in America; illustrated with slides, recordings, and films. CSU/UC

ANTH 1. Biological Anthropology (3)
Lec-3 CR/NC avail.
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CSU/UC/CAN ANTH 2

ANTH 2. Archaeology and Prehistory (3)
Lec-3 CR/NC avail.
Survey of the contemporary archaeological methods of excavation, analysis and interpretation; focus on the various theoretical approaches used to explain past human behavior; thematic discussion of the major events in the history of humankind from our earliest origins to the appearance of agriculture and civilization. CSU/UC/CAN ANTH 6

ANTH 3. Introduction to Social and Cultural Anthropology (3)
Lec-3 CR/NC avail.
The study of cultures from at least three of the five following groups: African American, Asian/Pacific Islander, Chicano/Latino, Native American, and European American (as per the requirements of the UC American Cultures Program). Ethnography, history, literature, films and music are integrated in an interdisciplinary approach to cultural studies. CSU/UC

ANTH 4. Introduction to Linguistic Anthropology (3)
Lec-3 CR/NC avail.
The Study of Language: its general nature, its cognitive, biological, and social bases. Languages as they reflect the separate cultural realities of different societies. CSU/UC

ANTH 5. Archaeology of Ancient Civilizations (3)
Lec-3 CR/NC avail.
An archaeological examination of the origin, cultural evolution, and collapse of the world’s ancient civilizations. This survey will focus on the civilizations of Mesopotamia, Egypt, Africa, Indus and Ganges Tiger River Valleys, China, Japan, Southeast Asia, Greece, Rome, Mesoamerica, and the Andes. CSU/UC

ANTH 8. Visions of the Sacred (3)
Lec-3 CR/NC avail.
A cross-cultural exploration of supernatural belief systems focusing on non-literate, tribal, and ethnic cultures; the history and methods of the anthropology of religion; the dynamics of myth, magic, totem, taboo, cults, and sects. CSU/UC

ANTH 11. Latin American Cultures and Societies (3)
Lec-3 CR/NC avail.
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ANTH 12. North American Indian Cultures (3)
Lec-3 CR/NC avail.
The native people of North America are described in terms of precontact adaptation to the natural environment. Spiritual knowledge, family life, native medicine and native languages are studied in the context of traditional and contemporary cultures. Issues of political power, sovereignty and identity are explored using Native guest speakers and Native literature. CSU/UC

ANTH 13. Introduction to Social and Cultural Anthropology (3)
Lec-3 CR/NC avail.
The structure and dynamics of cultures as seen in their religions, marriage practices, gender roles, kinship, social classes, languages, laws and political organization. Examples taken from tribal, peasant, and urban situations in many areas of the world. CSU/UC/CAN ANTH 4

ANTH 3AC. Introduction to Cultural Anthropology: Focus on American Cultures (3)
Lec-3 CR/NC avail.
Not open to students who have completed ANTH 3.
Introduces basic concepts of cultural anthropology through the study of cultures from at least three of the five following groups: African American, Asian/Pacific Islander, Chicano/Latino, Native American, and European American (as per the requirements of the UC American Cultures Program). Ethnography, history, literature,
ANNOUNCEMENT OF CURRICULA

ANNOUNCEMENT OF CURRICULA

General Information

The City College of San Francisco in cooperation with the California Division of Apprenticeship Standards and local joint apprenticeship Committees offers "related training" apprenticeship programs in designated trades or occupations. Apprenticeship on the job training is not offered by the College. Most apprenticeship programs are three to five years in length, similar to a four year bachelor’s degree program.

Persons interested in seeking apprentice status and enrollment in apprenticeship “related training” classes listed in this catalog should contact the California Department of Industrial Relations, Division of Apprenticeship Standards or the local sponsoring joint apprenticeship committee.

For further information, please call the CCSF Apprenticeship Program at (415) 550-4453.

Learning Outcomes

Apprenticeship is a work force training concept, which is designed to prepare individuals, generally a high school graduate, and produce highly qualified and well trained workers who have solid knowledge as well as specific, technical job skills for occupations in the skilled trades and crafts.

Upon completion of an apprenticeship program, the State of California Department of Industrial Relations California Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade.

Announcement of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Occupation</th>
<th>Prog. Yrs.</th>
<th>Class Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPR 9703</td>
<td>Bricklaying Apprentice</td>
<td>4</td>
<td>504</td>
</tr>
<tr>
<td>APPR 9724</td>
<td>Cooks Apprentice</td>
<td>3</td>
<td>432</td>
</tr>
<tr>
<td>APPR 9710</td>
<td>Meat Cutting Apprentice</td>
<td>1</td>
<td>144</td>
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<tr>
<td>APPR 9713</td>
<td>Plastering Apprentice</td>
<td>4</td>
<td>576</td>
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<tr>
<td>APPR 9714</td>
<td>Plumbing Apprentice</td>
<td>5</td>
<td>1080-1296</td>
</tr>
<tr>
<td>APPR 9715</td>
<td>Refrig/Air Con Apprentice</td>
<td>5</td>
<td>1080-1296</td>
</tr>
<tr>
<td>APPR 9721</td>
<td>Steam Fitting Apprentice</td>
<td>5</td>
<td>1080-1296</td>
</tr>
<tr>
<td>APPR 9716</td>
<td>Roofing/</td>
<td></td>
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<td>Waterproofing Apprentice</td>
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<td>378</td>
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<td>APPR 9720</td>
<td>Strm Engin Apprentice</td>
<td>4</td>
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CREDIT, DEGREE APPLICABLE COURSES:

APPR 151. Auto Body/Fender Apprentice, A.B.C.D.E.F.G.H. (3) Lec/lab-6, field trips
PREREQ.: A STATE OF CALIF. INDENTURED APPRENTICE

Study and practices in automotive body and fender repair and refinishing as related training for body/fender apprentices. Instruction includes automotive spray painting, welding, detailing, customizing, paints, tools, equipment, welding, preparation of surfaces, suspension systems, frame straightening, body filler materials, alignment, adjusting, and fitting panels, fenders, doors, hoods and lids, glass service and replacement, and estimating cost and work time for repair and refinishing of collision and paint damage. CSU

NONCREDIT COURSES:

APPR 9703. Bricklaying Apprentice (105 hrs)

The study and practice of skills and knowledge required for entry level employment as a journeyperson in the bricklaying trade. Instruction includes occupational safety, health hazards, first aid, CPR, blueprint reading, use of basic drawings, hand tools, power tools and equipment, materials, supplies, calculations, simple equations, mixing ratios, wall construction, piers, fireplaces, arches, parging and stonework using brick, blocks and other materials.

APPR 9710. Meat Cutting Apprentice (72 hrs)

Training required for entry level employment as a journeyperson in the meat cutting trade. Includes: history, knives, tools equipment, sanitation, mathematics, weights, measures, USDA grades, breakdown of beef, veal, pork, lamb, variety meats, poultry, fish, sausage making, storage and merchandising.

APPR 9713. Plastering Apprentice (72 hrs)

The practice in the trade of plastering as required by the apprentice- ship program established by the local joint apprenticeship committee and approved by the Division of Apprenticeship Standards Department of Industrial Relations, State of California. Related instruction includes: safety, mathematics, hand tools, equipment, materials, mixing, applying plaster, blueprint reading, bases, fireproofing, problems and repairs, exterior insulation finish systems (EIFS) and finishes.

APPR 9714. Plumbing Apprentice (108-162 hrs)

The practice and study of skills and knowledge required for entry level employment as a journeyperson in the plumbing industry.
Instruction includes occupational hazards, safety, first aid, CPR, blueprint reading, use of basic drawings, common cutting and welding practices, gas and arc welding, soldering, brazing, residential plumbing repairs and installations, troubleshooting residential plumbing problems and recommended industrial practices.

APPR 9715. Refrigeration/Air Conditioning Apprentice (108-162 hrs)
Preparation for entry-level employment in refrigeration and air conditioning. The performance skills are designated in the program standards established by the joint apprenticeship committee and approved by the Division of Apprenticeship Standards, Department of Industrial Relations, State of California.

APPR 9716. Roofing/Waterproofing Apprentice (54 hrs)
Apprentices will apply a variety of materials including hot and cold applied built-up roofing and waterproofing, asphalt shingles, roofing such as tile and single ply roofing materials including EPDM, PVC, Hypalon and Modified Bitumen.

APPR 9720. Stationary Engineering Apprentice (108 hrs)
Training required for employment as a journeyperson in the stationary engineer trade. Includes safety, trade practices, gas and arc welding, first aid, CPR, fundamentals of conditioning air, heat transfer, air conditioning systems, plans, hydraulics, pneumatics, buildings, machines, electrical and sheet metal, boilers, mathematics grade, calculations, hand tools, power tools and equipment.

APPR 9721. Steamfitting Apprentice (108-162 hrs)
Preparation for entry-level employment as a journeyperson in steamfitting. Performance skills are designated in the program standards established by the joint apprenticeship committee and approved by the Division of Apprenticeship Standards, Department of Industrial Relations, State of California.

APPR 9723. Pastry Cooks Apprenticeship (54 hrs)
Instruction in the preparation of pastries, needed equipment, use of equipment, tools of the trade, sanitation, merchandising the product, management principles, supervision of the pastry facility, and historical background pertinent to the trade.

APPR 9724. Cooks Apprentice (72 hrs)
The practice and study of skills and knowledge required for entry level employment as a chef in the food preparation industry. Food purchasing, sanitation, safety, breakfast cooking, “a la carte” cooking, pantry, garde, meat cutting, oven work, soups, stocks, sauces, pastries, desserts, recipes, menus and other.

Journeyperson

CREDITS, DEGREE APPLICABLE COURSES:

Stationary Engineers

JRNY 106. High Rise Fire Safety Director (1.5)
Lec-3 (9 wks)  CR/NC avail.
Advisement: ESL 72 or 150 and high school diploma or GED
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. CSU
JRNY 106 = F SC 106

NONCREDIT COURSES:

Stationary Engineers

JRNY 9701. Air Conditioning - Refrigeration I (54 hrs)
Introduction to the craft of air conditioning and refrigeration maintenance as practiced by journeypersons in the trade. Hands-on use of electrical instruments, hand, heat, and power tools.

JRNY 9702. Air Conditioning - Refrigeration II (54 hrs)
Prereq.: JRNY 9701
Continuation of the craft of refrigeration and air conditioning maintenance as practiced by journeypersons in the trade. Hands-on use of electrical instruments, hand, heat, and power tools.

JRNY 9703. Backflow Prevention and Cross-Connection Control (54 hrs)
Introduction to the theory, fundamentals of operation, test equipment used and techniques recommended for testing and maintenance of backflow prevention assemblies.

JRNY 9704. Boiler Operation and Maintenance (54 hrs)
An intensive course designed to introduce the basic properties of physics relative to the operation of steam and hot water boilers. Basic theory review and discussion of maintenance troubleshooting skills. Scheduled to various central plants.

JRNY 9706. Blueprint Reading (54 hrs)
Nearly every aspect of the Stationary Engineer Trade has some type of drawing or blueprint associated with it. Gaining a basic understanding of how these drawings relate the process of design and construction to the finished product will enhance the students on the job performance and facilitate a better understanding of the equipment they work on.

JRNY 9707. Computers I (54 hrs)
Introduction to the use of the PC and applications intended for the Stationary Engineer. Covers the Windows 95 operating system and introduces Microsoft Office 97.

JRNY 9708. Computers II (54 hrs)
Prereq.: JRNY 9707

JRNY 9709. CFC Training/Testing (8 hrs)
Stationary Engineers today are in a position of increasing responsibility, both to implement procedures resulting from refrigerant regulations and to provide answers to customers’ questions and technical problems. The scope of this course is limited to information and service practices needed to recover, recycle and/or reclaim refrigerants and not intended to teach air conditioning/refrigeration system installation, troubleshooting or repair. Prepares student for the E.P.A. exam.

JRNY 9710. Controls I (54 hrs)
Designed to develop an understanding and recognition of various types of commercial and industrial control systems while achieving the skills needed to analyze wiring and ladder diagrams and concepts. This course will assist the development of the Engineer’s skills necessary to effectively troubleshoot electrical and pneumatic problems commonly found in facilities.

JRNY 9711. Controls II (54 hrs)
Prereq.: JRNY 9710
Continuation of JRNY 9710. This course will broaden the Engineer’s capability to understand and recognize various types of commercial and industrial control systems as they continue to apply
the skills needed to analyze wiring and ladder diagrams and concepts. Development of the Engineer’s skills necessary to effectively troubleshoot electrical and pneumatic problems commonly found in facilities.

**JRNY 9712. Direct Digital Controls (54 hrs)**
This course will provide stationary engineers with an introduction to the new field of digital electronics for controlling the functions of a buildings HVAC systems, electronic access and fire alarm systems. Hands-on diagnostics of systems.

**JRNY 9713. Electricity I (54 hrs)**
Designed to develop an understanding and recognition of various types of electrical circuits, diagrams and concepts while developing a broad scope of the skills needed for troubleshooting electrical problems. Electricity will be studied with an emphasis on control theory and application.

**JRNY 9714. Electricity II (54 hrs)**
**Prereq.:** JRNY 9713
Continuation of developing an understanding and recognition of various types of electrical circuits, diagrams and concepts while developing a broad scope of the skills needed for troubleshooting electrical problems. Electricity will be studied with an emphasis on control theory and application.

**JRNY 9715. Hazardous Materials (56 hrs)**
In-depth instruction in a variety of “Hazmat” related topics, including: industrial hygiene, toxicology, use of respirators, radiation, emergency entry/egress procedures, and decontamination to name a few. A combination of classroom instruction and simulated “hands-on” exercises to familiarize Engineers with all aspects of proper handling of hazardous materials.

**JRNY 9716. Hazardous Materials Refresher (8 hrs)**
Provides Stationary Engineers with updates in all aspects of the 40-hour training curriculum. Provided on an annual basis, the course serves as a forum to review basic competencies and allows for any new or changes in regulations, equipment and procedures to be addressed.

**JRNY 9719. HVAC Testing and Balancing (54 hrs)**
This course introduces the Stationary Engineer to the effective use of instruments, reports and procedures for test and balance of HVAC systems. Both the air-side and hydronic-side of the system is studied. A sample test and balance report will be prepared by students in this course.

**JRNY 9720. Indoor Air Quality (75 hrs)**
Designed to assist the journey-level or advanced apprentice stationary engineer to prevent and mitigate (relieve or alleviate) indoor air quality problems. Today’s facilities are operated using complex mechanical systems that interact to produce a comfortable and productive work environment. Through the operation and maintenance of these systems an related training, stationary engineers acquire a broad base of practical and theoretical knowledge that leads to complete understanding of system operations.

**JRNY 9721. Energy Conservation (75 hrs)**
This course will be presented in a step-by-step method to allow engineers to become part of the learning process as a progression of on-the-job energy conservation activities are incorporated into this course.

**JRNY 9722. Pneumatic Controls (12 hrs)**
This course is designed as a lecture/demonstration session with the opportunity for engineers to practice the use of pneumatic controls on two training units. These training units are models of the types of HVAC control systems a Stationary Engineer would expect to see in the trade.

**JRNY 9725. Supervision (54 hrs)**
This series of comprehensive seminars is designed for Chief Engineers and those aspiring to be Chief Engineers. Topics cover the organizational, communication and technical skills critical to achieving success in this capacity.

**JRNY 9728. Technical Math I (54 hrs)**
**Prereq.:** JRNY 9728
Introduction to trigonometry, vectors (resolution and addition), exponents and roots, radicals and logarithms, and an introduction to mechanics (force, work, energy, power).

**JRNY 9734. Welding (54 hrs)**
Theory, fundamentals of operation, equipment used and techniques recommended for oxygen/acetylene (OAW) and shielded metal arc welding (SMAW). General shop safety practices. Print reading and the interpretation of the American Welding Society welding symbols.

**JRNY 9735. Locksmithing (54 hrs)**
This course will provide Stationary Engineers with the basic locksmithing skills and confidence to undertake and perform duties as a locksmith. These skills will equip them with a foundation from which to expand their knowledge in this field, permitting them to save their employer time and money.

## Plumbing

**NONCREDIT COURSES:**

**JRNY 9736. Backflow Valve Repair (54 hrs)**
A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow repair.

**JRNY 9737. Welding (108 hrs)**
A study in all areas of arc welding and cutting for journeyperson training and refresher course.

**JRNY 9738. Basic Trade Related Electricity (54 hrs)**
A study in all areas of basic trade related electricity for journeyperson training and refresher course.

**JRNY 9739. Backflow Certification (54 hrs)**
A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow certification.

**JRNY 9740. AutoCAD 2000 (108 hrs)**
**Prereq.:** BASIC COMPUTERS
A study in all areas of training and instruction in computer aided drafting and the CAD environment. The emphasis is placed upon two-dimensional drawing, including an overview of hardware, and basic personal computer operation within the windows operating system.
Architecture

Announcement of Curricula

Learning Outcomes

Architecture and Interior Architecture students will develop an understanding of design as a model for creative inquiry, using necessary resources from history, technology, the humanities and contemporary culture issues in response to the fundamental principle that design’s relevance is based on its ability to engage society’s concerns.

Construction Management students will learn the basic effective management techniques related to the planning, design, and construction of a project from inception to completion for the purpose of controlling time, cost and quality.

Degree Curricula

Architecture

Graduates who have completed the Curriculum in Architecture, a two year foundation study, are fully prepared to transfer to a baccalaureate program in order to pursue a professional or non-professional degree. The program will prepare them in areas of design, technology, drawing, delineation and rendering, structures and history. All of these areas are fundamental components of a traditional architectural education and will serve all graduates of this program well in their further studies.

Graduates who choose to enter directly into the marketplace would be qualified in various capacities in the fields of architecture, construction industry and related fields. Positions such as architectural technician, construction detailer, building materials salesperson or manufacturer’s representative are examples of possible employment a graduate may pursue with this two year degree.

Students who complete the curriculum with final grades of C (2.00 grade point average) or higher in their major, receive the Associate in Science degree in Architecture.

Courses Required for the Major in Architecture

First Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ARCH 20 Perspective Draw</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 23 Mat’l of Constr</td>
<td>3</td>
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<tr>
<td>ARCH 29A Freehand Draw</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 48 Intro to Arch, Const &amp; Design</td>
<td>1</td>
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<tr>
<td>PHYC 10 Concept Physics</td>
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<tr>
<td>ET 50 Tech Math or MATH 850 Appl Geom</td>
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Additional graduation requirements

Second Semester (spring)

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<th>Course</th>
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<tr>
<td>ARCH 21 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 22A Delin &amp; Render</td>
<td>3</td>
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<tr>
<td>ARCH 50 Architectural Draft</td>
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<td>PHYC 40 Elem Phyc</td>
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Additional graduation requirements

Third Semester (fall)

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<td>ARCH 52A Architectural CADD</td>
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</tr>
<tr>
<td>ARCH 156 Fund of Build Struct</td>
<td>3</td>
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<tr>
<td>ARCH 31B Hist of Arch</td>
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<tr>
<td>ARCH 52B Arch CADD</td>
<td>2</td>
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<tr>
<td>ARCH 160 Professional Practice</td>
<td>3</td>
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</tbody>
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Additional graduation requirements

Fourth Semester (spring)

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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ARCH 27 Fund of Build Struct</td>
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<tr>
<td>ARCH 160 Professional Practice</td>
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</tbody>
</table>

Additional graduation requirements

Recommended electives: ARCH 24, 29B, 30A, 31A, 32, 52; ART 160A, 170A; ECON 1; ENGN 1A; GRPH 124A; HUM 11; SPCH 11

Architectural Interiors

The curriculum in Architectural Interiors, a two-year interdepartmental course of study, has strong emphasis on both architecture and art in the second, third, and fourth semesters. A special feature of this curriculum is that students, in accordance with their particular interests, may choose either the Option in Architecture or the Option in Art in their first semester.

Enrollment is open to all interested students. However, students are required to satisfy prerequisites before they are admitted to certain courses.

The course of study includes instruction in the following: architecture—orthographic projection, descriptive geometry, perspective, and shades and shadows; two-dimensional basic design; delineation and rendering; materials of construction; freehand drawing; professional practice/interior design; legal aspects of contracting; architectural technology (drafting); art history; art—basic design; basic drawing; structural analysis and design; art orientation; and graphic design.

The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Associate in Science degree in Architectural Interiors.

Entry positions for which graduates who have received the degree of Associate in Science in Architectural Interiors may qualify for employment positions that may include those of draftsman; delinieator; salesperson; furniture designer; and assistant in coordination of colors, fabric, furniture, lighting systems, and exhibits.

Courses Required for the Major in Architectural Interiors

First Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 20 Perspective Draw</td>
<td>3</td>
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<tr>
<td>ARCH 21 Basic Design</td>
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Option in Architecture

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 20 Perspective Draw</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 21 Basic Design</td>
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</tbody>
</table>
Construction Management

Graduates who have satisfactorily completed the Curriculum in Construction Management, a two-year course of study, are qualified for employment in the building and construction industry in a wide variety of positions ranging from those of field assistant and expediter to those of materials clerk and assistant estimator. With experience and further training, graduates may become licensed building contractors, detailers, estimators, foremen, construction superintendents, building inspectors, appraisers, and cost analysts. The California State Contractors License Board gives graduates who receive the Award of Achievement credit for one and a half of the four years of practical experience required of applicants for the State building contractor’s license. Upon successful completion of the curriculum students receive the Associate in Science degree. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Associate in Science in Construction Management.

The course of study includes instruction in the following: architectural technology, basic architectural drawing, structural detailing, surveying, estimating and construction costs, business operation, business records, and legal aspects of contracting. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.

Courses Required for the Major in Construction Management

First Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 20* Perspective Draw</td>
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<tr>
<td>ARCH 23 Mat’l of Constr</td>
<td>3</td>
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<tr>
<td>ET 50 Tech Math or MATH 850 Appl Geom...4 or 3</td>
<td>3</td>
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<tr>
<td>PHYC 10 Concept Physics</td>
<td>3</td>
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Additional graduation requirements

Second Semester (spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARCH 27 (spring only) Fund of Build Struct</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 48 Intro Arch, Contr, &amp; Design</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 50 Architect Draft</td>
<td>4</td>
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<tr>
<td>PHYC 40 Elem Physics</td>
<td>3</td>
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Additional graduation requirements

Third Semester (fall)

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 51 Architect Tech</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 156 (fall only) Constr Cost Est</td>
<td>3</td>
</tr>
<tr>
<td>ENGN 1A Measurements and Plane Surveying</td>
<td>3</td>
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Additional graduation requirements

Fourth Semester (spring)

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 157 (spring only) Constr Cost Est 2</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 160 (spring only) Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 50 Intro to Accounting</td>
<td>4</td>
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</tbody>
</table>

Additional graduation requirements

Total Units: 43-44

*Not required of students who have completed a year of high school mechanical drawing.

Recommended electives: ARCH 29A, 52A, 52B; BSMA 66 or 68; SMBS 135; R E 189; ECON 1; ENGN 184; SPCH 11; E T 144

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

ARCH 18A. Residential Interior Design (3)

Lec-3, field trips

ARCH 18A not a prereq. for ARCH 18B

A study of the basic elements and principles of design, line, texture, space, form, balance; period styles of furniture from ancient to modern; wall and window treatments; floor coverings and handmade rugs; study of the effective use of space in the home; furniture buying and arranging and working with decorative accessories. Emphasis on individual creativeness in combining all aspects of interior design. CSU

ARCH 18B. Residential Interior Design (3)

Lec-3, field trips

ARCH 18A not a prereq. for ARCH 18B

A study of the selection and use of fiber and decorative fabrics for interior design purposes; space design, floor plans, elevations and renderings; works of past and present architects and designers; lighting and color theory, color schemes and interaction of color, and color predictions for interior design. In-class work in effectively combining fabrics, wall coverings, floor treatments, pattern and color mixing. Study of presentations and portfolios for the student and the professional. Emphasis is on creativity in total interior design coordination and problem-solving. CSU

ARCH 20. Orthographic Projection, Descriptive Geometry, Perspective, and Shades and Shadows (3)

Lec-2, lab-4, field trips

Basic techniques used in graphic communication; fundamental prin-
ARCH 21. Basic Design (3)
Lec-2, lab-4, field trips
Adviser: Completion/concurrent enrollment in ARCH 29A
Basic design as applied in the built environment, including color, space, line, form, texture; two-dimensional and three-dimensional presentations. CSU/UC

ARCH 22A. Delineation and Rendering (3)
Lec-2, lab-4, field trips
Prerequisites: ARCH 20; completion/concurrent enrollment in ARCH 29A
Basic drawing techniques in graphic communication. Two and three-dimensional representations with various media expressing architectural ideas and concepts. CSU/UC

ARCH 22B. Delineation and Rendering (3)
Lec-2, lab-4, field trips
Prerequisites: ARCH 22A
A continuation of ARCH 22A, with selected problems. CSU

ARCH 23. Materials and Methods of Construction (3)
Lec-3, field trips
A survey of development, use, and application of building materials; the ways in which they satisfy utilitarian needs and provide visual satisfaction. CSU

ARCH 24. Design (3)
Lec-2, lab-4, field trips
Prerequisites: ARCH 21 or ART 125A; 22A (May be taken concurrently with Instructor’s permission)
Introduction to the three-dimensional design process. Theory of principles and procedures of creative problem solving. CSU/UC

ARCH 25. Design (3) sp
Lec-2, lab-4, field trips
Prerequisites: ARCH 24
Procedure and process in architectural design, building programming, building systems, problem solving, and presentation. CSU

ARCH 26A. Color Media (2) fa
Lec-1, lab-3, field trips
Color techniques and media. Painting and rendering in watercolor, with emphasis on outdoor subjects and landscapes. CSU

ARCH 26B. Color Media (2) fa
Lec-1, lab-3, field trips
A continuation of ARCH 26A, with selected problems. CSU

ARCH 27. Fundamentals of Building Structures (3) sp
Lec-3
Adviser: 1 yr. each high school algebra and geometry
Awareness of structural concepts; fundamental aspects and principles of basic structural forms, loads and materials, with emphasis on the language used in the building field. CSU

ARCH 29A. Freehand Drawing (1)
Lec-1, lab-1, field trips
Development of skill in freehand drawing methods of visual communication, and in seeing and expressing form, value, and texture; development of ability to express original conceptions. CSU/UC

ARCH 29B. Freehand Drawing (1) sp
Lec-1, lab-1, field trips
Prerequisites: ARCH 29A
Further development of skill in freehand drawing methods of visual communication. CSU/UC

ARCH 30A. Professional Practice/Interior Design (3) sp
Lec-2, lab-4, field trips
Prerequisites: ARCH 21 and 29A or ART 125A and 130A; ARCH 22A
Procedure in architectural interior design; measurement; graphic presentation methods; programming and outline specifications; relation of interior spaces to structure; electrical, and mechanical systems; spatial requirements for human activities; and selection of furnishings. CSU

ARCH 30B. Professional Practice/Interior Design (3) sp
Lec-2, lab-4, field trips
Prerequisites: ARCH 30A
Group space analysis and arrangement; relation of interior activity functions to building systems; circulation; related graphics and signing; illumination; color and material sample kits. CSU

ARCH 31A. History of Architecture (3) fa
Lec-3
A survey of the history of architecture of the western world from ancient Egypt through the end of the Middle Ages. CSU/UC

ARCH 31B. History of Architecture (3) sp
Lec-3
A survey of the history of architecture of the western world from the early Renaissance through the twentieth century. CSU/UC

ARCH 32. Bay Region Architectural History (3) sp
Lec-3
CR/NC avail.
A survey of Bay Region building modes from pre-Hispanic days to the present; the inception and growth of towns and cities, and the influences that have shaped their urban forms and their architecture, with an introduction to contributing architects and planners, reflecting the growth and significance of their professions in the late nineteenth and twentieth centuries. CSU/UC

ARCH 33A-B. Architectural Model Building (2) fa
Lec-1, lab-3
Prerequisites: For ARCH 33B: ARCH 33A
Three dimensional design through constructing and photographing architectural models. CSU

ARCH 34. History of Modern Architecture (3) fa
Lec-3
A survey of architectural history of the nineteenth and twentieth centuries in Europe, Asia, and America from the time of the Industrial Revolution to the present. CSU/UC

ARCH 48. Introduction to Architecture, Construction and Design Related Professions (1)
Lec-2, field trips
Overview of professional and technical careers in architecture, interior design, landscape architecture, construction management, related consulting engineering professions and building construction professions. Analysis of the design process and conditions affecting design and building. CSU

ARCH 50. Architectural Technology - Drafting (4)
Lec-3, lab-6, field trips
Prerequisites: ARCH 20 or ET 104 or 1 yr of HS drafting
Building and structural nomenclature, frame construction, detailing and basic site development. Familiarization with professional publications, technical bulletins, and the literature used in research and development. CSU

ARCH 51. Architectural Technology (4)
Lec-3, lab-6, field trips
Prerequisites: ARCH 50
Analysis of assemblies and detailing for multistory, heavy construc-
tion types of buildings. Synthesis of office production and construction procedures; structural terminology; mechanical plumbing, and electrical systems. CSU

ARCH 52A. Architectural CADD (3)
Lec-2, lab-4, field trips  CR/NC avail.
PREREQ.: ARCH 20
Repeat: max. 6 units
First half of ARCH 52
Basic computer-aided design and drafting using CADD software as applied in the design professions. Using a PC and current AutoCAD software to develop basic drawing and drafting skills with a special emphasis on architecture. CSU

ARCH 52B. Architectural CADD (2)
Lec-1, lab-4  CR/NC avail.
PREREQ.: ARCH 52A
Repeat: max. 4 units
Second half of ARCH 52
Computer-aided design and drafting using AutoCAD as applied in the design profession. Using PC CADD system to develop basic drawings and drafting skills with emphasis on architecture. Introduction to 3D CADD modeling ideas and techniques as applied to an architectural project. CSU

ARCH 90. Field Experience (3)
Work-15, cont-0.5
CAREQ.: MIN. OF 4 UNITS IN ADDITION TO THIS COURSE
Repeat: max. 6 units
Supervised work experience in the fields of architecture, construction management, design firm management, and interior design. CSU

ARCH 156. Construction Cost Estimating I (3) fa
Lec-3
An introduction to types of cost estimates; job and general office overhead; units of measure; procedures and processes of material quantity surveys based on construction methods, drawings, and specifications. CSU

ARCH 157. Construction Cost Estimating II (3) sp
Lec-3, field trips
PREREQ.: ARCH 156
Systematic construction labor and material estimating; total project costing. Routine operations of a construction office or company. Survey of Critical Path Method (cpm) scheduling. CSU

ARCH 158. Building Code Applications (3) fa
Lec-3
Introduction to the history, development, format, and provisions of the Uniform Building Code (latest adopted edition with San Francisco Amendments). CSU

ARCH 159. Code Review of Structural Plans (3) sp
Lec-3
PREREQ.: ARCH 158

ARCH 160. Professional Practice (3) sp
Lec-3
Survey of general office administration: contract documents, agreements, business aspects of construction, lien laws, codes and zoning ordinances, bid forms, safety and health ordinances. A familiarization with architects’ and contractors’ licensing requirements. CSU

IDST 70. Architecture and Diversity (3)
Lec-3, field trips  CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

Design

DSGN 101. Design Fundamentals (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A visual design course, covering the theories, processes, vocabulary, techniques and skills common to design disciplines. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 110. Rapid Visualization (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A free-hand drawing course for the development of visual thinkers, covering processes, methods, strategies, terminology, conventions, techniques, and skills for the rapid visualization of ideas in design. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 150. Color in Design (3)
Lec-3, lab-3, field trips
Exploration and application of the historical, cultural, symbolic, professional and personal uses of color through individual and collaborative design projects. An interdisciplinary study of the basic properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial effects of color in various media. CSU/UC

Art

The City College Art Department offers students a comprehensive lower division program in the areas of Fine Art and Art History, revolving around the basic CORE program. The Art Department prepares students for transfer to upper division courses in colleges and universities or for direct entry into art careers. Most of our courses are acceptable for credit at the University of California.

Fine Arts majors are advised to enroll in one art history course, along with general education and studio course(s). For the recommended sequence of courses in specific areas consult the department head or the fine arts coordinator. It is strongly recommended that all art majors take at least one studio class each semester.

Announcement of Courses

Most advanced classes in the Art Department require that prerequisites be completed before taking those classes. Students who have not completed those prerequisites must demonstrate the exit skills
required upon completion of the prerequisite(s). (See specific courses for prerequisite requirements.)

Most Art Studio courses listed will require a laboratory fee.

CREDIT, DEGREE APPLICABLE COURSES:

**Art History Courses**

The Art History Curriculum offers a wide selection of courses which apply critical thinking and analytical skills to an understanding of visual arts around the world: (101 through 108), Telecourses 116 and 118, and Selected Topics Courses (121, 122, 123) which offer a more in-depth study of art at the Legion of Honor and the De Young Fine Arts Museums of San Francisco. All Art History courses may be taken in any sequence. College-level reading and writing skills are advised.

ART 101. Western Art History (3)
Lec-3, field trips
A survey of Western art from 35,000 B.C. to 500 A.D. The course will begin with Paleolithic cave paintings and continue to the Roman and Early Byzantine and Early Medieval periods. Art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. CSU/UC/CAN ART 2

ART 102. Western Art History (3)
Lec-3, field trips
A survey of Western art from the sixth to the eighteenth centuries. The course will begin with the Roman era as an introduction, and continue to the Neo-Classical period. Art will be discussed from both a critical and a historical perspective, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. CSU/UC

ART 103. History of Modern Art (3)
Lec-3, field trips
The origins and developments of Modern Art in Europe and America from the French Revolution through World War II. Artworks will be analyzed from both critical and historical perspectives. Students will examine the formal/thematic characteristics of styles and periods of modernism. Also under examination are the larger social/cultural contexts for the art movements under study. CSU/UC

ART 104. Asian Art History (3)
Lec-3, field trips
A survey of the artistic heritages of Asia, from Iran in the west to south-eastern regions of Indonesia, spanning five millennia of Asian art history. Art 104 explores the themes and beliefs which give unity to the art of this part of the world, as well as the diverse cultural characteristics which led to the development of national styles. CSU/UC

ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips
A survey of the artistic heritage of Pre-Columbian Mexico, Central and South America. Art 105 explores the themes and beliefs which gave unity to the art of this part of the world as well as the diverse cultural characteristics which led to the development of regional styles. CSU/UC

ART 106. Latin American Art History (3)
Lec-3, field trips
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

ART 107. African American Art History (3)
Lec-3, field trips
A brief survey of the art of West African civilizations and art history of African Americans from the colonial to contemporary time. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values and ideas that gave birth to African American art. CSU/UC

ART 108. Women through Art History (3)
Lec-3, field trips
A survey of women in art, investigating their place in society as artists, patrons, and subjects in art. The course will introduce women from both European and non-European cultures, from prehistory to the present. All art will be discussed from both a critical and historical perspective, with regard to social context and formal visual elements. CSU/UC

ART 109. History of Contemporary Art (3)
Lec-3, field trips
Contemporary art from 1945 to the present. Students will analyze late modern and postmodern developments in art in relation to their historical contexts. We will also investigate the unusual challenges contemporary art forms and concepts present to the traditional methods and practices of art history. CSU/UC

ART 116. Art of the Western World (3)
Lec-3, field trips CR/NC avail.
A telecourse introduction to art history from the Classical Greek period to the Modern twentieth century. Art will be discussed in its social context and for formal visual elements. The course introduces the societies, values, and ideas that gave birth to Western art, discusses the changing goals of artists and patrons, traces art’s relation to power, religion, culture, and the art of the past, and suggests how art defines or contradicts its time. Refer to the Telelesson Schedule for viewing dates and times. CSU/UC

ART 118. Art America (3)
Lec-3, field trips CR/NC avail.
A history of American art from colonial times to the present. Painting, sculpture, architecture, and crafts will be examined and discussed within the historical, political, and sociocultural background unique to American art. Students will learn to identify major works of art by pivotal artists, recognize the techniques and formal visual elements of art, and critically analyze and evaluate the artwork within the contextual framework in which it was created. Students will write about art through visits to local museums to consider the works of art discussed in the telecourse. CSU

ART 121-122-123. Selected Topics in Art (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
An in-depth investigation of selected topics in art. These courses were developed in conjunction with the permanent and special exhibitions at the Legion of Honor and De Young Memorial Museums of Art. The content of these courses vary. Students may re-enroll without repeating subject matter. Specific times and topics will be announced in the Class Schedule, in classes and through campus media. CSU/UC

ART 123M. Master European Painting
ART 123N. European Art at the Legion
ART 123P. American Art from the De Young
ART 123Q. Baroque Masters of Light
ART 123R. Congo and African-American Art
ART 123S. Greek and Thracian Art
ART 123T. British Art at the Legion
ART 123U. 18th c. French Art at the Legion
ART 123V. Renaissance Art at the Legion
ART 123W. 19th Century Painting at the Legion
ART 123X. Baroque Art at the Legion
ART 123Y. 19th c. Realism and Courbet
ART 123Z. Eternal Egypt at the Legion

ART 125A. Basic Design (3)
Lec-2, lab-4, field trips
Advise: Completion/concurrent enrollment in ART 130A
Repeat: max. 6 units
Basic design elements; color and the concepts, operations, and methods of the two-dimension design process as related to all well-ordered form. Emphasis on experimentation, exploration, and criticism intended to develop creativity and manipulative ability. CSU/UC/CAN ART 14

ART 125B. Advanced Design (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A
Advise: ART 130A
Repeat: max. 9 units
Continuation of basic design with an emphasis on advanced two-dimensional and beginning three-dimensional design. Advanced experimentation in color. Design problems geared to assist the following majors: Fine and applied arts, photography, theater arts, fashion, and interior and architectural design. Further exploration and development of creativity. CSU/UC/CAN ART 16

ART 126. Color (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
A study of the basic properties and theories of color, including the practice of color mixing, creating color relationships and harmonies, optical, psychological and spatial effects of color, and properties of pigments. Historical, cultural and subjective uses of color will be explored. Work will be done in water based color media. CSU/UC

ART 130A. Basic Drawing (3)
Lec-2, lab-4, field trips
Advise: Completion/concurrent enrollment in ART 125A
Repeat: max. 6 units
A course in the theory and practice of drawing using a systematic variety of media and subject matter. The student will examine drawing through the graphic elements of line, plane, tone, shape, form, volume, rendering, and perspective. The course includes an introduction to light and shadow. Beginning problems will be structured to guide the student and the instructor will assist in this experience through individual attention. Instruction leads to direct the student and encourage subjective self-expression. CSU/UC/CAN ART 8

ART 130B. Intermediate Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A AND 130A
Repeat: max. 9 units
Continued development of drawing skills, with additional approaches to drawing, composition, and varied drawing materials. CSU/UC

ART 131A. Museum Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A
Repeat: max. 6 units
The Legion of Honor Museum will initially act as the studio/atelier for the continuance of the tradition of museum drawing; development of skills and expansion of abilities in the creation of unique drawings through classroom and museum instruction. CSU

ART 131B. Advanced Museum Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A AND 131A
Repeat: max. 9 units
Builds upon skills and techniques already acquired in ART 131A. Development of original sketches and compositions based on major works in the Legion of Honor Museum. CSU

ART 132A. Beginning Figure Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A AND 130A
Repeat: max. 6 units
ART 132A is strongly recommended for all art majors.
An introduction to the drawing of the nude human figure. Analysis of basic forms, structure, proportion, symmetry, balance, and rhythm. Introductory anatomy. CSU/UC

ART 132B. Advanced Figure Drawing (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A, 130A, AND 132A
Repeat: max. 9 units
Advanced study of the drawing of the nude human figure. Analysis of basic forms, structure, proportion, symmetry, balance, and rhythm. Human anatomy. CSU/UC

ART 136A. Introduction to Illustration (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A AND 130A
Repeat: max. 6 units
How to prepare for the profession of illustration and learn the processes by which one gets professional results. Emphasis on ideas and originality, appropriate to the marketplace. Projects include pencil drawing, pen and ink rendering, color posters and some practical projects which may be reproduced on campus. CSU

ART 136B. Illustration in Color (3)
Lec-2, lab-4, field trips
Prereq.: ART 136A
Repeat: max. 9 units
Practical problems in illustrations with emphasis on contemporary approaches to the subject in color media. Projects include design, visualization and finished work for advertising, public relations and book and periodical publications. CSU

ART 136C. Advanced Illustration (3)
Lec-2, lab-4, field trips
Prereq.: ART 136B
Repeat: max. 9 units
Problems in contemporary media: visualization and final-image techniques for reproduction. Emphasis on the development of portfolio items suitable for use in the employment or freelance professional interview. Comprehensive layout and the use of type and letterfaces in illustration. CSU

ART 137. Humorous Illustration (3)
Lec-2, lab-4
Prereq.: ART 130A
Elements of humorous illustration; basics of exaggeration, distortion, and caricature; differentiation of these from the grotesque. Importance of observation and the use of a sketchbook to draw from real life situations. CSU
ART 140A. Beginning Painting (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A and 130A
Repeat: max. 6 units
Studio course in the technical and conceptual basics of painting both in oils and acrylics. Through hands-on practice, lectures, and critiques the student develops the requisite skills and techniques as well as the underlying conceptual and perceptual abilities necessary to painting. In addition, the student is introduced to the historical traditions and the contemporary context of the field. CSU/UC

ART 140B. Intermediate Painting (3)
Lec-2, lab-4, field trips
Prereq.: ART 140A
Repeat: max. 9 units
Development of painting techniques and style into advanced concepts and the processes of painting. Emphasis will be placed on the development of individual style and interest, with exploration in the experimental use of media and technique. Personal creativity will be stressed, and dialogue will be pursued in the broader understanding of aesthetics and contemporary thinking. CSU/UC

ART 140C. Advanced Painting (3)
Lec-2, lab-4, field trips
Prereq.: ART 140B
Repeat: max. 9 units
Focus on the development of a self-directed creative process; building on the concepts, skills, and issues of ART 140B; long-term thematic projects, series projects, and mixed-media assignments leading to advanced-level exploration of contemporary art issues and media. CSU/UC

ART 141. Acrylic Painting (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A and 130A
Repeat: max. 6 units
An introduction to the painting techniques and characteristics of acrylic media. No media requiring volatile solvents will be used. Historic traditions and the contemporary context of painting are introduced. CSU/UC

ART 145A. Introduction to Watercolor Painting (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A and 130A
Repeat: max. 6 units
Instruction and practice in the materials, techniques, concepts, and history of watercolor painting. Through lecture, demonstration, hands-on experience, and critiques, the student will develop the technical, perceptual, and conceptual skills to produce and analyze paintings. Emphasis will be on technical development and personal explorations. CSU/UC

ART 145B. Advanced Watercolor Painting (3)
Lec-2, lab-4, field trips
Prereq.: ART 145A
Repeat: max. 9 units
Continuation of ART 145A. Develop additional skill in painting with the transparent watercolor. Class will introduce techniques in opaque watercolor (gouache) and explore options in paper surfaces. Analyze transparent, sedimentary, and staining pigment groups to extend knowledge of color and texture choices. Study of contemporary and historical art history. Emphasis is on the development of individual styles and interests. CSU/UC

ART 146A. Beginning Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Orientation on the three classic elements of Chinese art (brush painting, calligraphy and seal engraving) with emphasis on Chinese masterpieces both ancient and contemporary, focusing on the concepts of style, line, composition, perspective and stroke. CSU/UC

ART 146B. Advanced Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
Continuation of ART 146A utilizing traditional and contemporary Chinese art styles with emphasis on complex landscapes, flowers, animals and figures. CSU/UC

ART 150A. Fine Art Printmaking (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A
Repeat: max. 6 units
Designed to help students explore the theory and practice of printmaking through various printing techniques. Beginning problems will deal with techniques used in various areas of relief, intaglio, lithography, monoprinting and collography printing. Tools and techniques of printmaking are inherent in the medium and become a part of the creative process. Students will transfer their ideas and artistic expressions into these various print media. Introduction to historical traditions and contemporary issues of the field. CSU/UC/Can ART 20

ART 150B. Fine Art Intaglio Printmaking (3)
Lec-2, lab-4, field trips
Prereq.: ART 150A
Repeat: max. 9 units
Individual and class projects in Intaglio printmaking stressing intermediate and advanced levels of proficiency including color multiple plates, viscosity printing, chine colle, mezzotint, sugar lift, salt, and soft ground. Through lecture/demonstration, studio practice and critiques, students develop the requisite skills and conceptual basis necessary for innovative work in this exciting discipline. CSU/UC

ART 150C. Fine Art Relief Printmaking (3)
Lec-2, lab-4, field trips
Prereq.: ART 150A
Repeat: max. 6 units
The ART 150 series may be taken concurrently and/or out of sequence.
A wider and more complex variety of intermediate and advanced relief printing techniques will be introduced including reduction printing, color multiple plates, varying matrix materials, split fountain roll-ups, segmented plates, and viscosity inking. Emphasis on the student’s individual artistic growth and development through the mastery of requisite and conceptual skills. Introduction to historical traditions and contemporary issues of the field. CSU/UC

ART 151A. Beginning Monoprint (3)
Lec-2, lab-4, field trips
Prereq.: ART 130A
Repeat: max. 6 units
Introduction to a wide variety of contemporary monoprint techniques. Through lecture, demonstration, studio practices, and critiques, students develop the skills and concepts necessary for basic work in this exciting area. Monoprint is a cross over discipline that combines skills of drawing and painting with printmaking. Introduction to historical traditions and contemporary issues of the field. CSU/UC
ART 151B. Intermediate Monoprinting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 151A
Repeat: max. 9 units
Intermediate Monoprinting will focus on more complex monoprint techniques. The emphasis of this course stresses the development of individual artistic growth building on material covered in 151A (Beginning Monoprinting). Students will plan and execute long term thematic, mixed media, and self directed projects. Contemporary issues and approaches will be explored through lecture and demonstration. Lecture demonstrations will be followed up with individualized attention so students can strengthen personal weakness related to the techniques and concepts of monoprinting in the studio laboratory situation. CSU/UC
Formerly ART 15B.

ART 151C. Advanced Monoprinting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 151B
Repeat: max. 9 units
The emphasis of Advanced Monoprinting is the further development of the student’s creative process to execute long term thematic, mixed media and self-directed projects. Students utilize materials, processes, and methods of beginning, intermediate and advanced monoprinting, while focusing on a body of interrelated monoprints that explore their personal creativity through experimental means. Students prepare a portfolio of work that is suitable for advanced study, transfer, and/or career opportunities. CSU/UC

ART 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 ART 154 = GRPH 154

ART 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 ART 155 = GRPH 155

ART 156. Mixed Media: Works on Paper (3)
Lec-2, lab-4, field trips
PREREQ.: ART 125A AND 130A
Repeat: max. 6 units
This course selectively and aesthetically combines various media and techniques of drawing, painting, photography, printing and collage into two and three-dimensional works. Through structured studio experience, lectures and critiques, the student will develop the requisite skills and techniques as well as the conceptual basis of this contemporary art form. Underlying the instruction is a historical component which emphasizes modern and contemporary art to broaden the student’s interest and awareness of contemporary trends. CSU/UC

ART 160A. Beginning Ceramics (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Introduction to developing ceramic forms in a studio atmosphere.

Basic methods of ceramic forming through use of the potter’s wheel and hand-construction techniques, glaze application, and kiln-firing processes. Lectures on the historical uses of clay and its relationship to the development of civilizations and industry. Emphasis on technical development and exploration of clay as a means for aesthetic growth. CSU/UC/CAN ART 6

ART 160B. Intermediate Ceramics (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160A
Repeat: max. 9 units
Emphasis on wheel-throwing and hand-building skills, and on surface techniques. Introduction to non-technical glaze experimentation. Further development of aesthetics. CSU/UC

ART 160C. Advanced Ceramics (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160B
Repeat: max. 9 units
Advanced development of ceramic forms in a studio atmosphere. Advanced methods of ceramic forming through the use of the potter’s wheel and hand-construction techniques, glaze formulation, advanced glaze application techniques and kiln-firing processes. Lectures on the historical uses of clay and its relationship to the development of civilizations and industry. Emphasis on technical and conceptual development and exploration of clay as a means for aesthetic growth. CSU/UC

ART 162A. Ceramic Sculpture I (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160A AND 160B
Repeat: max. 6 units
Introduction to the basic techniques and concepts of making sculpture with ceramic materials. Emphasis on the development of concepts and content in the execution of ceramic sculpture. Utilization of plaster mold-making and slip casting, basic handbuilding, wheel-throwing, and mold work as applied to sculpture. Exploration of additive and subtractive processes, press molds, surface development and formulation of glazes pertaining to sculpture. Emphasis on technical development and exploration of clay as a means for aesthetic growth. CSU/UC

ART 162B. Ceramic Sculpture II (3)
Lec-2, lab-4, field trips
PREREQ.: ART 160A, 160B, AND 162A
Repeat: max. 9 units
A continuing exploration of concepts and techniques in making sculpture with ceramic materials. Conceptualizing and creating in three dimensions. Hand building, wheel-throwing, and mold work as applied to ceramic sculpture. Continued emphasis on the development of concepts and content in the execution of the ceramic sculpture. Utilization of plaster mold-making and slip casting, basic hand building, wheel-throwing, and mold work as applied to sculpture. Surface development and formulation of glazes pertaining to sculpture. Emphasis on exploration of clay as a means for aesthetic growth. CSU/UC

ART 170A. Beginning Sculpture (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
An introduction to the historical evolution of sculpture and the basic elements of three-dimensional form. Exploration of carving, modeling, mold making and basic woodworking techniques. Emphasis on technical skill, expression and artistic growth. CSU/UC/CAN ART 12
ART 170B, Intermediate Sculpture (3)
Lec-2, lab-4, field trips
PREREQ.: ART 170A
Repeat: max. 9 units

ART 170C, Advanced Sculpture (3)
Lec-2, lab-4, field trips
PREREQ.: ART 170A AND 170B
Repeat: max. 9 units
Further advanced processes of sculpture with emphasis on metal work using the welding process. Students will have an opportunity to decide what areas of sculpture they wish to investigate in depth, with instructors' approval and based on previous experience. The successful completion of Art 170B is required in order to take Art 170C. CSU/UC

ART 180A, Beginning Metal Arts (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
An introduction to basic fabricating processes, i.e., forming, annealing, and soldering of both common and fine metals. Projects vary from engraving to the setting of gemstones, or the making of small sculptures. Survey of the history of metal arts, from the Bronze Age to the present. Emphasis on the knowledge and development of manual skills to gain personal aesthetic sense. CSU/CAN ART 26

ART 180B, Intermediate Metal Arts (3)
Lec-2, lab-4, field trips
PREREQ.: ART 180A
Repeat: max. 9 units
An introduction to the basic techniques of lost wax metal casting (centrifuge and vacuum), ranging from jewelry to small sculpture. Instruction includes information about waxes, modeling, sprueing, investing, casting, and finishing. CSU

ART 180C, Advanced Metal Arts (3)
Lec-2, lab-4, field trips
PREREQ.: ART 180B
Repeat: max. 9 units
An introduction to production techniques, mold making, and advanced casting techniques. This course involves a close look at the development of the student’s ideas, from conception to completion, including possible marketing ideas. CSU

ART 185, Portfolio Preparation (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
This course is designed to enable the art student to organize and present a body of work in an effective and professional manner for transfer, advanced study opportunities and/or career preparation. Through hands-on practice, lectures, demonstrations and critiques, the student gains the requisite skills for portfolio development. CSU

ART 187A, Independent Study (2)
Ind st-5, field trips
PREREQ: ANY ADVANCED LEVEL ART COURSES
An opportunity for students to perform specialized studies in art with the guidance of an art instructor of his/her choice. CSU

ART 187B, Independent Study (2)
Ind st-5, field trips
PREREQ.: ART 187A
An opportunity for students to continue to perform specialized studies in art with the guidance of an art instructor of his/her choice. CSU

Design

DSGN 101, Design Fundamentals (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A visual design course, covering the theories, processes, vocabulary, techniques and skills common to design disciplines. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 110, Rapid Visualization (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A free-hand drawing course for the development of visual thinkers, covering processes, methods, strategies, terminology, conventions, techniques, and skills for the rapid visualization of ideas in design. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 150, Color in Design (3)
Lec-3, lab-3, field trips
Exploration and application of the historical, cultural, symbolic, professional and personal uses of color through individual and collaborative design projects. An interdisciplinary study of the basic properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial effects of color in various media. CSU/UC

Asian American Studies

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

ASAM 8, Filipino American Community (3)
Lec-3
CR/NC avil.
Description and analysis of Filipino American community problems from a sociological viewpoint. Cultural shock and other problems of adaptation of Filipino immigrants considered in light of the carry-over from Filipino culture and psychology. CSU/UC

ASAM 20, Asian American Experience: 1820 to Present (3)
Lec-3
CR/NC avil.
Examination of United States history and government through the experience of immigrant groups to the U.S. from China, Japan, Korea, the Philippines, and India. Topics to be explored include immigration experiences, economic opportunities, culture, family, community, political and social history of the individual immigrant groups. A local field trip may be required. CSU/UC

ASAM 27, Asian American Race Relations (3)
Lec-3
CR/NC avil.
Understanding of race relations between Asian Americans and other
Asian Studies

Announcement of Courses

General Information

The Asian Studies Department has a flexible interdisciplinary program designed to assist students who are interested in acquiring knowledge and interests in Asian culture and language. The diverse faculty members offer a rich and supportive small class environment that encourages critical thinking and participatory involvement in Asian subjects. Most of its courses are UC and CSU transferable which prepare students for continuing in degree programs in the UC and the CSU systems.

Learning Outcomes

After taking the courses of interest offered in Asian Studies Department, students would become more globally conscious in their approach to life. It would improve their interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and overall maturity as a contributing member of our growing diverse society.

CREDIT, DEGREE APPLICABLE COURSES:

ASIA 1. Modern Pacific Asia: An Introduction (3)
Lec-3, field trips CR/NC avail.
Development of history, economics, politics, and cultures of the Pacific Basin region since the 16th century. Analysis of the emergence of the modern Pacific Asia from the 19th century onward as a principal political and economic center of the upcoming century. CSU/UC

ASIA 11. East Asia Calligraphy: An Introduction (3)
Lec-3, field trips CR/NC avail.
Examination of the historical development and cultural aspects of the East Asian (China, Japan, Korea) calligraphy, with emphasis on Chinese Hanzi but also including Japanese Kana syllabaries and Korean Han’gual characters; critical analysis of their relationship with East Asian philosophy, religion, literature, and art. CSU/UC

ASIA 12. East Asian Literature in Film: Early Modern and Modern Era (3)
Lec-3 CR/NC avail.
Introduction to East Asian (China, Japan, Korea) literature from the early Modern (15th-18th century) to the Modern Era (19th-20th century) through the media of film. Critical analysis of how literature reflects cultural values and social changes. No knowledge of Chinese, Japanese, or Korean required. CSU/UC

ANTH 19. Ethnology of China (3)
Lec-3 CR/NC avail.
Chinese life-styles, including their historical development through the present day, including language, economics, kinship and marriage patterns. The impact of the Revolution on traditional Chinese culture and resultant changes. CSU/UC

ART 104. Asian Art History (3)
Lec-3; field trips
A survey of the artistic heritages of Asia, from Iran in the west to the south-eastern regions of Indonesia, spanning five millennia of Asian art history. Art 104 explores the themes and beliefs which give unity to the art of this part of the world, as well as the diverse cultural characteristics which led to the development of national styles. CSU/UC

ART 146A. Beginning Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Orientation on the three classic elements of Chinese art (brush painting, calligraphy and seal engraving) with emphasis on Chinese masterpieces both ancient and contemporary, focusing on the concepts of style, line, composition, perspective and stroke. CSU/UC

ART 146B. Advanced Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Continuation of ART 146A with emphasis on artistic development. Investigation of methods of traditional and contemporary Chinese...
art. Paintings of various subject matter including complex landscapes, flowers, birds, animals and figures. Free brush strokes and meticulous styles. Lectures and demonstrations will be offered with slides and videos. Individual expression will be encouraged by modeling after a series of masterpieces and original works. Group and individual critiques. Outdoor painting and museum visits. CSU/UC

CHINESE LANGUAGE COURSES: See Chinese in this section of the catalog.

CHIN 29A-29B. Chinese Literature in Translation (3-3)
Lec-3
Advise: Eligible for ENGL 1A
CHIN 29A not prerequisite to 29B. No knowledge of Chinese required.
Reading and discussion of representative works in English translation. CSU/UC

CHIN 39. Major Achievements of Chinese Thought and Culture (3)
Lec-3
Advise: Eligible for ENGL 1A
No knowledge of Chinese required. Not open to students who are enrolled in or who have completed CHIN 49.
A consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU/UC

CHIN 49. Major Achievements of Chinese Thought and Culture (3)
Lec-3
No knowledge of Chinese required. Not open to students who are enrolled in or who have completed CHIN 39.
A consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion. Emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life. Practice of basic Tai Chi Chuan forms (Yang Style). CSU/UC

HIST 33. History of South Asia (3)
Lec-3
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. CSU/UC

HIST 34. History of Japan (3)
Lec-3
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)
Lec-3
HIST 35A not prerequisite to 35B
HIST 35A. Historical, social, political, intellectual, cultural, artistic, and economic development of China from ancient times to approximately 1900. CSU/UC
HIST 35B. Historical, social, political, intellectual, cultural, artistic, and economic developments in twentieth century China. CSU/UC

HIST 36. History of Southeast Asia (3)
Lec-3
CR/NC avail.
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3
CR/NC avail.
The history and social organization of overseas Chinese communities in Southeast Asia, Latin America, and North America from the Eastern Han Dynasty to the present. CSU/UC

IDST 27A-27B-27C. Asian Humanities (3-3-1)
PREREQ.: IDST 27A NOT PREREQUISITE TO 27B;
FOR 27C: IDST 27A OR 27B
No knowledge of foreign languages required

IDST 27A-27B.
Lec-3
CR/NC avail.
A team-taught survey of Asian civilizations, especially Arabic-Islamic, Hindu, Chinese, and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Explanation, through an interdisciplinary and cross-cultural approach, of the differences and underlying unity of Asian cultures and a comparison with their Western counterparts. Use of the best available English translations of Asian literature along with slides, films, recordings and field trips. Each: CSU/UC

IDST 27C.
Ind st-5
CR/NC avail.
An independent study/research course under direction of one or more instructors where focus is placed on a specific area of study. CSU/UC

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips
Emphasis on current affairs and issues in any of the Pacific rim countries. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

JAPANESE LANGUAGE COURSES: See Japanese in this section of the catalog.

JAPA 39. Japanese Culture and Civilization (3)
Lec-3
Advise: Eligible for ENGL 1A
No knowledge of Japanese required.
Not open to students who are enrolled in or have completed JAPA 49.
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU/UC

JAPA 49. Japanese Culture and Civilization (3)
Lec-3
CR/NC only
No knowledge of Japanese required.
Not open to students who are enrolled in or have completed JAPA 39.
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

MUS 24. Music of East Asia (3)
Lec-3, lab-1, field trips
CR/NC avail.
A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including
the relationship of East Asian music to other aspects of East Asian cultures—philosophy, religion, theater, and dance. CSU/UC

**POLS 35. Government and Politics of East Asia (3)**
Lec-3 CR/NC avail.
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. CSU/UC

**PSYC 22. Psychology of Race and Ethnic Relations (3)**
Lec-3 CR/NC avail.
Not open to students who are enrolled in or who have completed PSYC 23.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

**PSYC 23. Psychology of Race and Ethnic Relations (3)**
Lec-3 CR/NC avail.
**Prerequisite:** PSYC 1
Not open to students who are enrolled in or who have completed PSYC 22.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU/UC

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**Astronomy**

**Announcement of Courses**

**General Information**

The Astronomy Department offers classes to students who wish to satisfy the Natural Sciences requirement for the associate degree. For students intending to transfer to a four-year university that has a laboratory science requirement, 1-unit laboratory classes are offered that may be taken prior to, concurrently with or after completion of a lecture course. For students interested in astronomy or astrophysics as a career, the department provides instruction in a broad range of courses to prepare the student for transfer to four-year physics as a career, the department provides instruction in a broad range of courses to prepare the student for transfer to four-year physics and astronomy programs. For further information, contact the department chairperson at (415) 452-5666.

**CREDIT, DEGREE APPLICABLE**

**ASTR 1. Cosmic Evolution (3)**
Lec-3 Motion, gravity, light, and particles as applicable to astronomy. The origin, evolution, and final state of our physical universe. Formulation, evolution, and properties of our galaxy and other galaxies, the sun and other stars, and our solar system. Extragalactic planets and the possibility of life elsewhere in the universe. Emphasis is on the development of the cosmos and its components. CSU/UC

**ASTR 4. Life in the Universe (3)**
Lec-3, field trips
Biological perspective on areas of current space research that seeks to unify topics such as understanding the origin of life on Earth, studying environments in which life exists, and identifying environments which might support extraterrestrial life in the Solar System and beyond. CSU/UC

**ASTR 14. Exploring the Universe (3)**
Lec-3
(Designed for students who have not completed ASTR 1, 17, 18, 19, or 20 with a final grade of C or higher)
A non-math course stressing the observational universe as seen through the use of telescopes, space probes, theoretical and computer modeling, and other aids. The great ideas of ancient and modern astronomy. Fundamental ideas in the physical sciences appropriate to understanding the structure of the universe and the origin of life. CSU

**ASTR 16. Observational Astronomy (1)**
Lab-3, field trips
Through direct investigation, students will learn the motion and appearance of the night sky, investigate astronomical objects such as stars, planets, and nebulae, and become familiar with modern observational tools and techniques. CSU/UC

**ASTR 17. Solar System (3)**
Lec-3
A general introduction to planetary astronomy and the possibility of extraterrestrial life. Emphasis on the history and present characteristics of the planets in our solar system, analysis of the life-support possibilities of the known planets, and the general problem of the origin and probable characteristics of other planetary systems. Recent advances in earth-based and spacecraft research and the challenges of interplanetary and interstellar communication. CSU/UC

**ASTR 18. Stars (3)**
Lec-3
An introduction to the modern study of the characteristics and evolution of stars and stellar systems. Observations and theories regarding stars as the primary producers of energy in the universe and of the chemical elements necessary for life. Properties of the final states of stars: supernovae, white dwarfs, neutron stars, black holes, and gamma-ray bursts. Understanding the effects of stellar evolution on galaxies and cosmology. CSU/UC

**ASTR 19. Galaxies and the Universe (3)**
Lec-3
An introduction to modern cosmology and extragalactic astronomy, with a focus on basic questions of humankind’s existence: where do we come from and what is our fate? Topics include the origin and evolution of the universe, Big Bang cosmology, expansion of the universe, large scale structure, dark matter, properties of galaxies and active galactic nuclei, and phenomena in our own and other galaxies. CSU/UC

**ASTR 20. Introduction to Astrophysics (4)**
Lec-3, conf-1
**Prerequisite:** ASTR 1, 14, or 16
Designed for students who desire an astronomy course more advanced than the general survey course. Emphasis is on the current state of theoretical astrophysics and research astronomy. An opportunity for students to pursue independent research projects or to develop teaching aids for astronomy. The college planetarium and observatory, including the Celestron 14-inch telescope, a CCD camera, and fiber-optic spectrograph are available for the student. CSU/UC
Announcement of Curricula

Degree Curriculum

City College offers credit for two years of pre-apprentice training for students seeking employment in the automotive industry. Students may apply the earned credit toward the Associate in Science degree.

Employment. Successful completion of training in this program prepares students for entry employment in the areas of automotive-mechanic and body person apprenticeship. Training will be considered in determining level of entry into apprenticeship.

Admission. Applicants for admission must complete an application form which may be obtained from the automotive-technology adviser at 1400 Evans Avenue training center. All applications are reviewed and evaluated, and the results are forwarded to each applicant. To be accepted into the program, students must fulfill the following prerequisites:

1. Completion of ENGL 90 or placement in ENGL 92, OR completion of ESL 72 or 150 or placement in ESL 160 or 82; AND
2. Completion of MATH E or BSMA G, H or J, OR placement in MATH 840

Recommended High School Preparation. Preparation is recommended in auto shop, electricity, machine shop, mechanical drawing, and welding.

Counseling. The automotive-technology adviser consults individually with students in order to help each student select a program best suited to the student’s interests and abilities.

General Education. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.

Associate in Science Degree and Award of Achievement. Students who wish to earn an Associate in Science degree must complete the general-education requirements for graduation from the College and additional electives. Students who satisfy these requirements and complete either of the options in the Curriculum receive the degree of Associate in Science and the Award of Achievement in Automotive Technology. Such students are advised to consult with a College counselor.

Automotive Technology

Option in Automotive Mechanics

Courses Required for the Award of Achievement in Automotive Mechanics

First Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 52 Brakes, Suspension and Alignment</td>
<td>8</td>
</tr>
</tbody>
</table>

Electives (choose 1)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 53 Automatic and Manual Transmission</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 54 Engine Repair</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 55 Engine Performance and Drivability</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 32

Certificate Curricula

General Information


Admission. Enrollment in either curricula is open to all interested students who satisfy the following program prerequisites:

1. Completion of ENGL 90 or placement in ENGL 92, OR completion of ESL 72 or 150 or placement in ESL 160 or 82; AND
2. Completion of MATH E or BSMA G, H or J, OR placement in MATH 840

Credit Toward Graduation. All credit that students earn in obtaining the Certificate of Completion in either curricula may also be applied toward satisfaction of the requirements for graduation from the College.

Auto Diagnostician

Requirements for the Certificate of Completion. Students may obtain the Certificate of Completion in Auto Diagnostician by completing the following courses with a grade of C or higher in each course.

Courses Required for the Certificate of Completion in Auto Diagnostician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 52 Brakes, Suspension, Alignment</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 55 Engine Performance/Drivability</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 53 Automatic and Manual Transmissions</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 54 Engine Repair</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 48

Brake and Suspension Specialist

Requirements for the Certificate of Completion. Students may obtain the certificate of completion in Brake and Suspension Specialist by completing the following courses with a grade of C or higher in each course.

Courses Required for the Certificate of Completion in Brake and Suspension Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 52 Brakes, Suspension, Alignment</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 16
Requirements for the Certificate of Completion. Students may obtain the certificate of completion in Engine Repair Specialist by completing the following courses with a grade of C or higher in each course.

**Courses Required for the Certificate of Completion in Engine Repair Specialist**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 54 Engine Repair</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Requirements for the Certificate of Completion. Students may obtain the certificate of completion in General Automotive Technician by completing the following courses with a grade C or higher in each course.

**Courses Required for the Certificate of Completion in General Automotive Technician**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Requirements for the Certificate of Completion. Students may obtain the certificate of completion in Transmission Specialist by completing the following courses with a grade of C or higher in each course.

**Courses Required for the Certificate of Completion in Transmission Specialist**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 53 Automatic and Manual Transmissions</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Requirements for the Certificate of Completion. Students may obtain the certificate of completion in Automotive Metal Repair by completing the following courses with final grades of C or higher:

**Courses Required for the Certificate of Completion in Automotive Metal Repair**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 120 Automotive Welding</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 121 Metal Repair &amp; Welding</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 122 Panels, Glass, Trim &amp; Hardware</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 123 Frame Straightening &amp; Aligning</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 124B Surface Prep and Paint</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

Courses in this subject area require a special materials fee.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AUTO 50. Intro to Automotive Mechanics (8)**

Lec-8, lab-4, field trips

Prereq.: MATH E1, EX, BSMA G, H, or J, ENGL 90 or ESL 150

Orientation to the automobile: design, construction, operation, industry, and ethics; technical vocabulary, automotive components, systems, safety procedures. Use of automotive references and specifications. Use of basic tools for automotive repair. Workplace skills covered will include the basic maintenance and repair of the automobile and its systems for the entry-level automotive maintenance worker or home hobbyist. CSU

**AUTO 51. Automotive Electrical (8)**

Lec-6, lab-6, field trips

Prereq.: AUTO 50 or pass Challenge Test

Repeat: max. 24 units

A basic course focusing on automotive electrical systems including basic electrical theory, battery technology, starting systems, charging systems, lighting systems, instrumentation and wiring. A technical course focusing on higher-level electrical troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive electronics. Students will prepare for Official State Lamp Adjusting License and ASE A6 and L-1 Examinations. CSU

**AUTO 52. Brakes, Suspension, Alignment (8)**

Lec-6, lab-6, field trips

Prereq.: AUTO 50 or pass Challenge Test

Repeat: max. 24 units


**AUTO 53. Automatic and Manual Transmissions (8)**

Lec-6, lab-6, field trips

Prereq.: AUTO 50 or pass Challenge Test

Repeat: max. 24 units

Instruction in diagnosis and servicing of automatic and manual transmissions, clutches, 4-wheel drives, drive shafts, differentials, and electronic sensing devices. Preparation is given for national certification test. CSU

**AUTO 54. Engine Repair (8)**

Lec-6, lab-6, field trips

Prereq.: AUTO 50 or pass Challenge Test

Repeat: max. 24 units

A hands-on course focusing on the analysis of engine problems and proper steps in repair procedures, including cooling and exhaust systems and timing belt replacements as well as the disassembly, precision measurement, analysis of potential engine failures, reconditioning, and rebuilding of automotive engines. CSU

**AUTO 55. Engine Performance/Drivability (8)**

Lec-6, lab-6, field trips

Prereq.: AUTO 50 or pass Challenge Test

Repeat: max. 24 units

Course focus is on maintenance and troubleshooting including the use of analog and digital volt ohm meters, digital storage oscillo-
scopes, scan tools, and engine analyzers, vacuum and pressure gauges in the diagnosis and repair of modern automotive ignition, fuel, and emission systems. Preparation for National Certification (ASE A8 and L-1 Engine Performance) Examinations, students become familiar with trade practices in the testing and replacement of ignition system components, vehicle fuel and emission systems testing, component testing and replacement. CSU

AUTO 60. Independent Study (Auto Technology) (1-3)
Ind st-5, 10, 15, conf-1, field trips CR/NC avail.
Advis: Completion of at least 16 units in Auto Technology or consent of instructor. Student must obtain approval of project from instructor.
Repeat: max. 2, 4, 6 units
Research and application of advanced skills within the topic of Automotive Trade Skills. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, engine performance modification and drivability computer. CSU

AUTO 61. Independent Study (Auto Body) (1-3)
Ind st-5, 10, 15, conf-1, field trips CR/NC avail.
Advis: Completion of at least 16 units in Auto Body Trade Skills or consent of instructor. Student must obtain approval of project from instructor.
Repeat: max. 2, 4, 6 units
Research and application of advanced skills within the topic of Auto Body Trade Skills. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, sheet metal and fiberglass design and fabrication and show vehicle preparation. CSU

AUTO 62. Independent Study (Motorcycle Small Engine Repair) (1-3)
Ind st-5, 10, 15, conf-1, field trips CR/NC avail.
Advis: Completion of at least 6 units in Motorcycle and Small Engine Repair, or consent of instructor. Student must obtain approval of project from instructor.
Repeat: max. 2, 4, 6 units
Research and application of advanced skills within the topic of Motorcycle and Small Engine Repair. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, sheet metal and fiberglass design and fabrication. CSU

AUTO 82. Engine Performance (5)
Lec-2, lab-8, field trips
Prereq: AUTO 90A, 90B and 93
Repeat: max. 15 units
A basic course focusing on maintenance and troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive driveability factors. Preparation for National Certification (ASE A8 Engine Performance) Examination. Students become familiar with trade practices in vehicle emission testing component testing and replacement. CSU

AUTO 82A. Engine Performance – Ignition (3)
Lec-2, lab-4, field trips
Prereq: AUTO 90A, 90B, 93
Repeat: max. 9 units
A basic course focusing on maintenance and troubleshooting including the use of analog and digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive ignition systems. Preparation for National Certification (ASE A8 Engine Performance) Examination, students become familiar with trade practices in the testing and replacement of ignition system components. CSU

AUTO 82B. Engine Performance – Fuel/Smog (3)
Lec-2, lab-4, field trips
Prereq: AUTO 90A, 90B
Repeat: max. 9 units
A basic course focusing on maintenance and troubleshooting including the use of vacuum and pressure gauges, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive fuel and emission systems. Preparation for National Certification (ASE A8 Engine Performance) Examination, students become familiar with trade practices in vehicle fuel and emission systems testing, component testing and replacement. CSU

AUTO 96. Basic Automotive Welding (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
Course is directed toward the knowledge and skills needed by collision repair technicians. Introduction of specialized equipment as outlined by I-Car for auto collision repair. Repairing, replacing and welding collision damaged auto body parts. Utilizing the automotive frame rack for straightening and welding of the auto frame. Students will learn the proper procedures and equipment applications as they apply to auto collision techniques. CSU

AUTO 98. Specialty Electronics (3)
Lec-2, lab-4, field trips
Prereq: AUTO 90A, 90B and 93
Repeat: max. 9 units
A technical course focusing on higher level electrical troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive electronics. Preparation for the Official State Lamp Adjusting Licensing and National Certification (ASE L-1 Advanced Engine Performance) Examination. CSU

AUTO 105. Auto Electronics I - Advanced Tune-Up (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Instruction is designed to develop skills and practices in automotive tune-ups to manufacturer specifications. Includes use of electronic scopes, meters, test equipment, diagnosis of malfunctions, the exhaust emission control systems, ignition scopes, power cylinder balance, Tach and Dwell meters, infrared meters, percentages of monoxides, carburation, electricity, and other concepts and practices. CSU

AUTO 106. Auto Electronics II - Electrical Diagnosis (1.5)
Lec-2, lab-4, field trips (8 wks)
Prereq: AUTO 105
A study of and practice in electronic diagnosis and repair of automotive electrical systems using modern electronic testing equipment, including the use of electrical and electronic testing equipment; the use and interpretation of wiring diagrams, shop manuals, common practices for troubleshooting electrical problems and other practices. CSU

AUTO 107. Auto Electronics III - Fuel Injection (3)
Lec-2, lab-4, field trips
Prereq: AUTO 105 and 106
Study of automotive and light truck fuel injection systems emphasizing the basic principles of diagnosis and repair of these systems. Demonstration and practice are offered on bench and operational
vehicle systems. Instruction includes the development of a systematic procedure for testing and troubleshooting fuel injection systems. CSU

**AUTO 109. Auto Electronics V-Ford Computers (1.5)**  
Lec-2, lab-4, field trips (8 wks)  
*Prereq.: AUTO 107*  
The history, operation, and diagnosis of Ford's Electronic Engine Control systems (EEC), Distributorless Ignition System (DIS), ABS brakes, and other Ford computer controlled systems. Emphasis on the use of special test equipment and proper diagnostic procedures. CSU

**AUTO 109A. Advanced Ford Computers (1.5)**  
Lec-2, lab-4 (8 wks)  
*Repeat: max. 4.5 units*  
Designed for students with basic knowledge of the Ford EEC-IV system. Hands-on practice in retrieving and diagnosing EEC-V and EEC-V systems. Learn how and why of the federal mandated OBD-II differs from OBD-I. The advantages of OBD-II. CSU

**AUTO 111. Auto Electronics VI-G.M. Computers (1.5)**  
Lec-2, lab-4, field trips (8 wks)  
*Prereq.: AUTO 107*  
Diagnosis and repair of General Motors automotive computers and related systems. General Motors including the identification and analysis of problems, trouble shooting practices and maintenance of unit; the procedures for diagnosis of computer units including removal, disassembly, repair, reassembly, and replacement of units in General Motors manufactured vehicles. CSU

**AUTO 112. Clean Air Car Course (Basic) (2)**  
Lec-5, lab-1, field trips (8 wks)  
*Advise: ENGL 92 or ESL 160 or 82 or higher; MATH E or BSMA G, H or J*  
*Repeat: max 6 units*  
Preparation for the Bureau of Automotive Repair Smog Check Licensing Exam. Smog check rules, regulations and updates; emission systems; test and repair procedures; TAS machine operation; and test (exam) preparation. CSU

**AUTO 113. Gasoline Engines Diagnosis and Repair (3)**  
Lec-2, lab-4  
*Repeat: max. 6 units*  
Theory, operation and diagnosis of the four-stroke cycle internal combustion engine, and how different designs and configurations effect power, economy, drivability and smog. Systems covered: cooling, lubrication, fuel, intake, exhaust, and ignition. CSU

**AUTO 120. Automotive Welding (6)**  
Lec-5, lab-10  
*Prereq.: ENGL 90 or ESL 72 or 150*  
Development of proficiency in automotive repair welding and everyday welding and cutting techniques used in the repair. Includes welding and cutting techniques, equipment, and current safety/environmental trade practice. CSU

**AUTO 121. Metal Repair and Welding (8)**  
Lec-5, lab-10, field trips  
Principles of modern automobile construction; basic techniques of electric-arc and oxyacetylene welding as applied to automotive metal repair; principles of expansion and contraction applied to reclamation of damaged structures; preparation for A.S.E. Certification. CSU

**AUTO 122. Panels, Glass, Trim and Hardware (8)**  
Lec-5, lab-10, field trips  
Procedures related to the assembly and disassembly of automotive body and fender components. Removal and replacement of side panels, bumpers, windshields and windows, broken braces and inner structural members, and trim moldings. CSU

**AUTO 123. Frame Straightening and Aligning (8)**  
Lec-5, lab-10, field trips  
Techniques of straightening and aligning automotive frames and structural members using alignment rack and testing equipment. Application of hand tools and equipment to align frames, torsion bars, axles, wheels and steering mechanisms. Preparation for A.S.E. Certification. CSU

**AUTO 124B. Surface Preparation and Painting (5)**  
Lec-5, lab-10, field trips  
Advanced phases of auto body paint/finish repair techniques including preparing metal and plastic surfaces, masking, and painting/finishing. Modern automotive coatings and trim service. Current safety and environmental trade practices. Pending NATEF approval. CSU

**AUTO 125. Body Repair and Refinishing (3)**  
Lec-2, lab-4, field trips  
*Advise: Eligible for ENGL 94 or ESL 160 or 82 and MATH 840*  
Repeat: max. 9 units  
Metal finishing techniques including mig and oxyacetylene, welding, application of plastic fillers and body solder, principles of metal working unibody and frame repair alignment. Preparation for entry level employment in auto repair. CSU

**AUTO 126. Principles of Auto Body Repair (3)**  
Lec-2, lab-4, field trips  
Repeat: max. 9 units  
Procedures for removing old finishes, moldings, trim. Preparation of surfaces, sanding, filling scratches, using putty and primers, techniques of mixing paints, applying paints, use of spray and polishing equipment. CSU

**AUTO 127. Preparation and Refinishing (3)**  
Lec-2, lab-4, field trips  
Repeat: max. 9 units  
Techniques and procedures applied to straightening and aligning automotive frames and structural members with alignment rack and equipment. Application of tools and measuring devices to align frames and unibodies. CSU

**AUTO 128. Frame Straightening and Alignment (3)**  
Lec-2, lab-4, field trips  
Repeat: max. 9 units  
Procedures related to assembly and disassembly of automotive body and fender components. Removal and replacement of side panels, windshields, braces, inner structural members, trim, upholstery, moldings and bumper assemblies. CSU

**AUTO 131. Electrical Vehicle Conversion (3)**  
Lec-2, lab-4, field trips  
Repeat: max. 9 units  
The history and artistry of early electric vehicles and the impact of
American culture and economics on the development of alternative fueled vehicles and vice-versa. How to analyze and evaluate fossil fueled vehicles as candidates for electric power conversion. Hands-on application of basic electrical systems design and diagnosis, electric vehicle control, power train systems theory operation and installation, and vehicle body modification and fabrication of parts. CSU

AUTO 133. Work Experience (1-4)
Work-minimum paid supervised 75-300 hrs or unpaid supervised 30-240 hrs plus coordinating conferences and individual meetings by arrangement
Coreq: Enrollment in at least 7 semester units including this course and consent of the instructor
Advise: Completion of at least 8 semester units of Automotive program courses
Repeat: combination max. 12 units
Supervised employment involving automotive related duties. CSU

AUTO 134. Work Experience - Smog Intern Paid (4)
Lec-1, work-300
Prereq.: AUTO 90A, 90B, 93 and 112
Coreq.: Enrollment in at least 7 semester units including this course. Written consent of the Automotive Instructor
Advise: AUTO 133; Completion of at least 8 semester units of Automotive program courses
Repeat: max. 12 units
Supervised employment involving automotive related duties as related to Smog Repairs. Student must provide tune-up hand tools (i.e., spark rockets, ratchets, timing light). CSU

AUTO 135. Domestic Electronic Engine Controls OBD-I-II (3)
Lec-3, lab-3, field trips
Repeat: max. 9 units
An in depth study into Domestic Automotive Engine Computer Control OBD-I-II Systems. Exploration of the operation, diagnosis, and repair of Domestic Automotive Electronic Engine Computer Control Systems. General diagnosis will be emphasized using multimeters, scan tools, manuals, and lab scopes. CSU

AUTO 137. Gaseous Alternative Fuel Systems (3)
Lec-3, lab-1, field trips
Repeat: max. 9 units
A course to familiarize students with the following as related to gaseous fuels: 1) purpose of alternative fuels, 2) alternative fuels legislation, 3) refueling procedures, 4) fuel system inspection, 5) system components nomenclature, 6) system adjustment, 7) component replacement, 8) drivability and diagnosis. CSU

AUTO 138. Automatic Transmissions and Transaxles (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
An in-depth study of automatic transmissions and transaxles. Basic study of electronic controls. General diagnosing using manuals, multimeters, flow charts and scan tools, along with pressure gauges. CSU

MOTO 60. Intro to Motorcycle Mechanics (3)
Lec-2, lab-3, field trips
Repeat: max. 9 units
This course is designed to give students the technical skills necessary for entry-level jobs in motorcycle and small machine maintenance. Students will be able to perform basic maintenance, tune-up, and evaluations. CSU
Formerly AUTO 70A.

MOTO 61. Custom Metal Fabrication (3)
Lec-2, lab-3, field trips
Repeat: max. 9 units
Students will develop the skills necessary to cut, shape, weld, and fabricate various types of metal products from raw materials. Usage of MIG, TIG gas welding, English Wheel, Power Hammer, and various other metal shaping equipment and techniques will be presented. CSU

MOTO 62. Custom Design and Assembly (3)
Lec-2, lab-3, field trips
Repeat: max. 9 units
This course will give the student working knowledge of the necessary skills required to design and assemble a custom motorcycle. Students will conceptualize design parameters, research component vendors, estimate parts costs, and plan and execute assembly strategies. CSU

MOTO 63. Auto-Moto Custom Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
Topics covered will be: surface preparation, base coating, mid coating, clear coating, graphic layout and airbrush techniques for the purpose of custom automotive, motorcycle and related fields. This course may require a materials fee for take home projects. CSU
Formerly AUTO 132.

MOTO 71. Electrical Fuel and Exhaust (3)
Lec-2, lab-3, field trips
Repeat: max. 9 units
This course covers the principles, theory of operation, design and functions of motorcycle electrical, fuel and exhaust systems. Students will learn diagnostic troubleshooting strategies, inspection and repair procedures. CSU

MOTO 72. General Service and Repair (3)
Lec-2, lab-3, field trips
Repeat: max. 9 units
This course covers the principles, design, function, and service of motorcycle frames, suspension, tires, wheels, brake systems, lubrication and cooling systems. Troubleshooting, maintenance/repair and rebuilding of these systems and their components will also be covered. CSU

MOTO 73. Dyno Tuning and Troubleshooting (3)
Lec-2, lab-3, field trips
Prereq.: MOTO 60
Course covers in depth drivability, troubleshooting, and diagnostic procedures using state of the art dynamometer data acquisition. Evaluation of information and repair strategies relating to engine, fuel, and electronic systems will be covered. CSU

MOTO 74. Engine and Transmissions (3)
Lec-2, lab-3, field trips
Repeat: max. 9 units
This course is designed to give students the technical skills necessary for entry-level jobs in motorcycle and small machine maintenance. Students will learn the theory and necessary skills needed to perform troubleshooting, major overhaul, and general repairs. CSU
Formerly AUTO 70B.

NONCREDIT COURSES:
TIAU 9510. Advanced Suspension, Alignment and Brakes (108 hrs)
Development of advanced skills in suspension alignment and brake systems. Emphasis is on theory and actual shop experience.
Biological Sciences

Announcement of Curricula

Certificate Curricula

The following certificate programs are offered by the Biological Sciences Department.

Biomanufacturing

Over the past several years an important change has been taking place in the biotechnology sector. Biotech companies are shifting their focus from exclusively research and development to a mix of drug production and research. This change has been precipitated by a rapidly increasing collection of FDA-approved biotech pharmaceuticals. The San Francisco Bay area has the highest concentration of biotech companies in the world.

The shift towards increasing production of biotech products created a demand for a new set of skills among entry-level workers in the field. The requirements for the certificate in biomanufacturing described here will prepare students for entry into the field as a bioprocess technician, media prep technician, pharmaceutical materials specialist, or pharmaceutical manufacturing technician.

Admission. The biomanufacturing certificate program is open to anyone. High school algebra, biology and chemistry are recommended. For more information, call 415-239-3627.

Courses Required for the Certificate of Completion in Biomanufacturing

The requirements for the certificate are completion of the following courses with a grade of C or higher:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 840 Elementary Algebra or a higher level math class</td>
<td>3</td>
</tr>
<tr>
<td>BIO 11 Intro to the Science of Living Organisms</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 101 Industrial Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 32 Intro to Medical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 33 Adv Med Chemistry and Biotech</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units: 20

The following courses would be recommended but not required:

GEN 10; M B 12; BIO 50; BTEC 12A, 12B, 21

Biotechnology

In addition to the biomanufacturing certificate program, which provides students with the bare essentials needed to get a job in biomanufacturing, CCSF also offers a more advanced certificate in biotechnology. The biotechnology certificate program is designed to prepare students to work at a biotech company as a technician in quality control, research and development, or biomanufacturing. The biotechnology certificate is designed for students that have earned the biomanufacturing certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience. Call the Biotechnology Hotline at (415) 239-3627 for more information.
Admission. The following courses (or the equivalent) are strongly recommended:

- One semester of elementary algebra (MATH 840) or completion of a higher level math class.
- Two semesters of chemistry (CHEM 32, 40)
- One semester of biology (BIO 11)

Courses Required for the Certificate of Completion in Biotechnology

The requirements for the certificate are completion of the following courses with a grade of C or better:

Course Units
BIO 65 Recombinant DNA Biotech (fall) ..........5
BIO 60 Molecular and Cell Biotech (spring) ..........5
Total Units ..........................................10

The following courses are recommended but not required: M B 12, BIO 91, CHEM 65A, B, C, D, BTEC 21, 22, and 24.

Announcements of Courses

CREDIT, DEGREE APPLICABLE COURSES:

**Anatomy**

**ANAT 14. Introduction to Human Anatomy and Physiology (4)**
Lec-3, lab-3

*Not open to students who have completed ANAT 25 or PHYS 1 or PHYS 12 with a C or higher*

An integrated course covering the fundamental principles of human anatomy and physiology. CSU/UC

**ANAT 25. General Human Anatomy (4)**
Lec-3, lab-3

Study of the gross and microscopic structure of the human body. CSU/UC/CAN BIOL 10 (CAN BIOL SEQ B = ANAT 25 + PHYS 1)

**ANAT 26. Sectional Anatomy (1) sp**
Lab-3

PREREQ.: Completion/concurrent enrollment in ANAT 25

Study of the gross structure of the human body according to region as visualized in cross sections and sagittal sections. CSU

**Anthropology**

**ANTH 1. Biological Anthropology (3)**
Lec-3

The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CSU/UC/CAN ANTH 2

**Biology**

**BIO 9. Human Biology (4)**
Lec-3, lab-3

An introduction to general biological principles through the study of the structure and functions of the human body and directly related organisms. CSU

**BIO 11. Introduction to the Science of Living Organisms (4)**
Lec-3, lab-3, field trips

*Not open to students who have taken BIO 101A or 101B*

Introductory level lecture and laboratory course covering the major fundamental concepts required for understanding biological processes, organismic structure and function, and an introduction to the principles of biotechnology. CSU/UC

**BIO 15. The Biology of HIV (3) sp**
Lec-3, field trips

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/UC

**BIO 16. Studying the Biological Sciences (1)**
Lec-2, field trips

CR/NC only

An in-depth orientation to the academic life and culture of transfer biology majors. Students will acquire concepts, skills and information necessary for making a successful transition to upper division biology programs at four-year institutions, and for choosing professional careers in science. CSU/UC

**BIO 20. Introduction to Ecology (3)**
Lec-3, field trips

*Advise: ENGL 92 or ESL 150*

*Not open to students who have completed BIO 20A*

Ecological principles and methods. Introduction to population, community, and ecosystem ecology. Analysis of the interrelationships between organisms and their environments. Investigation of terrestrial, freshwater, and marine environments. CSU/UC

**BIO 21. Natural History of California (2) Weekend**
Lec-1, lab-3, field trips

CR/NC avail.

A series of field trips to specific California ecosystems. Emphasis on the general concepts of ecosystem analysis and the interaction of climate, physiography, and biotic factors in shaping varied habitats within California. CSU

**BIO 22. Natural History of the Sierra Nevada (1)**
Lec-1, lab-3, field trip

CR/NC avail.

An examination of the geology, biology, and human history of the Sierra Nevada from Lake Tahoe basin to high altitude. A study of the interrelationships of plants, animals, and humans at high elevation. CSU

**BIO 23. Ecology of Mendocino (1) sp**
Lec-1, lab-3, field trip

CR/NC avail.

*Not open to students who have completed BIO 81, Selected Topic: Ecology of Mendocino*

An examination of the geology, biology and human history of Mendocino County. A study of the interrelationships of plants, animals and humans to the forests and coastal regions of Northern California. CSU

**BIO 24. Ecology of Point Reyes (1)**
Lec-1, lab-3, field trip

CR/NC avail.

*Not open to students who have completed BIO 81, Selected Topic: Ecology of Point Reyes*

An examination of the geology, biology and human history of Point Reyes National Seashore. A study of the interrelationships of plants, animals and humans to the forests, grasslands and coastal regions of the park. CSU

**BIO 25. Ecology of San Francisco Bay (1)**
Lec-1, lab-3, field trip

CR/NC avail.

An examination of the geology, biology, chemistry, and human his-
ory of San Francisco Bay. An analysis of the interrelationships of plants, animals, and humans to the diverse ecosystems which comprise the San Francisco Bay. Investigation of the terrestrial, freshwater and marine environments. CSU

BIO 26. Habitat Restoration Field Studies (1)
Lec-1, field trips CR/NC avail.
A biology field class that examines the principles of habitat restoration and environmental rehabilitation. CSU

BIO 28. Ecology of the Golden Gate National Recreation Area (1)
Lec-1, field trips CR/NC avail.
An ecology field class that examines the geology, biology, ecology and human history of the Golden Gate National Recreation Area. CSU

BIO 29. Natural History Field Observation and Illustration (1)
Lec-1, field trips CR/NC avail.
Repeat: max. 2 units
A natural history course in recording and illustrating ecological and behavioral observations in a scientific field journal. Course format consists of on-campus orientation sessions followed by in-depth Saturday field trips to various natural habitats in the San Francisco Bay Area. CSU

BIO 30. Ecology and the Human Environment (3) fa
Lec-3, field trips
Not open to students who have completed BIO 20B.
Examination of the human environment with emphasis on the causes of human-made pollution, health effects, and possible solutions. CSU/UC

BIO 32. Marine Biology (3) fa
Lec-3, field trips CR/NC avail.
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. CSU/UC

BIO 32L. Marine Biology Laboratory (1) fa
Lab-3, field trips CR/NC avail.
COREQ.: BIO 32 or IDST 9
A laboratory course, utilizing a laboratory/field trip format, designed to reinforce and augment the student’s understanding of basic principles of marine biology as taught in BIO 32/IDST 9. CSU/UC

BIO 35. Biological Field Monitoring (3)
Lec-3 CR/NC avail.
An overview of the theories and practices of field monitoring, as well as its practical applications to ecological research. CSU

BIO 40. Plants and Animals of California (3) sp
Lec-3, field trips CR/NC avail.
Advise: ENGL 92 or ESL 150
Analysis of California’s natural geographic, biologic and geologic regions. Examination of basic concepts of ecology, geology, and evolution as they relate to the distribution of plants and animals. Study of plants and animals and their unique adaptations to the diverse natural regions of California. Assessment of environmental issues resulting from human impact and evaluation of protective strategies. CSU/UC

BIO 41L. Ecology Laboratory (1)
Lab-3, field trips
PREREQ.: COMPLETION OR CONCURRENT ENROLLMENT IN BIO 20 OR 40

Advise: ENGL 92 or ESL 150
A laboratory course examining the fundamental concepts of ecology and applying these concepts to field observations and experiments. The course will focus on understanding biodiversity and factors influencing the abundance and distribution of living organisms in California and is designed to augment the student’s understanding of concepts taught in Biology 20 and Biology 40. CSU/UC

BIO 50. Briefings in Biotechnology (1)
Lec-2 (9 wks), field trips CR/NC avail.
Underlying principles of molecular biology and the laboratory procedures involved in the biotechnology industry. Examples of new products, processes, and prospects for the future in medicine, environmental restoration, forensics, and agriculture. Implications for society and governmental regulations. Features lectures by scientists currently working in the biotechnology industry. CSU

BIO 55. Ethical Issues in Science (3)
Lec-3, field trips
Principles of ethics and their application in scientific work. Issues to be considered include professional ethical standards, relationship of science to public policy, role of government regulations and rationale for scientific research. Case studies will be drawn from areas of current concern in biotechnology, genetic engineering, and other scientific fields. CSU/UC

BIO 65. Recombinant DNA Biotechnology (5) fa
Lec-3, lab-6, field trips CR/NC avail.
Advise: BIO 11
An in-depth coverage of recombinant DNA/genetic engineering concepts and principles with a strong emphasis on the laboratory procedures involved in DNA manipulation. CSU

BIO 71-72-73-74. Selected Topics in Biology (1-4)
Lec-1, 2, 3, 4; lab-3; field trips CR/NC avail.
Repeat: if no subject repeat
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in other classes in biology. CSU

BIO 80-81-82-83-84. Selected Topics in Biology (.5-4)
Lec-0, 0, 2, 3, 3; lab-1.5, 3, 0, 0, 3; field trips CR/NC avail.
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding topics covered briefly in other classes; or exploring topics in biology not studied in other classes. CSU

BIO 82A. Integrated Biotechnology
BIO 83A. Natural History of Australia
BIO 83B. Natural History of East Africa

BIO 90. Biology Laboratory (0)
Lab-var
An open laboratory in which students may complete an assignment. CSU

BIO 91-92-93. Biology Work Experience (1-2-3)
Work-5,10,15 CR/NC avail.
COREQ.: BIOLOGY COURSE
Repeat: BIO 91, 92, & 93 no more than 3 times
On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. CSU

**BIO 101A. General Biology (5)**
Lec-3, conf-2, lab-4  
**Prereq.:** One yr hs biology or BIO 11 or equivalent; completion of CHEM 101A with a grade of C or better; or demo of the exit skills of both BIO 11 and CHEM 101A  
A general introduction to cell structure and function; cell biochemistry; the cell cycle; principles of molecular and organismal genetics, genetic engineering, and the immune system. Intended for students majoring in the biological sciences but open to all qualified students. CSU/UC (CAN BIOL SEQ A = BIO 101A+101B)

**BIO 101B. General Biology (5)**
Lec-3, conf-2, lab-4  
**Prereq.:** BIO 101A or demo of the exit skills of BIO 101A  
A general introduction to the form and function of major groups of organisms including the plants and animals; population genetics; evolution and ecology. Intended for students majoring in the biological sciences but open to all qualified students. CSU/UC (CAN BIOL SEQ A = BIO 101A+101B)

**Biotechnology**

**BTEC 12A. GLP and GMP Principles (1)**
Lec-18 (total hrs), field trips  
**CR/NC avail.**  
General overview of Food and Drug Administration regulations as they pertain to the biotechnology field. The course will emphasize cGLP, cGMP and SOP practices that pertain to biopharmaceutical laboratory and manufacturing facilities. CSU

**BTEC 12B. GMP Compliance (1)**
Lec-18 (total hrs), field trips  
**CR/NC avail.**  
**Prereq.:** BTEC 12A  
Detailed discussion of the systems (procedures and documents) required to achieve compliance with the FDA Good Manufacturing Practice regulations as they relate to biopharmaceutical manufacturing. CSU

**BTEC 21. Basic Mammalian Cell Culture (1)**
Lec-14, lab-16 (total hrs), field trips  
**CR/NC avail.**  
Introduction to techniques for culturing mammalian cells, including media preparation, sterile technique, freezing, thawing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, and preventing contamination. Practical experience includes the proper care and use of equipment to culture cells. CSU

**BTEC 21EX. Gene Expression in Cell Culture (3)**
Lec-2, lab-3, field trips  
**CR/NC avail.**  
**Prereq.:** BTEC 21 or demonstration of BTEC 21 exit skills  
Monitoring gene expression through advanced techniques in the culture of normal and mutant tissue culture cells including use and care of the Coulter Counter. In-depth coverage of causes of mutations and inherent DNA repair mechanisms. Recovery of mutant cells through transfection. CSU

**BTEC 21X2. Fix-A-Gene Therapy (1)**
Lec-18, lab-36 (total hrs), field trips  
**CR/NC avail.**  
**Prereq.:** Completion of BTEC 21 or demonstration of BTEC 21 exit skills  
Gene therapy through advanced techniques in the culture of normal and mutant tissue culture cells including transfection with fluorescent markers. In depth coverage of the theory behind and use of fluorescent microscopy. Overview of current research methods in the recovery of mutant tissue culture cells. CSU

**BTEC 25EX. Advanced PCR Technology (.5)**
Lec-16, lab-8 (total hrs), field trips  
**CR/NC avail.**  
**Prereq.:** Completion of BTEC 24 or demonstration of BTEC 24 exit skills  
An advanced course in the theory and practice of the polymerase chain reaction (PCR). Students will gain laboratory experience in performing techniques such as RT-PCR, real-time PCR, inverse PCR, construction of oligonucleotide DNA microarrays, site-directed mutagenesis and strategies for cloning of genes from organisms lacking genome projects. Experimental optimization will be emphasized. CSU

**BTEC 26EX. Southern and Northern Blotting (.5)**
Lec-16, lab-8 (total hrs), field trips  
**CR/NC avail.**  
**Advise: BIO 11 or 101A or 65**  
An advanced course in molecular biology techniques that extends on topics covered in Biology 65. Students will become proficient in the skills of Southern and Northern blotting. Students will isolate nucleic acid (DNA and RNA), prepare them for the appropriate agarose gel electrophoresis protocols, prepare DNA probes, set-up nucleic acid hybridizations, and complete and interpret non-radioactive Southern and Northern blots. CSU

**Botany**

**BOT 10. Plant Biology (4) sp**
Lec-3, lab-3, field trips  
Emphasis on the structure, metabolism, life history, and evolutionary relationships of the major groups of plants. Lectures on plant ecology, world vegetation types, and commercial uses of plants. CSU/UC
### Genetics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lecture Hours</th>
<th>Travel Hours</th>
<th>CR/NC Avail.</th>
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<tbody>
<tr>
<td>GEN 10</td>
<td>Heredity and Evolution (3) fa</td>
<td></td>
<td>Lec-3</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td><a href="#">A general survey of the basic principles of organic evolution. Classical and population genetics, molecular genetics, chromosomal aberrations, variation, natural selection, adaptive radiation, theories of the origin of life. CSU/UC</a></td>
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<tbody>
<tr>
<td>GEN 11</td>
<td>Genetics Laboratory (1) sp</td>
<td></td>
<td>Lab-3, field trips</td>
<td>CR/NC avail.</td>
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<td></td>
<td><a href="#">PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN GEN 10 or 15 Hands-on laboratory techniques and experiments to illustrate classical and modern molecular genetics including the use of DNA in forensics, cloning genes, and genome analysis. CSU/UC</a></td>
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<tbody>
<tr>
<td>GEN 15</td>
<td>Human Genetics (3)</td>
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<td>Lec-3</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td>Basic principles of human genetics. Genetics in development, health and behavior. Family and population genetics. Effects of mutation, assortive mating, and reproductive rates upon gene distribution. Problems anticipated from projected advances in “human engineering.” CSU/UC</td>
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### Microbiology

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<tr>
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</thead>
<tbody>
<tr>
<td>M B 10</td>
<td>Emerging Diseases (3)</td>
<td></td>
<td>Lec-3, field trips</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td><a href="#">A general education course emphasizing the microbiology, epidemiology and ecology of selected infectious disease agents that threaten human and animal welfare around the globe. It analyzes the influences of social and biological factors on the emergence of new diseases as well as the re-emergence of ancient plagues. CSU/UC</a></td>
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<tr>
<td>M B 12</td>
<td>Introduction to Microbiology (4)</td>
<td></td>
<td>Lec-3, lab-4, field trips</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td><a href="#">PREREQ.: CHEM 101A OR 32 OR DEMONSTRATION OF EXIT SKILLS An introduction to microbiology, treating the fundamentals of form and function of microorganisms such as bacteria, fungi, protozoa, and viruses. Emphasis on the role of microorganisms in the transmission of infectious disease and in the development of the immune response. CSU/UC/CAN BIOL 14</a></td>
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</thead>
<tbody>
<tr>
<td>M B 51</td>
<td>Sanitation Principles and Practices (1)</td>
<td></td>
<td>Lec-1</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td>Principles of buying, storing, preparing, and serving food to ensure the safety of food for human consumption; the importance and practice of sanitary habits by food service personnel; causes of food poisoning and food spoilage; the principles and practices of public health and food service managerial procedures to insure sanitary food for the public; public health laws. CSU</td>
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### Nutrition

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<tr>
<th>Course Code</th>
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<th>Travel Hours</th>
<th>CR/NC Avail.</th>
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</thead>
<tbody>
<tr>
<td>NUTR 12</td>
<td>Introduction to Nutrition (3)</td>
<td></td>
<td>Lec-3</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td>The nature and physiological roles of the dietary nutrients, their food sources and requirements. Relation of diet to health and disease, evaluation of dietary adequacy. Examination of current issues and controversies in nutrition. CSU/UC/CAN FCS 2</td>
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</thead>
<tbody>
<tr>
<td>NUTR 51</td>
<td>Elementary Nutrition (2)</td>
<td></td>
<td>Lec-2</td>
<td>CR/NC avail.</td>
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<td></td>
<td>A nontechnical presentation dealing with foods, the relationship of food to the human body, and a plan for healthful eating. CSU</td>
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### Physiology

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</thead>
<tbody>
<tr>
<td>PHYS 1</td>
<td>Introductory Human Physiology (5)</td>
<td></td>
<td>Lec-3, lab-6</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td><a href="#">PREREQ.: CHEM 32, 40, or 1 year HS chemistry A course in systems physiology with an emphasis on the quantitative aspects of cellular and molecular mechanisms contributing to homeostasis of the human organism. This course is intended for students transferring to four-year institutions and for those entering graduate-level professional allied health programs. CSU/UC/CAN BIOL 12 (CAN BIOL SEQ B = ANAT 25 + PHYS 1)</a></td>
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<th>CR/NC Avail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 12</td>
<td>Introduction to Human Physiology (4)</td>
<td></td>
<td>Lec-3, lab-3</td>
<td>CR/NC avail.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="#">Not open to students who have completed PHYS 1 Advise: CHEM 32, 40, or 1 year HS chemistry A course in general human physiology which stresses the normal function of the human body, including the physiology of cells, muscles, the nervous system, sensation, digestion, circulation, respiration, metabolism, excretion, endocrinology, and reproduction. This course is intended for students entering nursing and other allied health fields. CSU/UC</a></td>
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### Zoology

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<th>Travel Hours</th>
<th>CR/NC Avail.</th>
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</thead>
<tbody>
<tr>
<td>ZOOL 10</td>
<td>Animal Biology (4)</td>
<td></td>
<td>Lec-3, lab-3, field trips</td>
<td>CR/NC avail.</td>
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<tr>
<td></td>
<td><a href="#">ZOOL 10 is designed for students not specializing in biology, zoology, botany, or the medical sciences and is not open for credit to students who have taken BIO 101A, 101B, 11, or PHYS 1 A survey of the biology, ecology and evolution of animals, including both invertebrates and vertebrates. CSU/UC</a></td>
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Selected from CCSF Library Archives.

### Broadcast Electronic Media Arts

#### Announcement of Curricula

**General Information**

The Broadcast Electronic Media Arts department prepares students for university transfer and provides lifelong learners and degree holders the opportunity to upgrade workplace skills and prepare for
career transition. Graduates either transfer to a university or seek employment in radio, television, video production, cable, broadcast news, advertising, public relations, sound reinforcement, music recording, interactive media, corporate, and industrial media production.

**Program Emphasis.** The department offers instruction in the design and creation of content for the electronic media with focus on writing, storytelling, teamwork, leadership, production craft skills, and emerging technologies. Media literacy is emphasized throughout the curriculum.

**Admission.** Enrollment is open to all interested students. Please note that some classes have prerequisites, corequisites, and advisories.

**Work Experience and Internships.** Students enrolled in Broadcast Electronic Media Arts classes refine skills in an in-house internship program which provides the College with media services, video production services, programming for education access television, and support for the college public relations office. After basic thinking and production craft skills are mastered, students are supported in internships at industry sites such as radio stations, television stations, video production houses, sound recording studios, and emerging media companies.

**Transfer Information.** All Broadcast Electronic Media Arts courses are credit and degree applicable, and selected courses transfer to the CSU and/or UC systems. Students are encouraged to work with a college counselor and a department program advisor to establish an education plan during the first semester of study. For additional information consult the “Transfer Information” section of this catalog.

**Facilities and Equipment.** Broadcast Electronic Media Arts facilities have undergone extensive upgrades which include installation of a digital video editing lab, digital audio production lab, hybrid sound recording studio, teleproduction studio, and a digital cable FM radio station. San Francisco’s Educational Access Television Channel 27 cable casts citywide from the department’s facilities.

**Additional Information.** Consult the Department Chair for more information at (415) 239-3527.

**Certificate Curricula**

The Broadcast Electronic Media Arts certificate program is recommended for those seeking to acquire entry-level skills, or upgrade and retool skills, and for lifelong learners preparing for career transition. The department offers five certificate programs: 1) Broadcast Journalism, 2) Digital Radio, 3) Sound Design, 4) Sound Recording, and 5) Video Production and Editing. Each course sequence is designed to provide students with an opportunity to develop and refine essential workforce skills for entry-level employment in the electronic media industry.

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

### Broadcast Journalism

This certificate provides students with news research, writing, reporting, and packaging skills for entry-level employment in radio, television, cable, syndicated, Internet, and satellite news organizations. The Broadcast Journalism certificate is recommended for degree holders seeking to upgrade skills for career transition.

**Courses Required for the Certificate of Completion in Broadcast Journalism**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCST 110 Writing for BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCST 115 Announcing and Performance</td>
<td>3</td>
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<td></td>
<td><strong>Total Units</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BCST 113 Broadcast Journalism</td>
<td>3</td>
<td></td>
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<tr>
<td>BCST 112 Investigative Reporting</td>
<td>3</td>
<td></td>
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<tr>
<td>BCST 165A or B Industry Internship</td>
<td>2</td>
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<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
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</table>

### Digital Radio

This certificate provides students with practical production and performance craft skills for entry-level employment in contemporary radio.

**Courses Required for the Certificate of Completion in Digital Radio**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BCST 120 Audio Production</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Units</strong></td>
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<table>
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<tr>
<th>Second Semester</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 110 Writing for BCST Electronic Media</td>
<td>3</td>
<td></td>
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<tr>
<td>BCST 130 Radio News and Public Affairs</td>
<td>3</td>
<td></td>
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<tr>
<td>BCST 160A or B Internship</td>
<td>2</td>
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<tr>
<td><strong>Total Units</strong></td>
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**OR**

**Option #1: News**

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<tbody>
<tr>
<td>BCST 115 Announcing and Performance</td>
<td>3</td>
</tr>
<tr>
<td>BCST 131 Radio Production and Performance</td>
<td>3</td>
</tr>
<tr>
<td>BCST 160A or B Internship</td>
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**OR**

**Option #2: Performance**

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<tr>
<td>BCST 133 Digital Radio Programming</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td>BCST 160A or B Internship</td>
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**OR**

**Option #3: Programming**

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<td>BCST 100 Intro to BCST Electronic Media</td>
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<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
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<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Sound Design

This certificate combines the study of audio theory and sound design as used in relation to video, TV, film, radio, and multimedia productions. Students learn recording and editing techniques and
apply them to the equipment used in audio production facilities and location sound systems. Graduates are prepared for entry-level positions in facilities specializing in video and film production, television, radio production, advertising, and theater.

Courses Required for the Certificate of Completion in Sound Design

First Semester
Course Units
BCST 119 Digital Media Skills.........................3
BCST 120 Audio Production..........................3

Second Semester
BCST 124 Digital Audio Production......................3
BCST 126 Sound for Video..............................3
BCST 160A or B or C College Internship
or BCST 165A or B Industry Internship............2
Total Units.............................................14

Sound Recording

Students learn recording techniques and how to operate the equipment used in recording commercial music. Courses include hands-on exposure to production processes such as tracking, overdubbing, mixing and mastering by participating in recording sessions.

Courses Required for the Certificate of Completion in Sound Recording

First Semester
Course Units
BCST 119 Digital Media Skills.........................3
BCST 120 Audio Production..........................3

Second Semester
BCST 124 Digital Audio Production......................3
BCST 125 Sound Recording Studio......................4
BCST 160A or B or C College Internship
or BCST 165A or B Industry Internship............2
Total Units.............................................15

Video Production and Editing

This certificate provides basic video production and editing craft skills for entry-level employment in video production and editing for television, advertising, public relations, multimedia, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

Courses Required for the Certificate of Completion in Video Production and Editing

First Semester
Course Units
BCST 100 Intro to BCST Electronic Media.............3
BCST 119 Digital Media Skills.........................3
BCST 140 Video Production
or BCST 145 Field Video Production..................3

Second Semester
BCST 110 Writing for BCST Electronic Media.......3
BCST 143 Digital Video Editing.......................3
BCST 165A/B Industry Internship....................2
Total Units.............................................17

Multimedia Image and Sound

Multimedia Studies is a multi-discipline curriculum in the design, development, tools, and production of computer-based interactive media. Seven areas of concentration include Multimedia Animation, Multimedia Image and Sound, Multimedia Performance Arts, Multimedia Programming, Multimedia Web Design and Graphics, Multimedia Web Production (Fast Track), and Multimedia Web Programming (Fast Track). (See Multimedia Studies in the Interdisciplinary Studies section of this catalog for complete details.)

Multimedia Image and Sound combines instruction and practice with concepts, techniques, and technology of audio and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia image and sound production. Graduates seek employment producing CD ROM titles, world wide web pages, electronic books, and other interactive media.

Announcement of Courses

Students enrolled in Broadcast Electronic Media Arts lecture and laboratory courses may be required to purchase additional materials such as audio tape, videotape, headphones, floppy disks, Zip cartridges, Jazz cartridges, DAT tape, and digital multitrack hi-8 tape. Students may be charged a materials use fee.

CREDIT, DEGREE APPLICABLE

BCST 100. Introduction to BCST Electronic Media Arts (3)
Lec-3
Advise: ENGL 93 or 94
An introduction to electronic media such as radio, television, and cable. A survey of emerging technologies such as direct satellite broadcast, interactive television, webcasting, and their application to broadcast electronic media. Emphasis on organization history, political development, operation, regulation, programming, business practices, and career orientation. CSU

BCST 101. Media Literacy (3)
Lec-3
Advise: SPCH 1A or 11
Critical analysis of structure, economics, aesthetics, language, and technical aspects of radio, television, cable, and satellite programming. Methods of interpreting the visual and oral messages present in news, entertainment, and advertising. Impact of emerging technologies on program content and form. CSU

BCST 102. New Media: Navigating the Information Age (3)
Lec-3
Survey of new electronic media such as interactive teleconferencing and videoconferencing, direct broadcast satellite, digital radio and television, interactive television, desktop audio and video production, virtual news sets, holographic sportscasts, webcasting, computer-based broadcast news production, multimedia, digital cable, and wireless systems. Application of communication theories and
research using technological, historical, social, and political perspectives. Impact of emerging communication technologies on broadcast electronic media. CSU

**BCST 103. Mass Media and Society (3)**
Lec-3  
A general interest course covering the history, organization and social role of major mass communication media, such as radio, television, motion pictures, print, recording industries, multimedia, the Internet, and the World Wide Web. Basic theory of communication and communication research. Emphasis on the influence of mass media on the individual and society. CSU/UC

**BCST 104. Race and Media (3)**
Lec-3, field trips
Advis: ENGL 94  
A historical study of the image of African Americans, Asians, Hispanics, and other racial groups as projected through the mass media of print, film, radio, television, and recorded music. Ways in which the affected groups have responded to these images through general and ethnic media outlets. CSU/UC

**BCST 105. Gender and Mass Media (3)**
Lec-3, field trips  
An exploration of the mass mediated messages—radio, television, film, print, and the Internet—and how they influence and define gender roles, with particular emphasis on how women are represented. A critique of roles given to each gender. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

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

**BCST 109. Broadcast Production Laboratory (0)**
Lab-8  
Coreq.: BCST 113, 117, 119, 120, 124, 125, 127, 130, 131, 132, 140, 142, 143, 144, 145, 146, 147, or 150  
Supervised radio, audio, video, television, and sound recording production facilities and equipment for students to complete broadcast production assignments given in broadcast electronic media arts production classes. CSU

**BCST 110. Writing for Broadcast Electronic Media (3)**
Lec-3  
Techniques of non-dramatic writing for electronic media including television, radio, cable, satellite, and webcast. Critique of professional and student scripts including commercials, news, public service announcements, infomercials, news services, and information providers. CSU

**BCST 112. Investigative Reporting for Broadcast Electronic Media (3)**
Lec-3  
Prereq.: BCST 110  
Investigative techniques used in radio television, cable, and webcast news. Research methods, interviewing methods, reporting techniques, story development techniques, story analysis, and writing methods for electronic media news. Introduction to digital media news gathering skills and news equipment, World Wide Web news gathering, and electronic news reporting by world media services and organizations. CSU

**BCST 113. Broadcast Journalism (3)**
Lec-3, lab-3  
Prereq.: BCST 110 and 115  
Repeat: max. 6 units  
Writing, announcing, producing, packaging, and evaluating radio, television, cable, and satellite news. An examination of news formats, news judgment, social impact, and broadcast news ethics. Impact of emerging technologies on broadcast news. CSU

**BCST 115. Announcing and Performance (3)**
Lec-3  
Advis: BCST 120  
Introduction to interpretation of copy, pronunciation, and announce-er’s duties for radio, television, cable, and webcast. Practical experience announcing commercials, news, public service, and other kinds of programs. Performance skills are developed through regular use of audio and video facilities and equipment. CSU

**BCST 117. Sports Announcing and Production (3)**
Lec-3, lab-3  
Repeat: max. 6 units  
Prereq.: BCST 115; and 131 or 140 or demonstration of their exit skills  
All aspects of sports announcing and production for radio, television, cable, satellite, and the Internet. An examination of sports coverage history, issues, technology, production, play-by-play announcing, color announcing, and career opportunities. Students will announce and produce live and live-on-tape broadcasts of City College sports events. CSU

**BCST 119. Digital Media Skills (3)**
Lec-2, conf-1, lab-1  
Repeat: max. 6 units  
An overview of computer operations, industry standard software and other equipment common to digital radio, video, audio, and film production and editing. Introduction to the issues and impact of new technology in the audio, radio, video, film industries. An examination of bandwidth, compression, cross-platform movement of audio, video, radio, and film media, media storage, and manipulation of media in the digital realm. CSU

**BCST 120. Audio Production (3)**
Lec-3, lab-4  
Theory and operation of audio production facilities and equipment. Theoretical and aesthetic aspects of sound, acoustics, audio signal flow, sound recording, sound mixing, sound for video, and sound reinforcement. Proper use of microphones, recorders, mixing boards, and other common audio production equipment. Introduction to digital sound design. CSU

**BCST 124. Digital Audio Production (3)**
Lec-3, lab-3  
Prereq.: BCST 120; and BCST 119 or IDST 120 or CS 100M, or demonstration of their exit skills  
Repeat: max. 6 units  
Introduction to the digital audio production process. Basic skills of the entertainment/communications/multimedia industries including techniques and equipment currently used in digital audio production. CSU

**BCST 125. Sound Recording Studio (4)**
Lec-3, lab-6  
Prereq.: BCST 120  
Advis: BCST 124  
Repeat: max. 8 units  
Advanced multitrack digital and analog production techniques such
as recording, editing, mixdown and mastering, microphone placement for musical ensembles, instruments, vocals, and voice, multichannel sound production, music mixing theory, sampling, equalization, limiting, compression, reverbation systems and recording techniques. Production of various types of multi-track studio packages such as demonstration tapes and compact discs, audio tracks for music videos, interview programs, commercials, spot announcements, and drama. CSU

BCST 126. Sound for Video (3)
Lec-3, lab-3
PREREQ.: BCST 120 AND 124 (MAY BE TAKEN CONCURRENTLY)
Advising: BCST 140 or 145 or equivalent skills
Repeat: max. 6 units
Hands-on overview of the processes, craft skills, and equipment used to apply sound to picture. Examines the stages of location sound production, dialog recording, sound editorial, sound design, foley, music and mixing techniques as they apply to video productions for television, multimedia, and the internet. CSU

BCST 127. Advanced Sound Recording (3)
Lec-3, lab-3, field trip
PREREQ.: BCST 125
Repeat: max. 6 units
A theory and project-intensive course examining and implementing those skills required for the production of advanced digital multi-track audio presentations. Students will develop the skills necessary to produce complex digital audio projects used for music production, used as sound-for-video and film, and used for audio sweetening. An examination of post-production digital recording and mixing techniques appropriate for sound reinforcement, sound design, and mastering on compact disc. CSU

BCST 130. Radio News and Public Affairs (3)
Lec-2, lab-5
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN BCST 110
Advising: BCST 100
Repeat: max. 6 units
Practical experience in researching and writing on-air copy for news, public affairs, and promotions. Introduction to specific digital technology created for radio. Composition and development of digitized audio news packages. Web search of story content; developing news beat assignments and sourcing interviews for radio stories. Comprehension of when, why, and how music and sound would enhance or detract from a news package. Students will write all aired content for KCSF 90.9 caFM, City College of San Francisco’s student managed and student staffed radio station. CSU

BCST 131. Radio Production and Performance (3)
Lec-2, lab-5, field trips
PREREQ.: BCST 120
Advising: BCST 115
Repeat: max. 6 units
Practical experience in radio production work and on-air announcing. Students serve as announcers, news reporters, on-air personalities, and air board operators for City College of San Francisco’s closed circuit AM and cable FM radio station KCSF. CSU

BCST 132. Radio Management Skills (4)
Lec-2, lab-8
Advising: BCST 130 and 131
Repeat: max. 8 units
Practical experience managing individuals and small groups within a non-commercial and commercial radio station. A laboratory experience for understanding the dynamics of motivating people to perform creatively and skillfully within the skill sets required of a radio management team. Performance of key tasks which operate a digital radio system; supervising the programming and scheduling of radio station formats. CSU

BCST 133. Digital Radio Programming (3)
Lec-3, lab-1, field trips
Repeat: max. 6 units
Advising: BCST 119
Students will program and operate radio music, radio production, promotional spots, and radio scheduling databases for both live and automated radio presentation using industry standard software and systems. CSU

BCST 140. Video Production (3)
Lec-2, lab-4
Theory and operation of video production equipment and facilities. Video production planning and organization, concept development, program design, project documentation, and production management. Production of studio-based video programming for Cable Television Channel 27 and the district’s Media Services video production unit. CSU

BCST 142. Television Studio Operations (3)
Lec-2, lab-4
A basic introduction to video production facilities, equipment, and operations for advanced students in advertising, architecture, design and illustration, electronic engineering, film production, journalism, multimedia, graphic communications, and theatre arts. CSU

BCST 143. Digital Video Editing (3)
Lec-3, lab-3
PREREQ.: BCST 140 OR 145 OR FILM 24, PLUS BCST 119, IDST 120 OR CS 100M, OR DEMONSTRATION OF THEIR EXIT SKILLS
Repeat: max. 6 units
Digital video editing for video and film projects using industry standard AVID Xpress and Media Composer software on a Macintosh platform. Organizing the video edit, routing a networked video signal, digitizing video signal, creating the EDL, editing theory, editing principles, editing aesthetics, titling and 2D/3D effects, and output of final product from network to videotape. Students complete several short video editing projects. CSU

BCST 144. Desktop Video/Film (3)
Lec-3, lab-3
PREREQ.: BCST 140 OR FILM 24, PLUS BCST 119, IDST 120 OR CS 100M, OR DEMONSTRATION OF THEIR SKILLS
An introduction to desktop editing skills for video, film, and multimedia projects using FinalCut Pro and other software on a Macintosh platform. CSU

BCST 145. Field Video Production (3)
Lec-3, lab-3
Repeat: max. 6 units
Aesthetic and technical elements of video field production, with emphasis on concept development, pre-production, production, and post-production. Students collaborate to create video packages for air on San Francisco’s Educational Access cable channel and assist with productions for clients of the College’s Broadcast Media Services video production unit. CSU

BCST 146. Digital Video Effects (3)
Lec-3, lab-3
PREREQ.: BCST 119 OR IDST 120 OR GRPH 25; AND BCST 143 OR 144 OR GRPH 98A OR 100A OR FILM 56 OR PHOT 57 OR 60A
Repeat: max. 6 units
A survey of digital effects for video and television using motion
BCST 147. Video Post-Production Editing (3)
Lec-3, lab-6
Repeat: max. 6 units
Advanced, computer-based post production editing using EDL-run linear and non-linear editing systems. Emphasis on A-B roll editing, edit list management, digital video effects, integration of graphics and keys, and video layering. Use of systems such as Avid and Final Cut Pro to edit your own pre-shot video or film to create programs for air, theatrical, or multimedia use. CSU

BCST 150. Special Projects (2)
Conf-1, lab-2, work-3, field trips CR/NC avail.
Repeat: max. 6 units
Work on electronic media communications project acceptable to both the student and the instructor. Only a project having significant value in the field of broadcast electronic media arts will be approved. CSU

BCST 155-156-157 Selected Topics in BCST Electronic Media Arts (1-2-3)
Lec-1, 2, 3 CR/NC avail.
Repeat: if no subject repeat
Selected topics in Broadcast Electronic Media Arts are explored through lectures, discussions, seminars, industry panels, media conferences, satellite downlinks, teleconferences, workshops, film, video, and/or television leading to a critical analysis and understanding of the topic under examination. CSU

BCST 160A-160B-160C. College Internship (2-2-2)
Lec/conf-1.5, lab-2, work-3, field trips CR/NC avail.
COREQ.: Enrollment in minimum of 7 units of course work (including this course) and consent of instructor
On-campus college internship in an approved media related installation within the college such as Broadcast Media Services, Educational Access Television, KCSF Radio, and the Public Information Office. Resumé writing, communication skills, and job interview techniques. CSU

BCST 165A-165B. Industry Internship (2-2)
Lec/conf-1.5, work-8 CR/NC avail.
COREQ.: Enrollment in minimum of 7 units of course work (including this course) and consent of instructor
Repeat: max. 6 units
Observation and supervised off-campus experience in an approved broadcast electronic media industry installation such as a television station, a video production firm, a radio station, a music recording studio or business, a corporate media production department, or a multimedia production team. Resumé writing, communication skills, and job interview techniques. CSU

LABR 96F. Labor Relations in Broadcasting (3)
Lec-3, field trips CR/NC avail.
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU

Business

Announcement of Curricula

General Information

For students who desire business training leading directly to their employment, City College of San Francisco offers two-year credit courses of study in ten fields: accounting, business office information processing, finance, paralegal/legal studies, merchandising, real estate, retail management, supervisory practices, travel and tourism, and word processing.

Admission. Enrollment in the Business Program is open to all interested students. In some curricula, however, students must satisfy prerequisites before being admitted to certain courses.

Instruction in Business and General Education. Training is designed to help students acquire a high degree of technical skill, familiarize themselves with business principles and procedures, and develop the sense of responsibility essential to success. Each curriculum in the Credit Business Programs includes instruction in both a major field and related subjects such as business correspondence, speech, and business mathematics. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.

Work Experience Training. Students enrolled in the Credit Business Programs may obtain credit for experience in their major fields by enrolling in work experience courses. Students are supervised by both employers and instructors.

Students may offer toward graduation a maximum of six semester units of credit earned in off- or on-campus work-experience courses or in any combination of both.

Associate in Science Degree and Award of Achievement. The Business Program is designed so that students may satisfy the requirements for graduation from the College. Upon successful completion of the curriculum, students receive the Associate in Science degree. Students who satisfy these requirements and complete any of the curricula with an average final grade of C plus (2.50 grade-point average) or higher receive the Award of Achievement.

Transfer Information. Students in the Business Program who intend to transfer to other colleges or universities should consult their academic advisers and their counselors and should consult the section of this catalog entitled, “Transfer Information.”
Noncredit Certificate Programs. These programs provide directed training for employment in the modern office. Computer skills, communication skills, and job preparation courses are emphasized in the noncredit sequences to prepare students for entry-level, clerical employment.

Accounting

Degree Curriculum

Students who satisfactorily complete the Curriculum in Accounting, a two-year course of study, are qualified for employment as junior accountants in private, public, and civil-service accounting and as junior auditors in private and civil-service accounting. Positions to which graduates have advanced after gaining experience and undertaking further study include those of accounting supervisor, senior accountant, and senior auditor.

The course of study includes instruction in principles of accounting, intermediate accounting, auditing, cost accounting, microcomputer accounting, and income-tax procedure.

Students who complete each of the following courses, and complete the Graduation requirements for the AS degree, or the CCSF transfer Associate Degree General Education requirements, will satisfy the requirements for the Accounting Major.

Courses Required for the Award of Achievement in Business Office Information Processing

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1 Fin Acct</td>
<td>4</td>
</tr>
<tr>
<td>MABS 60 Microcomp Applic-Bus</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2 Managerial Acct</td>
<td>4</td>
</tr>
<tr>
<td>BSEN 74 Bus Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 59 Income Tax Proc</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</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>CLW 18 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 51 (fall only) Intermed. Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 55 (fall only) Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 53 Accounting on MicroComp</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 59B Calif Income Tax</td>
<td>1</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLW 19 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 52 (spring only) Inter Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 54 (spring only) Auditing</td>
<td>3</td>
</tr>
<tr>
<td>LERN 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units: 37-39

Recommended electives. BSEN 76, SMBS 135

Business Office Information Processing

Degree Curriculum

The College offers two years of training in principles of business and in specific skills for students who plan careers in business office information processing, spreadsheet applications, and data base management. The course of study is designed so that students may satisfy the requirements of graduation from the College. Students who complete this curriculum satisfactorily are qualified for positions in private industry and civil service as word processors, secretaries, administrative assistants, receptionists, and general office workers.

Students who complete the curriculum and have an overall grade point average of C plus (2.50) or higher for all CCSF credit courses receive the Award of Achievement in Business Office Information Processing.

Courses Required for the Award of Achievement in Business Office Information Processing

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 72 Inter ESL Composition</td>
<td>4</td>
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<tr>
<td>or ESL 150 Adv Academic ESL</td>
<td></td>
</tr>
<tr>
<td>or ENGL 90 or 92 Basic Comp &amp; Read I or II</td>
<td>3</td>
</tr>
<tr>
<td>WDPR 80 Word Proc Doc Prod</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Microcomputer App for Bus</td>
<td>3</td>
</tr>
<tr>
<td>or MABS 61 Adv Microsoft Office</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>ESL 82 Adv ESL Comp</td>
<td>4 or 3</td>
</tr>
<tr>
<td>or ESL 160 High-Adv Acad ESL</td>
<td></td>
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<tr>
<td>or ENGL 93 or 94 or 96 Inter or Adv Inter</td>
<td></td>
</tr>
<tr>
<td>Read &amp; Comp</td>
<td></td>
</tr>
<tr>
<td>BSEN 70 Fund of Engl Gram and Comp</td>
<td>4</td>
</tr>
<tr>
<td>MABS 391 Word Proc/Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>or both</td>
<td></td>
</tr>
<tr>
<td>WDPR 391A Beg Word Proc</td>
<td>1.5</td>
</tr>
<tr>
<td>and WDPR 391B Adv Word Proc</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
<tr>
<td>BSEN 74 Bus Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSEN 76 (fall only) Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MABS 67 Database for Business</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Total Units: 37-39

Certificate Curriculum

The program of study for the Certificate of Completion in Business Office Information Processing is designed to meet the needs of two groups:

1. Those who desire to prepare for entry-level employment in business office information processing and
2. Those who desire to improve their competence in office work through instruction in any of the following: business English and communications, typing, word processing, and computer applications.

Admission. Enrollment is open to all interested students. However, students are required to satisfy prerequisites before being admitted to certain courses.

Students may obtain the Certificate of Completion in Business Office Information Processing by earning an overall grade point average of C plus (2.50) or higher for the following courses:
Courses Required for the Certificate of Completion in Business Office Information Processing

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSEN 70 Fund of Engl Gram and Comp</td>
<td>4</td>
</tr>
<tr>
<td>WDPR 80 Word Proc Doc Prod</td>
<td></td>
</tr>
<tr>
<td>MABS 60 Microcomputer Appl for Bus</td>
<td>3</td>
</tr>
<tr>
<td>or MABS 61 Adv Microsoft Office</td>
<td></td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BSEN 74 Bus Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>MABS 391 Word Proc/Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>or both</td>
<td></td>
</tr>
<tr>
<td>WDPR 391A Beg Word Proc</td>
<td>1.5</td>
</tr>
<tr>
<td>and WDPR 391B Adv Word Proc</td>
<td>1.5</td>
</tr>
<tr>
<td>MABS 67 Database for Business</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units...........................................25

Credit Toward Graduation. All credit that students earn in obtaining the Certificate of Completion in Business Office Information Processing may also be applied toward the requirements for graduation from the College.

Finance

Degree Curriculum

The two-year program leading to the Associate in Science degree and the Award of Achievement is primarily designed for those planning to enter this industry in entry-level or operational positions and those in the industry seeking advancement. The program is also meant for those students wishing to gain knowledge about this field before transferring to a four-year college or university.

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 Finance.

Courses Required for the Award of Achievement in Finance

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 110 (fall only) Prin of Ins I: Gen Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 130 (fall only) Prin of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td></td>
</tr>
<tr>
<td>or MATH 75 or 90 Math Anal for Bus</td>
<td></td>
</tr>
<tr>
<td>or Adv Algebra*</td>
<td>3-5</td>
</tr>
<tr>
<td>GNBS 119 Intro to Bus</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1A, 93 or 94 or 96, or ESL 82 Reading and Comp</td>
<td></td>
</tr>
<tr>
<td>or ESL 160 High-Adv Acad ESL</td>
<td></td>
</tr>
<tr>
<td>or BSEN 70 Gram and Comp*</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 133 (spring only) Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 50 or ACCT 1 Intro to Acct or Fin Acct</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>WDPR 391A Beg Word Proc - Word for Win</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 136 Intro to Fin Planning</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
<tr>
<td>Two or more electives from those listed below</td>
<td>6</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 138 Prin of Investment</td>
<td>3</td>
</tr>
<tr>
<td>MABS 67 or CS 101 Database for Bus/Access for</td>
<td></td>
</tr>
<tr>
<td>Win or Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 122 or 140 Salesmanship or Marketing</td>
<td>3</td>
</tr>
<tr>
<td>One elective from those listed below</td>
<td></td>
</tr>
</tbody>
</table>

Additional graduation requirements

Total Units..................................................50.5-53.5

* Required program courses that fulfill General Education Requirements

† Students wishing to transfer to a four-year university may substitute those courses meeting that requirement from the required electives.

Electives: BSEN 74, SMBS 135, RE 181, RE 186, WKEX 197, SUPV 231, ACCT 2, CLW 18, ECON 3, INTR 170

Certificate Curriculum

The Certificate of Completion curriculum is designed for students who desire recognition for completing a rigorous course of study in financial services skills but who may not be interested in pursuing a degree. Students completing the curriculum with an average final grade point of C+ or higher (2.5 GPA) will receive the Certificate of Completion in Finance. Below is the recommended sequence of required courses:

Courses Required for the Certificate of Completion in Finance

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 110 (fall only) Prin of Ins I: Gen Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 130 (fall only) Prin of Bank Operations</td>
<td>3</td>
</tr>
<tr>
<td>GNBS 119 Intro to Bus</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 133 (spring only) Money &amp; Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN 138 Prin of Investments</td>
<td>3</td>
</tr>
<tr>
<td>MABS 67 or CS 101 Database for Bus/Access for</td>
<td></td>
</tr>
<tr>
<td>Win or Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 122 or 140 Salesmanship or Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units..................................................30

Credit Toward Graduation. Credit earned in obtaining the Certificate of Completion may be applied toward CCSF graduation requirements.

General Business

Certificate Curriculum

This field of concentration is designed to acquaint the student with the business world in general. With additional course work, it can prepare students for either employment or further education. Students with definite career/educational goals are encouraged to follow the appropriate curriculum guide for their specific field of concentration such as Accounting, Finance, Marketing, Real Estate, etc. Students may obtain the Certificate of Completion in General Business by completing each of the following courses with a final grade of C or higher:
Courses Required for the Certificate of Completion in General Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNBS 119 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 50 Intro to Accounting or ACCT 1 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MABS 60 Microcomputer Appl/Business</td>
<td>3</td>
</tr>
<tr>
<td>CLW 18 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Recommended electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 136 Intro to Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 68 Mathematics for Business</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 140 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 231 Intro Supervision/Management</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 74 Business Correspondence</td>
<td>3</td>
</tr>
</tbody>
</table>

International Business

Certificate Curriculum

The Certificate Program in International Business fulfills the needs of three groups: students preparing themselves for careers in international business, currently employed individuals whose job responsibilities require expertise in international business practices, and entrepreneurs who want to begin or globalize their business ventures.

Students may obtain the Certificate of Completion in International Business by completing the following courses with an average final grade of C or higher:

Courses Required for the Certificate of Completion in International Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTR 162 Survey of International Bus</td>
<td>3</td>
</tr>
<tr>
<td>INTR 163 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INTR 167 International Law</td>
<td>3</td>
</tr>
<tr>
<td>INTR 170 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>INTR 172 The Internet for International Bus</td>
<td>2</td>
</tr>
<tr>
<td>INTR 173 Export-Import</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Credit Toward Graduation. All credit that students earn in International Business may also be applied toward satisfaction of the requirements for graduation from the college.

Marketing

Degree Curriculum

The Degree Curriculum in Marketing, a two-year course of study, offers students interested in careers in advertising, professional sales, marketing research, business management, business promotion, and other marketing jobs specialized training for career advancement and employment. The Marketing curriculum combines classroom instruction, practical experiences, coordinated part-time employment, and internships. 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 Marketing.

Courses Required for the Award of Achievement in Marketing

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1 or 50</td>
<td>4</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus ..........4 or 3</td>
<td></td>
</tr>
<tr>
<td>INTR 163 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 122 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 140 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 145 Microcomputer Mktng Appl</td>
<td>3</td>
</tr>
<tr>
<td>SMBS 135 Small Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>28-29</strong></td>
</tr>
</tbody>
</table>

Recommended electives: BSEN 70, 74; CS 101; PSYC 1, 26; WKEX 197

Microcomputer Accounting

Certificate Curriculum

The program is designed to prepare students to enter the job market in positions that use the microcomputer for Accounts Receivable, Accounts Payable, Payroll, General Ledger, and other accounting functions.

Admission. Enrollment is open to all interested students.
Credit Toward Graduation. All credit that students earn in obtaining the Certificate of Completion in Microcomputer Accounting may also be applied toward satisfaction of the requirements for graduation from the College.

Students may obtain the Certificate of Completion in Microcomputer Accounting by completing each of the following courses with a final grade of C or higher:

**Courses Required for the Certificate of Completion in Microcomputer Accounting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 50 Intro to Acct or ACCT 1† Fin Acct</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 53 Acct on Microcomp</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Microcomp Applic-Bus</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Bus/Excel</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>WDPR 78** Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>LERN 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units** 18-19

†Students must earn a grade of C or higher in ACCT 50 or ACCT 1.

**Students may satisfy the requirements for WDPR 78 by passing an examination in typing.**

### Paralegal/Legal Studies

#### Degree Curriculum

The work of the paralegal has been recognized by the American Bar Association, state bars, and local bar associations as an important step in helping the legal profession meet the increasing demand for its services and in providing these services more efficiently and promptly. Today’s law offices seek paralegals qualified to do certain work now being done by lawyers, but which, under law, lawyers are not required to do. These paralegals work on a level between that of the lawyer and that of the clerical staff.

**Associate in Arts Degree and Award of Achievement.**

City College of San Francisco trains students in a two-year course of study in Paralegal/Legal Studies. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the required courses with the average final grade of C (2.00 grade point average) or higher receive the degree of Associate in Arts and the Award of Achievement in Paralegal/Legal Studies. Students will also be eligible to receive a Certificate of Completion provided that they complete all courses in the Paralegal/Legal Studies Program with a letter grade of C or higher.

**Admission.** Enrollment is open to all students who are admitted to City College of San Francisco and who have satisfied the prerequisites listed next to each course before enrolling in that course.

**Course of Study.** The course of study includes instruction in the following: introduction to paralegal studies; civil litigation; commercial law; tort law; wills, trusts, and probate administration; family law; civil and criminal evidence; legal research and writing; law office management and procedures; real estate law; environmental law; labor law; medical law; debtors’ rights and creditors’ remedies; corporate law; intellectual property law; immigration law; communication law; work experience; and microcomputers for business.

**Employment.** Those who complete the curriculum satisfactorily are qualified for employment as paralegals in law offices, government offices, and other businesses.

**Courses Required for the Award of Achievement in Paralegal/Legal Studies**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 51 Intro to Legal Assist</td>
<td>3</td>
</tr>
<tr>
<td>LA 52 Intro to Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>CLW 18 Commercial Law</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>LA 71 Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>CLW 19 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 75 Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</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>LA 55 Tort Law &amp; Claims Investigation</td>
<td>3</td>
</tr>
<tr>
<td>LA 60 Wills, Trust, and Probate Admin</td>
<td>3</td>
</tr>
<tr>
<td>LA 80 Law Office Management and Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional graduation requirements**

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 65 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LA 70 Civil and Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>LA 72 Investig, Disc, &amp; Trial Prep</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional graduation requirements**

**Total Units** 39

In addition, students must achieve a satisfactory score on the City College College English placement examination or must complete BSEN 70 with a final grade of C or higher.

**Recommended electives:** ACCT 1; ADMJ 52; BSEN 70, 76; HUM 11, 12; LA 54, 61, 62, 63, 64, 66, 67, 68, 81, 92, 97, 98, 99; LIBR 57, 58A; MABS 60; WDPR 78, 79, 391A-B

#### Certificate Curriculum

The program of study for the Certificate of Completion in Paralegal/Legal Studies complies with the requirements established under current California law to become a paralegal. The program is designed to prepare students for employment as paralegals.

**Admission.** Enrollment is open to all interested students who already hold a college degree OR who have completed 30 units of general education or law-related courses with a 2.00 grade point average or higher at an accredited, post-secondary school OR who will complete the 30 units concurrently with this program. Students transferring coursework completed at another school must furnish an official transcript.

**Courses Required for the Certificate of Completion in Paralegal/Legal Studies**

Each course must be completed with a letter grade of C or higher. The following is the sequence for required courses:

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 51 Intro to Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>LA 52 Intro to Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>CLW 18 Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>
### Second Semester
- **LA 71 Civil Litigation** ........................................3
- **CLW 19 Commercial Law** ..................................3
- **LA 75 Legal Research and Writing** ..................3

### Third Semester
- **LA 80 Law Office Management and Procedures** ....3
- Program Elective .............................................3

### Fourth Semester
- **LA 72 Investigation, Discovery, and Trial Prep** .....3
- Program Elective .............................................3

**Total Units** ..................................................30

Please note that a minimum of two electives from the Paralegal/Legal Studies Program must also be completed.

### Office Technology

#### Noncredit Programs

Office Technology refers to courses and certificate programs which provide training for the modern office. This comprehensive title includes such courses and subject areas as accounting, business, English and communication, job preparation, keyboarding, shorthand, and word processing. Please consult a counselor regarding these noncredit certificate programs.

---

### Administrative Assistant

#### Program Goal.
Prepare students for entry and mid-level administrative support positions requiring intermediate to advanced computer skills including word processing, spreadsheets, graphics, and database.

#### Advisory Entrance Requirements:
Typing: 25 net wpm

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9348 Bus English</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9346 Effective Bus Comm</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9374 Keyboarding - All Levels *</td>
<td>90-180</td>
</tr>
<tr>
<td>or SECY 9377 Keyboarding Lab</td>
<td></td>
</tr>
<tr>
<td>SECY 9399 Office Technology</td>
<td></td>
</tr>
<tr>
<td>or SECY 9375 Clerical Keyboarding</td>
<td>180</td>
</tr>
<tr>
<td>SECY 9400 Job Preparation</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9905 Computer Apps - Intro</td>
<td></td>
</tr>
<tr>
<td>or COMP 9889 Intro to Computers/</td>
<td></td>
</tr>
<tr>
<td>Windows In-Depth</td>
<td>45-90</td>
</tr>
<tr>
<td>COMP 9900 Spreadsheets – Beginning</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9486 Word Processing - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Word Processing - Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9996 Word Processing - Advanced</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9899 Desktop Publishing - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9902 Graphics for Bus (PowerPoint)</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9901 Databases - Beginning</td>
<td>45</td>
</tr>
</tbody>
</table>

**Plus TWO elective courses from the following:**
- COMP 9907 Desktop Publishing - Intermediate...45
- COMP 9904 Spreadsheets - Intermediate ........45
- COMP 9909 Spreadsheets - Advanced.............45
- COMP 9910 Databases - Intermediate ..........45
- COMP 9908 Current Topics/Internet ...........45
- COMP 9908 Current Topics/Outlook .............45
- COMP 9917 Building Individual Web Sites     ......45
- or COMP 9918 Building Bus Web Sites...........45
- COMP 9902 Graph for Bus (Adobe Photoshop) ...45

**Total Hours** ...........................................945-1,080

* Two extra elective courses may be substituted for the keyboarding course with successful completion of a 5-minute timed test with 50+ nwpm and an accuracy rate of 90+%.  

#### Exit Requirements.
Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than once.)

Typing: 50 net wpm with no more than 10% error rate

Completion of courses within three years.

**Offered by:**
- Downtown ..................................................267-6500
- John Adams Campus ..................................561-1925
- Mission Campus (not all courses avail.) ......550-4384
- Southeast Campus (not all courses avail.) ...550-4300


**Note:** Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.

---

### Clerical Assistant

#### Program Goal.
Prepare students for entry and mid-level clerical support positions requiring word processing, spreadsheets, and/or other computer applications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9374 Keyboarding - All Levels *</td>
<td></td>
</tr>
<tr>
<td>or SECY 9377 Keyboarding Lab ............90-180</td>
<td></td>
</tr>
<tr>
<td>SECY 9399 Office Technology</td>
<td></td>
</tr>
<tr>
<td>or SECY 9375 Clerical Keyboarding</td>
<td>180</td>
</tr>
<tr>
<td>SECY 9348 Business English</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9346 Effective Business Communication</td>
<td>90</td>
</tr>
<tr>
<td>COMP 9905 Computer Apps - Intro</td>
<td></td>
</tr>
<tr>
<td>or COMP 9889 Intro to Computers/</td>
<td></td>
</tr>
<tr>
<td>Windows In-Depth</td>
<td>45-90</td>
</tr>
<tr>
<td>WOPR 9486 Word Processing - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>WOPR 9995 Word Processing - Intermediate</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9900 Spreadsheets - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>SECY 9400 Job Preparation</td>
<td>45</td>
</tr>
<tr>
<td>Plus FOUR elective courses from the following:</td>
<td></td>
</tr>
<tr>
<td>WOPR 9996 Word Processing Advanced</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9902 Graphics for Bus (PowerPoint)</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9899 Desktop Publishing-Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9907 Desktop Publishing-Intermediate</td>
<td>45</td>
</tr>
</tbody>
</table>
| COMP 9904 Spreadsheets-Intermediate ..........45
| COMP 9909 Spreadsheets-Advanced.............45
| COMP 9901 Databases-Beginning ...............45
| or COMP 9918 Building Bus Web Sites.........45
| COMP 9902 Graph for Bus (Adobe Photoshop) ...45

**Total Hours** ...........................................855-990
Note: Two extra elective courses may be substituted for the keyboarding course with successful completion of a 5-minute timed test with 45+ nwpm and an accuracy rate of 90+%.

Exit Requirements. Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.)

Typing: 45 net wpm with no more than 10% error rate
Completion of courses within three years.

Offered by:
John Adams Campus......................................561-1925
Mission Campus (not all courses avail.)......550-4384
Southeast Campus (not all courses avail.)...550-4300

Financial Assistance. The Office Assistant Certificate Program is eligible for financial assistance. Please consult a counselor for further information.

Note: Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.

**Computerized Accounting**

**Program Goal.** Prepare students for entry-level jobs in the accounting and related fields. This program provides both manual and computerized instruction in maintaining records and in preparing appropriate reports and analyses. Students will also learn spreadsheet programs to assist in preparation of coordinating computer spreadsheets.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9348 Business English</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9346 Effective Business Comm</td>
<td></td>
</tr>
<tr>
<td>SECY 9374 Keyboarding - All Levels</td>
<td></td>
</tr>
<tr>
<td>or SECY 9377 Keyboarding Lab</td>
<td></td>
</tr>
<tr>
<td>or SECY 9399 Office Tech</td>
<td></td>
</tr>
<tr>
<td>ACBO 9200 Accounting</td>
<td></td>
</tr>
<tr>
<td>or ACBO 9203 Bookkeeping and Acct</td>
<td></td>
</tr>
<tr>
<td>(Proprietorship/Partnership)</td>
<td></td>
</tr>
<tr>
<td>ACBO 9204 Accounting - (Corporate)</td>
<td>90</td>
</tr>
<tr>
<td>ACBO 9205 Computerized Acct</td>
<td></td>
</tr>
<tr>
<td>COMP 9905 Computer Apps Intro</td>
<td></td>
</tr>
<tr>
<td>COMP 9900 Spreadsheets - Beginning</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9904 Spreadsheets - Intermediate</td>
<td></td>
</tr>
<tr>
<td>COMP 9909 Spreadsheets - Advanced</td>
<td></td>
</tr>
<tr>
<td>SECY 9400 Job Preparation</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** ........................................765-945

Exit Requirements. Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.)

Completion of courses within three years.

Offered by:
John Adams Campus......................................561-1925
Mission Campus (not all courses avail.)......550-4384
Chinatown Campus (not all courses avail.)..561-1850


**Construction Administrative Assistant**

**Program Goal.** The Construction Administrative Assistant Program prepares students for a key position in the construction industry. Students study the basic procedures of this industry, terminology, filing systems, jobsite operation, message handling, contractor communications, work order prioritization, project control reporting and project database information entry, retrieval and maintenance. The program can be completed in two semesters.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECY 9399 Office Technology Laboratory</td>
<td>90</td>
</tr>
<tr>
<td>COMP 9900 Spreadsheets - Beginning</td>
<td></td>
</tr>
<tr>
<td>COMP 9901 Databases - Beginning</td>
<td></td>
</tr>
<tr>
<td>COMP 9889 Computer - Overview/Appls</td>
<td></td>
</tr>
<tr>
<td>WOPR 9990 Word Processing (MultiLevel)</td>
<td>90</td>
</tr>
</tbody>
</table>

**Total Hours** ......................................360

**Microcomputer Business Applications**

**Program Goal.** Prepare students for all levels of administrative positions including support. Students will learn various business software programs in addition to extensive word processing and general office support skills.

**Advisory Admission Requirements:**

Typing: 25 net wpm

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9905 Computer Apps Intro</td>
<td></td>
</tr>
<tr>
<td>or COMP 9889 Comp - Overview/Appls</td>
<td></td>
</tr>
<tr>
<td>SECY 9377 Keyboarding Lab</td>
<td></td>
</tr>
<tr>
<td>SECY 9346 Effective Bus Comm.</td>
<td></td>
</tr>
<tr>
<td>SECY 9400 Job Preparation</td>
<td></td>
</tr>
<tr>
<td>COMP 9901 Databases - Beginning</td>
<td></td>
</tr>
<tr>
<td>COMP 9903 Spreadsheets - Beginning</td>
<td></td>
</tr>
<tr>
<td>COMP 9904 Spreadsheets - Intermediate</td>
<td></td>
</tr>
<tr>
<td>WOPR 9486 Word Processing - Beginning</td>
<td></td>
</tr>
<tr>
<td>WOPR 9995 Word Processing - Intermediate</td>
<td></td>
</tr>
<tr>
<td>COMP 9896 Micros - Individual Projects</td>
<td></td>
</tr>
</tbody>
</table>

**Plus THREE courses from the following:**

COMP 9899 Desktop Publishing - Beginning
COMP 9907 Desktop Publishing - Intermediate
COMP 9914 Desktop Publishing - Advanced
COMP 9910 Databases - Intermediate
COMP 9902 Graphics for Business

**Plus ONE course from the following:**

COMP 9909 Spreadsheets - Advanced
WOPR 9996 Word Processing - Advanced
COMP 9911 Databases - Advanced

**Total Hours** ........................................810

Exit Requirements. Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.)

Completion of courses within three years.
A student may complete only those courses required for the California Real Estate Certificate, since this is awarded independently of the Associate in Science degree. However, students who complete the full course of study leading to that degree will automatically have completed the requirements for, and will be awarded, the California Real Estate Certificate.

Training for the Certificate is designed so that those seeking entry employment may prepare themselves to take the State licensing examination for real estate salespersons, and so that those already employed in various branches of real estate work may gain further knowledge and develop additional competence.

Students may obtain the California Real Estate Certificate by completing the following courses:

**Courses Required for the Certificate of Completion in California Real Estate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 181 Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 184 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 185 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 186 Principles of Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 189 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 191 Principles of Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Electives: real estate or other bus courses</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

The six semester units in the elective courses indicated above must be completed in real estate or other acceptable business courses.

If the candidate for the California Real Estate Certificate holds a valid California real estate salesperson’s or broker’s license, a three-unit course in real estate or another area of business may be substituted in lieu of RE 181.

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**Retail Management**

**Certificate Curriculum**

The program of study for the Certificate of Completion in Retail Management is designed to prepare students for employment as retail managers.

**Admission.** Enrollment is open to all interested students. However, students may be required to satisfy prerequisites before being admitted to certain courses.

Students may obtain the Certificate of Completion in Retail Management by completing the required 10 courses totaling 31/32 units. Each course must be completed with a grade of C or higher or Credit.

**Courses Required for the Certificate of Completion in Retail Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSEN 74 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>or BSMA 68 Mathematics of Business</td>
<td>4 or 3</td>
</tr>
<tr>
<td>MABS 60 Microcomputer Applications for Bus</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 234 Communication for Bus Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>
Intermediate Courses
SUPV 231 Intro to Supervision/Mgmt .................3
ACCT 1 Financial Accounting
or ACCT 50 Intro to Accounting ....................4
MRKT 140 Principles of Marketing ....................3

Advanced Courses
SUPV 232 Org Behavior for Supervisors ..........3
SUPV 233 Human Resources Management.........3
FASH 44 Merchandising—Retail Buying ..........3
Total Units ............................................31-32

Small Business

Noncredit Programs
Program Goal. Prepares students for a successful start in their own small business and helps small business owners increase the effectiveness and operation of their business in 5 areas: 1) Starting Out, 2) Management, 3) Finance, 4) Marketing, and 5) Export/Import and International Business.

Starting Out
Core Course Hours/Weeks
SMBU 9467 Getting Started ................................6
SMBU 9775 Bus Plan ...........................................6
SMBU 9777 Buying a Business Profitably .............6
ELECTIVES:
SMBU 9451 Business Licenses and Permits ..........3
SMBU 9781 Legal Structures for Business ..........3
SMBU 9772 Finding the Right Location ...............3
SMBU 9430 Introduction to Franchising ..........3
SMBU 9782 Home-Based Business .................3
SMBU 9439 Selling a Business .......................3
Total Hours .....................................................36

Management
Core Course Hours/Weeks
SMBU 9447 Bus Law for Small Bus ....................3
SMBU 9452 Supervising Employees .................3
SMBU 9449 Staffing Your Bus .........................3
SMBU 9453 Bus Comm ....................................3
SMBU 9461 Retail Management .......................3
ELECTIVES:
SMBU 9465 Small Business Insurance ...............3
SMBU 9448 Purchasing Products & Services .......3
SMBU 9469 Controlling Your Inventory ..............3
SMBU 9468 Employee Training .......................3
SMBU 9466 Employer/Employee Rights ..........3
Total Hours .....................................................30

Finance
Core Course Hours/Weeks
SMBU 9412 Profit from Using Fin States ..........3
SMBU 9437 Keeping Score On Your Finances .......3
SMBU 9783 Getting the Right Loan .................3

ELECTIVES:
SMBU 9784 Finance for Small Business ..........3
SMBU 9776 Record Keeping .........................3
SMBU 9418 Small Business and Taxes ..........3
SMBU 9785 Contract Administration ..........3
Total Hours ...................................................21

Marketing
Core Course Hours/Weeks
SMBU 9462 Marketing Analysis .........................3
SMBU 9470 Marketing Strategy .......................3
SMBU 9471 Pricing Prod and Serv ....................3
SMBU 9450 Effective Advertising ....................3
ELECTIVES:
SMBU 9463 Telephone as a Sales Tool ..........3
SMBU 9774 Selling and Sales Management ......3
SMBU 9454 Getting Government Business ....3
Total Hours ...................................................21

Export/Import and International Business
Core Course Hours/Weeks
SMBU 9457 Export Marketing .........................3
SMBU 9460 Export/Import Documents ..............3
SMBU 9458 Export-Financing .........................3
SMBU 9459 Export/Import Basics ....................3
SMBU 9456 Export Shipping and Insurance ........3
ELECTIVES:
SMBU 9773 U.S. Competitiveness ....................3
SMBU 9455 Trade With Asia .........................3
SMBU 9788 Trade With Europe .....................3
SMBU 9786 Trade With the Americas ...............3
SMBU 9787 Trade With Africa .......................3
Total Hours ...................................................30

Exit Requirements. Completion of the core courses and one three-unit elective course.

Offered by: Small Business Institute, (415) 267-6577

Supervision and Business Management

Certificate Curriculum

Enrollment in supervision courses is for those who desire to advance to supervisory positions and also for others who are currently employed as supervisors and desire to upgrade their supervisory skills.

Students may obtain the Certificate of Completion in Supervision by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

Courses Required for the Certificate of Completion in Supervision
Course Units
SUPV 231 Intro to Super/Management .............3
SUPV 232 Organizational Behavior & Dev .......3
SUPV 233 Human Resource Mgmt .................3
SUPV 234 Communication for Bus Mgmt ........3
Total Units .................................................12
Credit Toward Graduation. All credits that students earn in obtaining the Certificate of Completion in Supervision may be applied toward satisfaction of the requirement for graduation from the college.

Noncredit Certificate Program

Program Goal. Courses in the Certificate Program are designed for persons preparing for positions in business or government, and for experienced persons upgrading their supervisory and business management skills. The curriculum consists of basic core subjects plus elective courses. Class contact time is 18 hours per course. Topics stressed include leadership skills, communication, motivation, personnel and human relations; computing, problem-solving, and decision-making; planning, organizing, staffing, directing, and controlling operations.

The Community College Certificate is awarded upon completion of 4 core areas and 4 elective courses listed below:

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision and Management</td>
<td></td>
</tr>
<tr>
<td>SUMA 9412 The Supervisor in Management</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9416 Organizational Leadership</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9479 Management Practices</td>
<td>18</td>
</tr>
<tr>
<td>Personnel Responsibilities of Supervisors</td>
<td></td>
</tr>
<tr>
<td>SUMA 9413 Personnel Management</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9417 Affirm Action &amp; Opportunity</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9423 Developing &amp; Appraising Staff</td>
<td>18</td>
</tr>
<tr>
<td>Human Relations and Organizational Behavior</td>
<td></td>
</tr>
<tr>
<td>SUMA 9414 Human Relations</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9442 Assertiveness and Conflict</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9443 Interpersonal Communication</td>
<td>18</td>
</tr>
<tr>
<td>Concepts of Government and Administration</td>
<td></td>
</tr>
<tr>
<td>SUMA 9415 Business and Government</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9434 Budgeting and Control</td>
<td>18</td>
</tr>
<tr>
<td>Total Hours</td>
<td>270</td>
</tr>
</tbody>
</table>

Elective Courses (4 courses/72 Hours)

- COMP 9252, 9869, 9905; SUMA 9416, 9419, 9424, 9425, 9429, 9436, 9438, 9440, 9452, 9454, 9455, 9456, 9457, 9458, 9463, 9473, 9480.

Exit Requirements. Successful completion of 270 hours of classroom instruction in core and elective courses. Credit by petition is available.

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

College Credit Available. Participants who complete the Community College Certificate Program in Supervision and Business Management will be eligible to receive up to 15 semester units of credit through City College of San Francisco, satisfying the requirements of the major field of study in supervision and management for the Associate Degree. This credit by petition is awarded upon completion of one course of three or more semester units offered for credit by City College.

Offered by: Supervision and Management Program (Downtown), (415) 267-6577

Travel and Tourism

Degree Curriculum

The curriculum in Travel and Tourism offers two different Certificates of Completion, as well as a two-year course of study with special emphasis in either Marketing, Management, or Destination Development. The specific course of study that the student will follow is an integral part of the course content of the Principal of Travel and Tourism classes. Upon completion of TRTV 157 and TRTV 159, the student will know if they will pursue their Travel and Tourism Degree in marketing, management, or in destination development.

The Travel and Tourism program prepares students for jobs with the airlines as reservation agents, marketing representatives, customer service personnel to name just a few of the jobs, the same kinds of jobs with hotels, tour companies, cruise lines, consulate and tourist information offices and with travel agencies (corporate, leisure, special interest, group or meeting and planning agencies). Many of the students enrolled in this program are pursuing a second career, so careful evaluation of their current job skills help determine where they fit into this quickly changing and growing industry.

The curriculum in Travel and Tourism provides practical training in the specific vocabulary used in the industry, the reference books used in all sectors, how to read and design tour and cruise brochures, common business practices, airline computer operations and formats, airfare constructions, group sales pricing, special interest tour development. The Destination classes are designed to advise the student of all there is to know about travel in a specific region of the world. Students learn about visa requirements, how to get there, competitive airfares to the destination, which tour companies sell the destination, languages, religion, what to see, what to do. Completion of the two-year degree will give students a necessary foundation in computer skills, communication skills as in learning to qualify the client, written and spoken English, psychology, anthropology, marketing skills, management styles, and specific tourist destinations in the world.

Courses Required for the Award of Achievement in Travel and Tourism

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 72 Intermediate Composition &amp; Reading</td>
<td></td>
</tr>
<tr>
<td>or ESL 150 Advanced Academic ESL</td>
<td></td>
</tr>
<tr>
<td>or ENGL 90 or 92 Bas Comp &amp; Reading</td>
<td>3</td>
</tr>
<tr>
<td>WDP 78 Keyboarding:</td>
<td>1</td>
</tr>
<tr>
<td>WDP 79 Speedbuilding: Typing</td>
<td>1</td>
</tr>
<tr>
<td>GNBS 119 Intro to Bus</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 82 Advanced Composition</td>
<td></td>
</tr>
<tr>
<td>or ESL 160 High-Adv Acad ESL</td>
<td></td>
</tr>
<tr>
<td>or ENGL 93 or 94 or 96 Inter or Adv Inter Read &amp; Comp</td>
<td>3 or 4</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 MicroComp Appl for Bus</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 157 Prin of Travel and Tourism</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<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>3 or 4</td>
</tr>
<tr>
<td>BSEN 70 Fund of Engl Gram and Comp</td>
<td>4</td>
</tr>
<tr>
<td>TRTV 160 or 161 Field Work</td>
<td>1 or 2</td>
</tr>
</tbody>
</table>
Fourth Semester
SPCH 1A Elems of Public Speaking .................................3
or SPCH 11 Basic Public Speaking .................................3
TRTV 159 Adv Prin of Travel and Tourism .........................3
Total Units .........................................................34-37

Recommended electives: WDPR 80, ACCT 50, MRKT 122,
SMBS 135, SUPV 221A, SPCH 12, CNIT 102

Students who complete the curriculum with an average final grade
of C or higher will receive the award of Achievement in Travel and
Tourism.

Certificate Curricula

The Certificate of Completion in Travel and Tourism (17 units) ful-
fills the needs of two groups: those who desire to prepare for
employment with travel agencies and related services and those cur-
currently employed professionals who wish to improve their on-the-job
skills in this industry.

Courses Required for the Certificate of Completion in
Travel and Tourism

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Prin of Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv Prin Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 160 or 161 Field Work</td>
<td>1 or 2</td>
</tr>
<tr>
<td>TRTV 162 Destination: Europe</td>
<td>3</td>
</tr>
<tr>
<td>or TRTV 164 Destination: So Pacific</td>
<td></td>
</tr>
<tr>
<td>or TRTV 165 Destination: USA &amp; Canada</td>
<td></td>
</tr>
<tr>
<td>or TRTV 166 Destination: Asia</td>
<td></td>
</tr>
<tr>
<td>or TRTV 168 Destination: Africa &amp; Mid East</td>
<td></td>
</tr>
<tr>
<td>or TRTV 170 Destination: Cent/So Amer &amp; Mexico</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Microcomp Appl for Bus</td>
<td>3</td>
</tr>
<tr>
<td>English requirement*</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>16-17</td>
</tr>
</tbody>
</table>

*English or ESL requirement based on skill level or SPCH 1A, 11,
12, or 38.

Courses Required for the Certificate of Completion in
Travel and Tourism: Destination Specialist

Complete any five (15 units) of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 162 Destination: Europe</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 164 Destination: So Pacific</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 165 Destination: USA/Canada</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 166 Destination: Asia</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 168 Destination: Africa/Mid East</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 170 Destination: Cent/So Amer &amp; Mex</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>15</td>
</tr>
</tbody>
</table>

Credit Toward Graduation. All credit that students earn in Travel
and Tourism may also be applied toward satisfaction of the require-
ments for graduation from the college.

Announcement of Courses

Accounting

CREDIT, DEGREE APPLICABLE COURSES

ACCT 1. Financial Accounting (4)
Lec-5
PREREQ.: ENGL 92 or ESL 72 or 150
Advising: BSMA 66 or 68
Introduction to accounting: the accounting process, terminology,
basic theory, and methods of income measurement. Understanding,
analyzing, and interpreting financial statements. CSU/UC/CAN
BUS 2 (CAN BUS SEQ A = ACCT 1+2)

ACCT 2. Managerial Accounting (4)
Lec-5
PREREQ.: ACCT 1
An introduction to cost determination, cost analysis and control, and
performance evaluation: preparation and use of economic informa-
tion for internal management purposes. CSU/UC/CAN BUS 4
(CAN BUS SEQ A = ACCT 1+2)

ACCT 50. Introduction to Accounting (4)
Lec-5
NOTE: ACCT 1 may be elected in lieu of ACCT 50 to satisfy the
requirement in any curriculum in business. Not open to students who have completed or are concurrently
enrolled in ACCT 1
Advising: BSMA G , H or J or MATH E; and ESL 140
Designed to meet the needs of students in specific occupational pro-
grams and as an exploratory course to determine student interest and
aptitude for accounting. An introduction to the financial routine of a
business office. Emphasis on fundamental principles of double-entry
bookkeeping, basic accounting statements, legible handwriting,
neatness, and accuracy. CSU

ACCT 51. Intermediate Accounting (4) fa
Lec-5
PREREQ.: ACCT 2
Designed for the student who pursues accounting beyond introduc-
tory study. A rapid review of fundamentals, with problems in valua-
tion and presentation of asset, liability, and proprietorship, together
with a study of special analytical procedure. CSU

ACCT 52. Intermediate Accounting (4) sp
Lec-5
PREREQ.: ACCT 51
Continuation of ACCT 51. Problems in stockholders equity, pen-
sions, accounting changes and error analysis, and full disclosure in
financial reporting. CSU

ACCT 53. Accounting on the Microcomputer (3)
Lec-3, lab-2
PREREQ.: ACCT 50 or ACCT 1
Advising: MABS 60 and BSMA 66 or 68
Integration of accounting principles and microcomputers in the
operation of microcomputer-based accounting systems. Comparison,
analysis, and use of microcomputer accounting software systems.
Emphasis will be placed on Accounts Receivable, Accounts
Payable, Payroll, General Ledger, and Financial Statement Analysis
and software systems commonly found in computerized accounting
environments. CSU
ACCT 54. Auditing (3) sp
Lec-3
PREREQ.: ACCT 2
Advise: ACCT 51
The objectives, scope, and history of auditing; the audit program; working papers; internal checking and auditing procedure for balance sheet and profit-and-loss accounts. CSU

ACCT 55. Cost Accounting (3) fa
Lec-3
PREREQ.: ACCT 2
Fundamental accounting procedures covering job order, process, and standard cost systems; budgetary control; direct costing; cost reports for management use. CSU

ACCT 56. Municipal Governmental Accounting (3) fa
Lec-3
PREREQ.: ACCT 1
A study of the general accounting process, terminology, reporting practices, compliance issues, budgeting policies, entities, legal issues, and practice and methods of accounting utilized in municipal entities. CSU

ACCT 57. Accounting with QuickBooks (3)
Lec-3
PREREQ.: ACCT 50 OR ACCT 1
This hands-on course covers QuickBooks, a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of and accounting for a company using QuickBooks. Students will gain experience creating business documents and managing customer and vendor files, inventory, payroll and bank accounts. CSU

ACCT 59. Federal Income Tax (3)
Lec-3
Study of the Federal Income Tax Laws: income tax problems and the preparation of income tax returns. CSU

ACCT 59B. California Income Tax (1)
Lec-1
CR/NC avail.
PREREQ.: ACCT 59
Study of California State Income Tax, income tax problems, and the preparation of California income tax returns. CSU

NONCREDIT COURSES

ACBO 9200. Accounting (90 hrs)
Advise: ESLN 3500, TRST 4601
An open-entry first year course in accounting for both service and merchandising businesses. Proprietorship, partnership and corporate forms of organization. Financial statements, the general ledger, journals, and payroll. Maybe be repeated twice until all modules are completed.

ACBO 9203. Principles of Accounting (180 hrs)
Advise: ESLN 3400, TRST 4601
Fundamental principles and procedures of accounting. Proprietorship, partnership and corporate forms of organization. Financial statements, the general ledger, journals, and payroll. Journalizing transactions, posting journals to both the general ledger and subsidiary ledgers, footing accounts, and spreadsheet applications of these same accounting concepts.

ACBO 9204. Accounting - Corporate (90 hrs)
Advise: ACBO 9203 or 9200
Continuation of ACBO 9203. Emphasis on a merchandising business organized as a corporation. Accounting for uncollectible accounts receivable, plant assets, inventory, long-term notes and interest, dividends declaration and distribution. Preparation of financial statements and closing procedures.

ACBO 9205. Computerized Accounting (90 hrs)
Advise: SECY 9354 and 9356; ACBO 9200
Intensive practical application of theory and procedures of accounting utilizing computerized accounting systems in single proprietorship, partnership, and corporate forms of ownership.

Business English

CREDIT, DEGREE APPLICABLE COURSES:

BSEN 70. Fundamentals of English Grammar and Composition (4)
Lec-5
Advise: ENGL 92 or ESL 160 or 82 or placement in ENGL 93 or 94
Understanding the sentence in all its complexities in order to correct errors when proofreading. Study of proper punctuation; practice in writing composition with mature ideas properly organized in well-constructed, correct sentences. CSU

BSEN 74. Business Correspondence (3)
Lec-3
Advise: Eligible for ENGL 92 or ESL 160 or 82 or placement in ENGL 93 or 94
Practice in writing business letters and memoranda; class discussion on style, structure, and aims of written business messages as they relate to a comprehension of the flow of business communications; experience in using correct, forceful English in business. CSU

BSEN 76. Business and Technical Report Writing (3) fa
Lec-3
Advise: ENGL 92 or ESL 160 or 82 or placement in ENGL 93 or 94
Practice in techniques of primary and secondary research and in writing informal, formal, and technical reports which describe clearly, solve problems, present ideas persuasively, and evaluate alternatives. Computers and word processing and editing software programs are available as writing tools. CSU

NONCREDIT COURSES:

BUSG 9901. Business Vocabulary (45 hrs)
Advise: ESLN 3800
Helps students with the correct usage of English words in written and spoken communication. Emphasis is on business terms.

BUSG 9903. Introduction to Business English (90 hrs)
Improving grammar and punctuation skills to aid in composing and proofreading business correspondence and other documents.

CMNC 9231. Communication Skills: Interviewing Process (18 hrs)
Advise: BUSG 9903
Analysis of communication processes and development of skills in interpersonal and telephone interviewing. Includes practice on standardized employment tests, resumés, and applications.

CMNC 9232. Effective Communication (18 hrs)
Review of the basics of communication including listening, speaking, non-verbal behavior, interpersonal skills, and overcoming barriers in communication.
CMNC 9234. Assessment/Counseling Workshop (18 hrs)
Advises: BUSG 9903
Provides career planning information and interest/skills testing for persons pursuing careers in business, governments, or community services.

CMNC 9235. Technical Report Writing (18 hrs)
Focuses on delivering technical information that is logically organized, clearly and concisely expressed, and suited to the reader’s needs. Emphasis on planning appropriately; creating materials; choosing layout for maximum effectiveness and readability; proofreading and editing effectively.

Business Mathematics

CREDIT, NON-DEGREE APPLICABLE COURSES:

BSMA G. Arithmetic Review and Basic Business Arithmetic (3) (offered only in the evening)
Lec-3 CR/NC only
Required of all business students who do not make a satisfactory score on the City College placement examination in mathematics. BSMA G may be elected in lieu of BSMA H or J. Not open to students who have completed BSMA H or J with a final grade of C or higher; or Credit, or MATH E with a final grade of Credit.
A review of arithmetic and its application to business problems in the fundamental processes; fractions; decimals; percentage; and the principles of problem-solving.

BSMA H. Arithmetic Review and Basic Business Arithmetic (3)
Lec-5 CR/NC only
Students who need a thorough review of mathematics should take this course rather than BSMA J to meet first-semester requirements. Counselors may require students to take BSMA H instead of BSMA J. Not open to students who have completed BSMA G or J with a final grade of C or higher; or Credit, or MATH E with a final grade of Credit.
Students whose score in the City College placement examination in mathematics is extremely low should take this course rather than BSMA J or G to meet first-semester requirements. Counselors may require students to take BSMA H instead of BSMA J or G.

BSMA J. Elementary Mathematics (2)
Lec-2 CR/NC only
Two hours per week, required in the first semester of all business students who fail to make a satisfactory score in the City College placement examination in mathematics. BSMA H may be selected in lieu of BSMA J. A brief review and application to business problems of the fundamental arithmetic processes; fractions, decimals, percentages, equations, proportions, and the principles of problem solving.

CREDIT, DEGREE APPLICABLE COURSES:

BSMA 66. Business Mathematics (4)
Lec-5
Advises: Completion of BSMA G, H, or J with a final grade of Credit or MATH E with a final grade of Credit
Not open for credit to students who have completed BSMA 68. BSMA 66 may be elected in lieu of any major requirement for BSMA 68.
A study of gross wages and payroll deductions, trade and cash discounts, markup and markdown, depreciation methods, simple and compound interest, present value and annuities, installment sales, rule of 78, loan amortization, financial statements of different business organizations, various inventory methods, insurance, bank reconciliation, and the use of graphs and tables.

BSMA 68. Mathematics of Business (3)
Lec-3
Advises: Completion of BSMA G, H, or J with a final grade of Credit or higher or MATH E with a final grade of Credit. Not open for credit to students who have completed BSMA 66.
A study of gross wages and payroll deductions, trade and cash discounts, markups and markdowns, depreciation, simple and compound interest, present value and annuities, installment sales, rule of 78, loan amortization, financial statements of different business organizations, inventory methods, insurance, bank reconciliation, and the use of graphs and tables.

Commercial Law

CREDIT, DEGREE APPLICABLE COURSES:

CLW 18. Commercial Law (3)
Lec-3
Prereq.: ENGL 96 or BSEN 70 or placement in ENGL 1A
Not open to students who are enrolled in or have completed L A 534.
The nature, purpose, and sources of law; the historical development of the law and its function with respect to society and business; contracts, agency, personal property and bailments.
CLW 18 = L A 53A

CLW 19. Commercial Law (3)
Lec-3
Prereq.: CLW 18 or L A 53A
Not open to students who are enrolled in or have completed L A 53B.
Sales, partnerships, corporations, the regulation of business, and negotiable instruments.

Finance

CREDIT, DEGREE APPLICABLE COURSES:

FIN 110. Principles of Insurance I—General Insurance (3) fa
Lec-3
Not open to students who have completed INS 110.
General study of the field of insurance: risk, risk management, underwriting and loss payments. Introduction to life insurance and the major property and casualty coverage. Designed for the student who is interested in learning about insurance as well as career opportunities within the field.
Formerly INS 110

FIN 130. Principles of Bank Operations (3) fa
Lec-3
An overview of commercial banking in the U.S.A. from colonial times to the present day. Terminology and principles that form the necessary foundation for students who plan to do advanced work in specialized banking classes. Stressing practical applications, this
course prepares both students who intend to work in the financial services industry and students who understand the importance of commercial banking in a general business program. CSU

FIN 133. Money and Banking (3) sp
Lec-3
The nature and significance of money in both a historical and contemporary sense. Emphasis on the commercial banking process and the Federal Reserve. Financial institutions other than commercial banks; international payments problems. CSU

FIN 136. Introduction to Financial Planning (3)
Lec-3
An introduction to budgeting, spending management, credit usage, insurance’s role in financial planning, investment alternatives, tax implications in financial management decisions, and the establishment of retirement plans. CSU

FIN 138. Principles of Investment (3)  CR/NC avail.
The principles and practices in the investment field and successful investment policies for the individual investor. The risks and problems in establishing an investment program, sources of investment information, and tools utilized in security and market analysis. An analysis of the securities markets, investment companies, mutual funds, and individual stocks and bonds. CSU

**General Business**

CREDIT, DEGREE APPLICABLE COURSES:

GNBS 119. Introduction to Business (3)  Lec-3
This course emphasizes the role of enterprise in society and the international nature of business. For some, this course will be their only exposure to business; others will go on to additional training, education, and specialization with transfer to upper-division institutions in business and other fields. CSU/UC

GNBS 120. Business Ethics (3)  CR/NC avail.
Advis: ENGL 92 or ESL 150
An examination of business ethics from the 1990s to the present, with an emphasis on what may have caused key members of the business community to lie, cheat, and steal. This course will focus on the process of making ethical decisions in a business environment. Case studies will be drawn from real-life examples of ethical failures and successes. CSU/UC

NONCREDIT COURSES:

CIST 9830. Employment Testing
Designed to improve test-taking skills required for specific employment and civil service examinations at entry and advanced levels.

CIST 9831. Test-Taking Techniques
Information, methods, and techniques for developing skills needed in written and oral examinations. Topics include techniques for taking multiple-choice examinations; reading rapidly with improved comprehension; solving word problems involving business math; working with analogies; understanding charts, tables, and graphs; handling oral examinations; and practice in examination situations.

**International Business**

CREDIT, DEGREE APPLICABLE COURSES:

INTR 162. Survey of International Business (3)  Lec-3
A comprehensive overview of international business, including a global perspective of international trade, foreign investments, impact on financial markets, international marketing, and the operation of multinational corporations. CSU

INTR 163. International Marketing (3)  Lec-3
Concepts and principles of international marketing through the use of practical examples and actual case studies of international marketing organizations. Studies include: international marketing position of the United States, market entry strategy, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales. CSU

INTR 166A. Letters of Credit (0.5)  Lec-1 (3 wks)
Methods of structuring, negotiating, and processing letters of credit, discussing costs and defining fees involved. Rights and obligations of the bank, the customer, and the beneficiary are examined, including sources of technical advice, typical problems, payment arrangements, and ways of working with the bank’s international division. CSU

INTR 167. International Law (3)  Lec-3
Introduction to the legal aspects and ramifications of international trade topics including multinational enterprises, sovereignty, technology transfer, arbitration, negotiation, and diplomacy. CSU

INTR 170. International Finance (3)  Lec-3
Repeat: max. 6 units
An in-depth examination of the process of international banking and financial transactions. Case studies will emphasize techniques, terminology, philosophies, and various successful as well as unsuccessful approaches to international export-import financing. Special focus will be given to preparing small and medium-sized business enterprises to compete in a global environment. CSU

INTR 172. The Internet for International Business (2)  Lec-2, lab-2  CR/NC only
Repeat: max. 6 units
A practical exploration of conducting successful international business using the tools and resources of today’s Internet, including E-commerce marketing and trade leads, product and trade data access, research and search engines, web site alternatives, transportation tracking, governmental resources and assistance, electronic submission of customs documentation, electronic payment and financing, internet software tools and business related hardware options. CSU

INTR 173. Export-Import (3)  Lec-3
A comprehensive examination of the process of international Export and Import practices. The course includes techniques, terminology, philosophies, and various approaches to international export-import business. Special focus will be given to preparing small and medium-sized business enterprises to compete in a global environment. (Please note that students that have taken either INTR-164A or INTR-165A are not eligible to take this course.) CSU
NONCREDIT COURSES:

INTR 9456. Export/Import Shipping and Insurance (3 hrs)
An introduction to shipping exports via air and sea and to obtaining
the necessary insurance.

INTR 9457. Export/Import Marketing (3 hrs)
An introduction to international marketing. Identification and evalua-
tion of markets abroad. Developing a marketing strategy.

INTR 9458. Export/Import Financing (3 hrs)
An overview of the various methods of receiving payment for
export sales, the types of financing available through commercial
banks, letters of credit, and government assistance programs.

INTR 9459. Export/Import Basics (3 hrs)
An overview of the import/export process including comparison of
domestic and international transactions, methods and sources of
market research, assessment of product import/export potential, and
assistance available from various government agencies.

INTR 9460. Export/Import Documents (3 hrs)
An examination of the simultaneous flow of documents, goods, and
payments in an export or import transaction, and an explanation of
the various documents which may be required. Practice in the
preparation of the most commonly used documents.

INTR 9480. International Business (18 hrs)
Advise: ESLN 3500
A survey of the methods, problems and environments of selected
trading partners. Covers exporting, importing, finance, investment,
human resources, culture and marketing as applied to world trade.
Various regions may be emphasized by arrangement.

INTR 9773. U.S. Trade Competitiveness (3 hrs)
A discussion of the causes and possible remedies for the current
U.S. trade imbalance.

INTR 9785. U.S. Trade with Asia Part I (Japan and South
Korea) (3 hrs)
An analysis of trade relationships between U.S. and Japan and the
U.S. and South Korea. Identification of current problems, future
trends and prospects. Particular emphasis will be focused on U.S.
trade competitiveness, marketing, cultural dimensions, business
negotiating, and bilateral Japanese and South Korean, U.S. agree-
ments and protocols.

INTR 9786. U.S. Trade with the Americas (3 hrs)
An overview of the trade relationships between U.S. and the other
countries of the western hemisphere.

INTR 9787. U.S. Trade with African Countries (3 hrs)
An overview of the trade relationships between the U.S. and the
countries of Africa.

INTR 9790. U.S. Trade with Asia Part II (China, Hong
Kong and Taiwan) (3 hrs)
An analysis of trade relationships between the U.S., China, Hong
Kong and Taiwan. Identification of current problems, future trends
and prospects. Particular emphasis will be focused on U.S. trade
competitiveness, market development, cultural perceptions and
practices, business negotiating, and bilateral trade agreements.

INTR 9791. U.S. Trade with Western Europe (3 hrs)
An analysis of U.S. trade relationships with the countries of western
Europe. Particular attention will be paid to the impact of the
European Union on U.S. trade potential.

INTR 9792. U.S. Trade with Eastern Europe (3 hrs)
An analysis of U.S. trade with East Europe and the countries of the
former Soviet Bloc, and an assessment of future trends.

INTR 9793. U.S. Trade with the Middle East (3 hrs)
Assess the state of U.S. trade with the countries of the Middle East
and evaluate future prospects.

INTR 9794. Developing the International Business Plan (3 hrs)
Analysis and preparation of international business and marketing
plans.

INTR 9795. International Bids, Proposals (RFPs) and
Tenders (3 hrs)
Assess and evaluate international bids, proposals and tenders.
Identify the essential elements and steps in preparing a winning pro-
posal.

INTR 9796. International Trade Agencies and
Agreements (3 hrs)
Analysis and review of the role of International Monetary Fund,
World Bank, and World Trade Organization. Examination of trade
agreements such as NAFTA and the European Union and their
effect on U.S. import/export trade.

INTR 9797. U.S. Trade with Asia Part III (Southeast Asia)
(3 hrs)
An analysis of trade relationships between the U.S. and Japan and
the U.S. and South Korea, identification of current problems, future
trends and prospects. Particular emphasis will be focused on U.S.
trade competitiveness, marketing, cultural perceptions and practices,
business negotiating, and bilateral trade agreements.

Marketing

CREDIT, DEGREE APPLICABLE COURSES:

MRKT 122. Fundamentals of Salesmanship (3)
Lec-3
Practice and problems in the field of personal salesmanship. An
analysis and discussion, on a workshop basis, of the fundamental
and technical aspects of selling goods and services. Special attention
given to individual student’s salesmanship qualities. CSU

MRKT 140. Principles of Marketing (3)
Lec-3
Required for all Marketing and Fashion Merchandising majors
A general survey of types and functions of marketing institutions,
products and services, channels of distribution, trends in marketing
practices, and a study of consumer behavior. CSU

MRKT 145. Microcomputer Marketing Applications (3)
Lec-3, lab-3
Introduction to and integration of word processing, graphic presenta-
tion, and Internet using Microsoft Office Professional software
applications for electronic marketing. Experience in creating a word
processed sales letter, a document to market services, a multi-
page sales report, and a newsletter; an electronic slide presentation
targeting potential customers; an Internet survey; and Web pages,
including a marketing product report, marketing plan, and salesper-
son’s profile. CSU

MRKT 148. Marketing Management and Supervision (3)
Lec-3
Supervisory skills and management techniques for middle manage-
ment personnel in marketing businesses and industry. Topics include
understanding and motivating people, leading others, communicating, delegating, training, decision-making and personal development. CSU

**MRKT 170. Fundamentals of Advertising (3)**
Lec-3
Required for all Marketing and Fashion Merchandising majors
A practical introduction to advertising. In-depth study of advertising media and jobs in advertising. Study and practice in creating advertising campaigns. CSU

## Microcomputer Applications for Business

**CREDIT, DEGREE APPLICABLE COURSES:**

**MABS 60. Microcomputer Applications for Business (3)**
Lec-3, lab-3 CR/NC avail.
Advise: WDPR 78
Not open to students who are enrolled in or who have completed L A 81
Introduction to the fundamental concepts and skills of the operating system and the three most frequently used computer software programs applications used in business: word processing, electronic spreadsheets, and database management. CSU/UC

**MABS 61. Advanced Microsoft Office for Windows (3)**
Lec-3, lab-3 CR/NC avail.
**PREREQ.: MABS 60 OR DEMONSTRATION OF MABS 60 EXIT SKILLS**
Creating spreadsheet, database, word processing, and presentation projects using advanced features in Microsoft Office. Preparing documents for the World Wide Web by utilizing Office’s built-in tools. CSU

**MABS 67. Database for Business/Access for Windows (3)**
Lec-3, lab-3 CR/NC avail.
Advise: WDPR 78
Introduction to a relational dynamic database environment using Access for Windows. Experience creating and modifying business databases; data manipulation and retrieval, and report generation. CSU

**MABS 88. Microcomputer Applications Laboratory (0)**
Lab-10
**COREQ.: ANY BUSINESS DEPARTMENT CREDIT OR NONCREDIT CLASS**
An open laboratory for students who are completing homework assignments for Business Department credit and noncredit classes. Enroll in the lab. CSU

**MABS 101. Spreadsheets for Business/Excel (3)**
Lec-3, lab-3 CR/NC avail.
Advise: WDPR 78 or ability to type 25 wpm; BSMA 66 or 68
Experience in creating, modifying, and printing spreadsheets using Excel software on either IBM-PC compatible or Macintosh computers. Includes creating charts, working with database features, and the use of macros. CSU

**MABS 160. Survey of Business Data Processing (3)**
Lec-3, lab-0.5
An introduction for business students stressing the principles, terminology, and programming of a business data processing system. The concepts of a management information system, its uses, limitations, and impact on organizations reviewed. An introduction to the programming language BASIC is given by the entering and testing of business problem using computers. CSU

Lec-1, lab-1 CR/NC avail.
Advise: WDPR 78
Introduction to the creation of business presentations using PowerPoint for Windows. Topics include developing on-screen slides; inserting tables, pictures, and spreadsheets into the presentation; and constructing a slide show utilizing transitions and timings. CSU

**MABS 301. Novell Network Administration (2)**
Lec-2
Basic and fundamental network management tasks are covered in lecture and hands-on lab assignments using a Novell Local Area Network. Includes user support, directory structures, security, backups, menus, mail, and use of file server and workstation utilities. Prepares to take the Certified Novell Administrator examination. CSU

**MABS 302. Novell Administration: Advanced (1)**
Lec-1
Advanced network management concepts and tasks using a Novell Local Area Network including: server configuration, management, and maintenance; performance monitoring; accounting; advanced services; network configuration to support other protocols (e.g., TCP/IP and Mac). Prepares to take the Certified Novell examination for this subject. CSU

**MABS 391. Word Processing/Microsoft Word (3)**
Lec-3, lab-3 CR/NC avail.
**PREREQ.: WDPR 79 OR THE ABILITY TO TYPE AT LEAST 35 WORDS A MINUTE WITH NO MORE THAN ONE ERROR A MINUTE**
Advise: ESL 72 or 150
Not open to students who are enrolled in or have completed WDPR 391, 391A or 391B.
Experience creating, formatting, editing, and printing documents on the IBM personal or compatible computer using Word for Windows. Features covered include the spelling and grammar checkers, page numbering, and tables. Advanced features include headers and footers, footnotes, merge features, macros (automatic keystroke repetition), style sheets, newspaper and parallel columns, sorting, and other features as time permits. CSU
Formerly WDPR 391.

**MABS 405. Developing Web Sites - FrontPage (3)**
Lec-3, lab-3 CR/NC avail.
Advise: MABS 60 (knowledge of Microsoft Windows and Microsoft Office)
Practical instruction in designing and publishing business web pages on the Internet using Microsoft FrontPage. Web sites will include: page division with frames, interactive input forms, tables, hyperlinks, graphics, animated images and multimedia. Exploration of how an enterprise might plan, design, produce, promote, and maintain a business web site. CSU

**MABS 406. Developing Web Sites - Dreamweaver (3)**
Lec-3, lab-3 CR/NC avail.
Advise: MABS 60
Designing and publishing business web pages on the Internet using Macromedia Dreamweaver. Web sites will include page division with frames, interactive input forms, tables, hyperlinks, graphics, animated images and multimedia. The course will explore how an enterprise might plan, design, produce, promote, and maintain a business web site. CSU
NONCREDIT COURSES:

COMP 9245. Introduction to Computers/Operating Systems (27 hrs)
Advise: SECY 9388
Explores the utilization of the microcomputer in diverse environments; survey of computer systems and techniques; history of computer and information sciences; computer equipment and programming systems, design, development, and implementation. The use of computers in the solution of typical business management problems and tasks is emphasized.

COMP 9857. Micro Business Applications (90 hrs)
Advise: ESLN 3500; COMP 9245
Introduces commonly used business software such as word processing, spreadsheet and database.

COMP 9867. Spreadsheets - Level 1 (15 hrs)
Advise: ESLN 3500; COMP 9245
Introduces spreadsheet software and terminology. Students learn to create, edit, and print spreadsheets. Additional topics include formatting data and entering labels, formulas, and functions. Students are encouraged to do hands-on practice outside of class.

COMP 9869. Computer Lab Orientation (9 hrs)
Advise: ESLN 3400; SECY 9388
A hands-on introduction to the hardware, software, operating system and lab procedures.

COMP 9888. Spreadsheets - Level 3 (15 hrs)
Advise: COMP 9895
Introduces students to the following Excel 2000 spreadsheet concepts: brief review of Level 1 and 2 concepts, creating databases in Excel, recording macros, debugging recorded macros, writing basic macros using Excel’s Visual Basic structure.

COMP 9889. Overview/Applications (90 hrs)
Advise: ESLN 3500; SECY 9388
A thorough introduction to microcomputers, with hands-on experience using popular applications to solve common business problems. Projects in word processing, spreadsheets and databases are emphasized. Information processing concepts and vocabulary, and information about jobs using computers is included.

COMP 9894. Databases - Level 1 (12 hrs)
Advise: ESLN 3500; COMP 9245
Techniques and applications of database management. Topics include creating and altering a database, searching techniques and creating reports.

COMP 9895. Spreadsheets - Level 2 (15 hrs)
Advise: COMP 9867
Introduces students to the following Microsoft Excel 2000 concepts: brief review of Level 1 concepts, design of advanced formulas and functions, basic Excel charting concepts, techniques for handling multiple worksheets, 3D worksheet concepts, advanced printing features, inserting graphics and using Excel 2000 drawing tools.

COMP 9896. Microcomputers - Individual Projects (45 hrs)
Advise: Completion of at least one 45 hour applications course or equivalent experience
Students will undertake individual projects using micro applications such as word processing, spreadsheets, databases, and desktop publishing. Projects will be individualized or worked on in teams and will be determined in consultation with the instructor. Students will learn strategies and problem solving techniques related to practical applications including importing and exporting files between any two programs.

COMP 9899. Desktop Publishing - Beginning (45 hrs)
Advise: TRST 4601; SECY 9388; COMP 9245
Survey of the hardware, software, terminology and techniques used in microcomputer-based publishing. Additional topics include page layout features and popular equipment configurations. Experience in the basics of layout, importing text and graphics, and preparation of camera-ready copy for business applications.

COMP 9900. Spreadsheets - Beginning (45 hrs)
Advise: ABE 2088; ESLN 3500; SECY 9388; COMP 9245
Comprehensive introduction to using spreadsheet software to solve business problems. Students learn to set up, format, save and print spreadsheets. Additional topics include using logical and mathematical functions and creating graphs from spreadsheet data.

COMP 9901. Databases - Beginning (45 hrs)
Advise: ABE 2088; ESLN 3500; SECY 9388; COMP 9245
Development of practical skills in the use of microcomputer database software for information management. Topics include designing and building database structures, entering and editing records, searching, sorting and selecting records, and generating various kinds of reports.

COMP 9902. Graphics for Business (45 hrs)
Advise: ABE 3088; ESLN 3500; COMP 9245
Students learn to prepare and present business information in graphic form. Pie, bar, text and other charts are created using appropriate software, with emphasis on selecting appropriate graph formats to increase visual impact.

COMP 9903. Software Update (15 hrs)
Advise: COMP 9900
Software programs change frequently as vendors enhance their products by adding new features or introducing new programs with more capabilities. This course explains the features and enhancements of the latest release of a software program (to be named in the schedule) and provides hands-on practice. Content varies, may be repeated when content changes.

COMP 9904. Spreadsheets - Intermediate (45 hrs)
Advise: COMP 9900
Designed for proficiency in using spreadsheet software to solve business problems. Students learn enhanced worksheet design for business applications, database management techniques, and creating and executing simple and complex macros (stored procedures).

COMP 9905. Computer Applications - Introduction (45 hrs)
Advise: TRST 4601; ESLB 3821; SECY 9388
An introduction to computers and their uses in business. Students will write and print a short business letter, create and sort a mailing list, and enter and edit a bookkeeping worksheet, using common computer programs. The course will include at least 20 hours of hands-on lab time.

COMP 9906. Databases - Level 2 (15 hrs)
Advise: COMP 9894
An overview course introducing the student to the intermediate features of databases. Students will be shown through hands-on exercises how to create a custom screen, manage numbers and dates, manage multiple files, and write and run a simple program. Students are encouraged to do hands-on practice outside of class.

COMP 9907. Desktop Publishing - Intermediate (45 hrs)
Advise: COMP 9899
The production of camera-ready copy for flyers, business reports, newsletters, etc. using desktop publishing software. Experience in
using typographical controls and page layout tools to format for visual impact and readability.

COMP 9908. Micro Applications - Current Topics (45 hrs)
Adviser: TRST 4601 or ESLV 3821; SECY 9388 or 25 net wpm keyboarding; Any hands-on introductory computer course of at least 27 hours or equivalent experience
Use of the latest state-of-the-art microcomputer software and its application to business and office procedures. Students work with industry-specific software or explore new features in the latest version of an older software release. Taught-hands-on in a computer lab. Course content varies.

COMP 9909. Spreadsheets - Advanced (45 hrs)
Adviser: COMP 9904
Emphasis on solving real-life business problems with advanced spreadsheets. Includes data sharing and data analysis techniques for computing projections, probabilities and estimates.

COMP 9910. Databases - Intermediate (45 hrs)
Adviser: COMP 9901
Development of practical intermediate skills in the use of microcomputer database software for information management. Topics include creating custom forms, creating complex search criteria for performing multiple searches, queries and sorts, creating complex reports and queries, performing complex calculations, managing multiple related databases, and simple programming.

COMP 9911. Databases - Advanced (45 hrs)
Adviser: COMP 9910
Development of practical advanced skills in the use of microcomputer database software for information management. Topics include creating custom applications, using an applications generator, programming techniques, keystroke macros, intelligent custom forms, and interfacing with other programs.

COMP 9913. Microcomputer Lab (90 hrs)
An open laboratory in which students may complete their microcomputer assignments or word processing assignments.

COMP 9914. Desktop Publishing - Advanced (45 hrs)
Adviser: COMP 9907
Setting type to specifications and learning specialized features such as marking text and graphics for printing spot color overlays, automatic table of contents generation and automatic index generation. Individual projects.

COMP 9917. Building Individual Web Sites (45 hrs)
Adviser: Completion of beginning word processing, spreadsheet, and database courses and at least one intermediate word processing, spreadsheet or database course
Integrating the individual applications and services contained in Office 97 into a functional unit for building custom solutions to business problems, individually, in a workgroup, and on the Web, using readily available Office 97 capabilities such as data access, reporting, and analysis, information publishing, messaging and query operations, document collaboration, and macros.

COMP 9918. Building Business Web Sites (45 hrs)
Adviser: Completion of at least one word processing, spreadsheet, or database course
Using the Internet for business information gathering and dissemination. Designing, maintaining, and publishing business web sites. Creating web pages and Internet business applications using FrontPage and Office 97.

CMSP 9241. Introduction to Computers/ABE (90 hrs)
Adviser: TRST 1400, SECY 9388
A course in basic computer literacy.

Paralegal/Legal Studies

CREDIT, DEGREE APPLICABLE COURSES:

L A 51. Introduction to Legal Assisting (3)
Lec-3
PREREQ.: ENGL 96 or BSEN 70 or PLACEMENT IN ENGL 1A
Introduction to law, the legal system, and the roles of the paralegal; exploration of job descriptions and functions of the paralegal; the relationship and comparison of paralegal and lawyer; introduction to legal terminology and basic research. CSU

L A 52. Introduction to Legal Writing (3)
Lec-3
PREREQ.: ENGL 96 or BSEN 70 or PLACEMENT IN ENGL 1A
Basic techniques of writing including review of grammar, spelling and word usage, sentence structure, basic writing, punctuation, capitalization and oral and electronic communication skills as they relate to the legal field. CSU

L A 53A. Commercial Law (3)
Lec-3
PREREQ.: BSEN 70 or ENGL 96 or PLACEMENT IN ENGL 1A
Not open to students who have completed CLW 18.
The nature, purpose, and sources of law; the historical development of the law and its function with respect to society and business; contracts, agency, personal property, and bailments. CSU/UC

L A 53B. Commercial Law (3)
Lec-3
PREREQ.: L A 53A/CLW 18
Not open to students who are enrolled in or have completed CLW 19. Continuation of L A 53A or CLW 18.
Sales, partnerships, corporations, the regulation of business, and negotiable instruments. CSU/UC

L A 54. Business and Corporate Law (3)
Lec-3
Adviser: L A 75
Legal aspects of various business enterprises, including corporations, sole proprietorships, partnerships, and joint ventures. Common procedural and organizational aspects, legal problems and the role of the attorney and paralegal in approaching these problems. CSU

L A 55. Tort Law and Claims Investigation (3)
Lec-3
PREREQ.: L A 75
The law of torts and its application, including a survey of the substantive law of torts; procedures for case analysis, interviewing clients and witnesses, discovery techniques; liability insurance; the paralegal’s role prior to and at the time of trial. CSU

L A 60. Wills, Trusts, and Probate Administration (3)
Lec-3
PREREQ.: L A 75
Fundamental principles of the law of wills and trusts, including simple will and trust forms; organization and jurisdiction of a California probate court; administration of estates in California probate courts,
including gift, inheritance, and estate taxes; practice in documentation. CSU

L A 61. Environmental Law (3)
Lec-3
Advises: L A 75
Fundamentals of environmental law, including names and structure and purpose of federal and state environmental laws; regulations and agencies implementing federal and state environmental laws; regional and local environmental laws, regulations, and agencies; administrative and legislative procedure; clients’ environmental issues; and documentation of environmental issues. CSU

L A 62. Legal Aspects of Employee Benefits and Executive Compensation (3)
Lec-3
Advises: L A 75
Study of types of employee benefit and executive compensation plans and their purposes, roles of governmental agencies, and basic legal requirements and how to demonstrate compliance with them; the basics of legal research in ERISA; plan documents and employee communications. CSU

L A 63. Labor Law (3)
Lec-3
An overview of the legal frameworks and doctrines governing labor-management relations and the workplace rights of minorities and other employees. Designed to provide practical legal background for the study and practice of labor relations. CSU

L A 64. Debtors’ Rights and Creditors’ Remedies (3)
Lec-3
Advises: L A 75
An examination of the rights of debtors and the remedies of creditors before, during, and after a lawsuit. A review of forms and documents used. CSU

L A 65. Family Law (3)
Lec-3
Advises: L A 75
The legal aspects of marriage and the dissolution and annulment thereof; community property; guardianship; adoption; rights and responsibilities of stepparents and juveniles; child support and alimony. CSU

L A 66. Intellectual Property (3)
Lec-3
Advises: L A 75
Principles of intellectual property law in trademarks, copyrights, and patents including international conventions and differences between ideas and expression of ideas, fair-use doctrine, and the notion of public domain. CSU

L A 67. Immigration Law (3)
Lec-3
Advises: L A 75
This course identifies eligible immigrants, classes of visas, citizenship eligibility and application, and special conditions. Topics include I.N.S. structure, procedures, and filings; factual, country, and legal research; and immigration case management and technology. Hands-on approach. CSU

L A 68. Medical Law (3)
Lec-3
Advises: L A 53A or CLW 18 AND L A 75
General business law (including the law of contracts, corporate legal structures, and antitrust liability) as it applies to the establishment of health care organizations. The law of health care management, including such topics as managed care, professional liability and patients’ rights, and health care as a legal right. CSU

L A 69. Communications Law (3)
Lec-3
Advises: BCST 100, 103, CLW 18/L A 53A, OR JOUR 19
Students will examine the major legal issues faced by the media in the United States. Topics include the First Amendment, prior restraint, defamation, obscenity, fair trial, and free press. Additional topics include broadcasting, cable, and new electronic media as well as the evolving legal and ethical issues associated with the Internet. CSU

L A 70. Civil and Criminal Evidence (3)
Lec-3
Not open to students who are enrolled in or have completed ADMJ 53.
The rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and interrogatory summarizing. CSU

L A 71. Civil Litigation (3)
Lec-3
Prerequisites: Completion/concurrent enrollment in L A 75
Introduction to civil litigation process from client interview through appeal, including drafting of various litigation documents. CSU

L A 72. Investigation, Discovery, and Trial Preparation (3)
Lec-3
Prerequisites: L A 71 AND 75
In-depth coverage of investigation, discovery, and trial preparation in civil litigation. Manage and analyze data. CSU

L A 75. Legal Research and Writing (3)
Lec-3
Prerequisites: L A 51 AND 52
The proper techniques of primary and secondary research; extensive practice in the techniques of writing legal memoranda. CSU

L A 80. Law Office Management and Procedures (3)
Lec-3
Prerequisites: L A 81/MABS 60; L A 53A/CLW 18
Students gain knowledge of the legal industry, knowledge of a how a law office functions, and practical skills. They study law office management systems, personnel management, accounting, and operations. Students receive hands-on training in the use of law office equipment and in the preparation of legal documents and correspondence. CSU

L A 81. Microcomputer Applications for Business (3)
Lec-3
Not open to students who are enrolled in or who have completed MABS 60.
Introduction to the Fundamental Concepts and skills of DOS and the three most frequently used computer software program applications used in business: word processing, electronic spreadsheets, and database management. CSU

L A 92. Legal Aspects of Real Estate (3)
Lec-3
California real estate law (including rights incident to property ownership and management, agency, and contracts) as applied to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. CSU
Office Technology

CREDIT, DEGREE APPLICABLE COURSES:

WDPR 78. Keyboarding (1)
Lec-5 (8 wks) CR/NC avail.
Open to students who have had no previous training in typing. No credit given to students who have passed a course in beginning typing at City College or any other educational institution. Development of keyboard control; accuracy, speed, and concentration exercises; equipment operation and care. Completion requirement: Ability to type by the touch method, 25 words a minute gross in a series of three-minute tests with an average of not more than one error per minute. CSU

WDPR 79. Speedbuilding: Keyboarding (1)
Lab-5 (8 wks) CR/NC avail.
PREREQ.: WDPR 78 OR THE ABILITY TO TYPE 25 WORDS A MINUTE FOR 3 MINUTES WITH NO MORE THAN 3 ERRORS.
Repeat: max. 4 units
A review of good typing techniques, manipulation of machine parts, and keyreaches. Emphasis on the development of speed and control. CSU

WDPR 80. Word Processing Document Production (3)
Lec-3, lab-3
PREREQ.: WDPR 79 OR THE ABILITY TO TYPE 35 WORDS A MINUTE WITH NO MORE THAN ONE ERROR A MINUTE
Advise: ENGL 90 or ESL 72 or 150
Entering, formatting, proofreading, and revising business documents such as letters, single- and multi-page reports, outlines, tables, minutes, and resumés to an acceptable office standard using a word processing system. Students also interpret proofreading marks, compose brief office messages, and continue to enhance their keyboarding skills. CSU

WDPR 391A. Beginning Word Processing - Word for Windows (1.5)
Lec-3, lab-3 (8 wks) CR/NC avail.
PREREQ.: WDPR 79 OR THE ABILITY TO TYPE 35 WORDS A MINUTE WITH NO MORE THAN ONE ERROR A MINUTE
Advise: ESL 72 or 150
Not open to students who are enrolled in or have completed WDPR 391.
Experience creating, formatting, editing, and printing documents on the IBM Personal or compatible computers using Word for Windows. Features covered include the spelling and grammar checkers, page numbering, and creating tables with the table feature. CSU

WDPR 391B. Advanced Word Processing - Word for Windows (1.5)
Lec-3, lab-3 (8 wks) CR/NC avail.
PREREQ.: WDPR 391A
Not open to students who are enrolled in or have completed WDPR 391.
Explore Word for Windows’ sophisticated document preparation features on the IBM Personal Computer or a compatible computer. Create documents using headers and footers, footnotes, merge features, macros (automatic keystroke repetition), style sheets, newspaper and parallel columns, sorting, and other features as time permits. CSU

WDPR 431. Desktop Publishing - PC PageMaker (3)
Lec-2, lab-3 CR/NC avail.
Hands-on experience using PageMaker (on IBM-PC compatible computers) to design and build a publication. Students work with graphics and text, design pages, and handle common business and technical writing applications. CSU

NONCREDIT COURSES:

SECY 9341. Business Math With Spreadsheets I (90 hrs)
Advise: HSEN 2267 and ESLN 3500
Use of spreadsheet software to make common business calculations such as discounts, commissions, markup, credit charges, simple and compound interest, and present value.

SECY 9346. Effective Business Communication (90 hrs)
Advise: Basic knowledge of word processing. Completion of business English strongly recommended.
Students will learn skills and strategies to become more effective writers. These skills provide students with the necessary foundation for continued development and advancement in their careers through improved written communication.

SECY 9348. Business English (90 hrs)
Advise: ESLN 3800
Development of written communication skills: punctuation, business vocabulary, capitalization, composition of business correspondence, spelling, proofreading, and use of office reference materials.

SECY 9354. Business Machines/10 Key (90 hrs)
Emphasis on developing speed and accuracy on the 10-key keypad. Practice in the efficient and effective use of function keys for business computations.

SECY 9374. Keyboarding - All Levels (180 hrs)
Advise: ESLN 3500
An open-entry, open-exit course providing individualized and group instruction as appropriate for beginning through advanced keyboarding students.
SECY 9375. Clerical Keyboarding (180 hrs)
Advis: ESLN 3500
Prepares students for entry-level clerical employment. Keyboarding for accuracy and speed, instruction in formatting office correspondence, practice in simulated office keyboarding tasks, and operation of the ten-key calculator by touch.

SECY 9377. Keyboarding Laboratory (90 hrs)
Allows students to refresh their skills, prepare for timed writings before employment interviews, tutorial refresher for WordPerfect, 10-key course practice.

SECY 9388. Keyboarding For Computers (45 hrs)
Advis: ESLN 3400
Students will acquire basic knowledge of the keyboard to interact more efficiently with desktop computers, computer terminals, or electronic communication systems. Instruction covers introduction to the keyboard and development of basic keyboarding skills.

SECY 9392. Secretarial Office Practice (90 hrs)
Advis: SECY 9374; ESLG 3500 and 3600
Students produce standard office documents using electric or electronic typewriters. Students learn to accurately type and transcribe documents. Composing typical office correspondence, producing statistical reports, and accurately assessing personal productivity.

SECY 9399. Office Technology - Laboratory (180 hrs)
Advis: ESLN 3300; TRST 4601 or equivalent; SECY 9374 or keyboarding speed of 25 nwpm; COMP 9905
An advanced microcomputer keyboarding/office production course with emphasis on current office procedures and practices. Word processing and document formatting skills on the microcomputer are developed and enhanced. Modules on telecommunications, Internet, ten-key printing calculator, and machine transcription are provided.

SECY 9400. Job Preparation (45 hrs)
Learn to prepare résumés, write cover letters and thank you letters, access and perform job-hunting techniques.

WOPR 9486. Word Processing - Beginning Word 97 (45 hrs)
Advis: TRST 4601; ESLG 3821; SECY 9374
In this hands-on course, students learn how to create, edit, save and print business documents. Covers formatting procedures (such as changing margins, line spacing and tab stops) and emphasizing text (such as underlining and centering). Techniques for handling multi-page reports are introduced.

WOPR 9990. Word Processing (Multi-Level) (90 hrs)
Advis: SECY 9348; SECY 9374
Identification and use of equipment typical of a word processing center. Operation of text-editing equipment to create, store, edit, and print various types of documents suitable for personal use.

WOPR 9991. Word Processing - Level 1 (15 hrs)
Advis: TRST 1300; ESLB 3821; SECY 9388
Introduces basic concepts and components of word processing applications through actual practical experience with word processing and software.

WOPR 9992. Word Processing - Level 2 (15 hrs)
Advis: WOPR 9991
An overview of the intermediate features of word processing: create, edit, and print out a document. Outlines, headers and footers, page numbers, simple macros and columns.

WOPR 9993. Word Processing - Level 3 (15 hrs)
Advis: WOPR 9993
Advanced features and techniques of word processing including sorting, styles, tables, borders, calculating, and mail merge.

WOPR 9995. Word Processing - Intermediate (45 hrs)
Advis: WOPR 9486
Special word processing features to create, revise and print business documents. Topics cover moving and copying text, indenting paragraphs, changing format for part of document (margins, line spacing, tab stops) and hyphenation. Additional topics include using a spelling checker and backing up documents. Techniques for controlling page ends in multipage reports are introduced. Hands-on practice.

WOPR 9996. Word Processing - Advanced (45 hrs)
Advis: WOPR 9995

WOPR 9997. Word Processing - Special Topics (45 hrs)
Advis: WOPR 9996
In this hands-on course students concentrate on: (a) advanced features that are specific to a particular word processing system (b) features that are useful for document processing in a specific industry (e.g. legal).

Real Estate

CREDIT, DEGREE APPLICABLE COURSES:

RE 97. Work Experience in Real Estate (3)
Work-225 total paid, supervised hrs., or 180 total unpaid, supervised hrs., conf-var.
Coreq.: Enrollment in at least 4 additional units and written consent of instructor
Repeat: max. 6 units
Supervised employment involving real estate duties. CSU

RE 181. Principles of Real Estate (3)
Lec-3
The fundamental real estate course covering the basic laws and principles of California real estate; background and terminology necessary to advanced study in specialized courses. Designed to assist those preparing for the real estate salesperson licensing examination. CSU

RE 182. Escrow Fundamentals (3)
Lec-3
Basic methods and techniques of escrow procedures and legal responsibilities of individuals engaged in escrow work. Types of instruments used on the job and their preparation, closing statements, disbursement of funds, proration calculations, public and ethical responsibilities. CSU

RE 183. Real Estate Property Management (3)
Lec-3
An introductory course dealing with real estate property management and its relation to the areas of management, agency, contracts, rentals (e.g., lease and rental agreements), basic rent rules, rent control, tenant selection, insurance, repairs and maintenance, evictions, discrimination, landlord and tenant rights, public and private housing facilities, government regulations and participation, and the real estate industry. CSU
Small Business

CREDIT, DEGREE APPLICABLE COURSES:

SMBS 135. Ownership and Operations of a Small Business (3)
Lec-3 CR/NC avail.
An introduction to organizing and managing a successful small business enterprise. Emphasis on formulating a business plan, preparing financial statements, conducting marketing research, finding sources of financing, developing marketing and business strategies, and responding to legal and ethical issues. CSU

NONCREDIT COURSES:

SMBU 9399. Human Resources - Small Business
Interpersonal behavior as related to the administration of a small business. Focus on personal components such as: organizational structure, communications, motivation, selection and placement, management development and leadership.

SMBU 9403. Small Business Bookkeeping (54 hrs)
Advis: TRST 4601 or equivalent
Development of accounting knowledge and skills needed to operate a small business. Bookkeeping cycle, payroll and voucher systems, journal entries, the balance sheet, and income statements.

SMBU 9408. Small Business Marketing (3 hrs)
An in depth view of marketing for the small business operator. Market analysis, marketing techniques and programs suitable for the small business.

SMBU 9418. Small Business and Taxes (3 hrs)
A non-technical introduction to federal and state tax laws applicable to small business owners. Reportable income, business deductions, tax credits and tax-saving strategies.

SMBU 9419. Developing a Business Plan (12 hrs)
Basic information on the initial planning process for a successful start-up and management of a new business.

SMBU 9421. Successful Sales (3 hrs)
An overview of successful sales techniques including: telemarketing, tracking sales prospects, sales presentations, and successful closings.

SMBU 9423. Restaurant Entrepreneurship (12 hrs)
Challenges facing the food service operator. Marketing, menu concepts, providing consistent service and product, staff training, planning for profit.

SMBU 9429. Bid Preparation for Government Contracts (3 hrs)
How to process and submit procurement contact bids to the federal, state and city government purchasing offices.

SMBU 9436. Buying a Business (3 hrs)
A discussion of the basic steps involved in the purchase of a business: evaluation of the merits of the business, determination of purchase price and financing of purchase.

SMBU 9437. Keeping Score on Your Business (6 hrs)
Identification of the strengths and weaknesses of a small business through ratio analysis, income/expense and balance sheet comparisons from statements and tax returns. Development of systems to pinpoint problems and identify necessary corrective actions.
SMBU 9439. Selling a Business (3 hrs)
Preparation of the business for sale to gain the most benefits while being fair to the buyers. Pricing the business, negotiating, understanding offers and counter-offers, and the escrow process.

SMBU 9440. Entrepreneur’s Round Table (3 hrs)
Advised: TRST 4601, or equivalent
An on-going series of seminars/workshops for small business owners. Access to resources, procurement of bank loans, marketing, manufacturing, finance and human relations. Seminars/workshops will be based on participant interchange and the development of practical solutions to specific problems.

SMBU 9447. Business Laws for Small Businesses (3 hrs)
An overview of business law designed to acquaint the small business operator with the law. Employment, contracts, negotiable instruments and methods of obtaining legal advice.

SMBU 9448. Purchasing Products and Services (3 hrs)
Learn how to locate the suppliers of goods and services for your new or established business. Also discussed are alternate sources planning, saving money on purchase orders and delivery costs, and dealing with vendors.

SMBU 9449. Staffing Your Business (90 hrs)
A practical course in determining staffing needs, developing effective hiring procedures, establishing employee and business policies, and training and motivating employees.

SMBU 9450. Effective Advertising (3 hrs)
Development of advertising skills for the small business operator. Budget, selection of medium, motivation, use of color, the copy and follow-up.

SMBU 9451. Business Licenses and Permits (3 hrs)
An overview of the various licenses and permits required to operate a small business.

SMBU 9452. Supervising Employees (3 hrs)
Development and improvement of management skills. Various management techniques that focus on employee needs, and how they can be used in supervising and motivating employees.

SMBU 9453. Business Communication (3 hrs)
Emphasis on improving communication skills. Importance of communications in business, effective listening, effective questioning, summarizing techniques, and presentation skills.

SMBU 9454. Getting Government Business (3 hrs)
An overview of the process of selling goods and services to the government, including the various types of procurement, proposal submittal, content of proposals, requirements, and implementation.

SMBU 9456. Employer/Employee Rights (3 hrs)
An overview of the rights and responsibilities of employers and employees, and a discussion of the laws pertaining to this relationship.

SMBU 9457. Getting Started in Business (18 hrs)
An overview of the requirements for a successful new business: organizing a business, choosing the right location, leasing, scheduling the opening, getting necessary permits, licenses and insurance, equipping and stocking, and record keeping.

SMBU 9458. Employee Training (3 hrs)
A discussion on employee training programs for the small business. An overview of cost effectiveness, in house training vs. outside training.

SMBU 9459. Controlling Your Inventory (3 hrs)
An overview of the impact of inventory on the profitability of a small business. Advantages of inventory control in terms of profits and space needs.

SMBU 9460. Marketing Strategy (3 hrs)
Introduction to marketing strategy. An overview of the objectives and components necessary to design a strategy to meet the needs of the small business.

SMBU 9461. Pricing a Product or Service (3 hrs)
A broad discussion of the factors affecting pricing including government regulations and specific pricing policies established by manufacturers, wholesalers, retailers and the service industry.

SMBU 9462. Marketing Analysis (3 hrs)
An overview of the material needed to make intelligent marketing decisions. Prepares the student to put together a marketing program.

SMBU 9463. The Telephone as a Sales Tool (3 hrs)
Phone answering techniques to gain customers and increase sales.

SMBU 9464. Designing a Financial Future (12 hrs)
A non-technical use-oriented course in designing your personal financial plan making rational investment decisions and instilling appropriate tax planning strategies.

SMBU 9465. Small Business Insurance (3 hrs)
A comprehensive examination of property and casualty insurance applications relating to small business. Coverages required by law.

SMBU 9466. Employer/Employee Rights (3 hrs)
An overview of the rights and responsibilities of employers and employees, and a discussion of the laws pertaining to this relationship.

SMBU 9467. Getting Started in Business (18 hrs)
An overview of the requirements for a successful new business: organizing a business, choosing the right location, leasing, scheduling the opening, getting necessary permits, licenses and insurance, equipping and stocking, and record keeping.

SMBU 9468. Employee Training (3 hrs)
A discussion on employee training programs for the small business. An overview of cost effectiveness, in house training vs. outside training.

SMBU 9469. Controlling Your Inventory (3 hrs)
An overview of the impact of inventory on the profitability of a small business. Advantages of inventory control in terms of profits and space needs.

SMBU 9470. Marketing Strategy (3 hrs)
Introduction to marketing strategy. An overview of the objectives and components necessary to design a strategy to meet the needs of the small business.

SMBU 9471. Pricing a Product or Service (3 hrs)
A broad discussion of the factors affecting pricing including government regulations and specific pricing policies established by manufacturers, wholesalers, retailers and the service industry.

SMBU 9472. Finding the Right Location (3 hrs)
Discussion of the considerations that should be made to insure the selection of the optimal business location. Size requirements, neighborhood demographics, availability of services, codes and zoning regulations and competition.

SMBU 9473. Selling and Sales Management (3 hrs)
An overview of successful sales techniques for small business operators. Sourcing necessary information, making appointments, making the presentation, closing the sale, and following up.

SMBU 9474. Business Planning (6 hrs)
For pre-business and new business owners. Basic information on the initial planning process for a successful start-up and management of a new business.

SMBU 9475. Record Keeping (3 hrs)
A practical course which evaluates the necessity of setting up and maintaining an effective system of records for a small business. Examination of the different system and methods of organizing data.

SMBU 9476. Buying a Business (6 hrs)
Basic steps involved in the purchase of a business: Evaluation of the merits of the business, determination of purchase price, and financing of purchase.

SMBU 9477. Franchise Business Basics (3 hrs)
An introduction to franchising for pre-business entrepreneurs who want to investigate, start-up, and prepare a franchise marketing busi-
ness loan proposal for a major franchise or corporation. An overview of the requirements and trends of franchising.

SMBU 9779. Understand Your Lease (3 hrs)
Practical and key aspects of a small business lease. Examination of the leasing process from the search for a location through termination of the leasing relationship.

SMBU 9780. Drug Abuse in the Workplace (3 hrs)
What employers and supervisors need to know in order to establish and maintain a drug-free workplace. Setting policy, establishing a drug-free awareness program, identifying potential problems, methods of screening, employee assistance programs, treatment referral, reentry after treatment, confidentiality issues.

SMBU 9781. Legal Structure for a Business (3 hrs)
An introduction to the legal structures a business can assume. Corporations, partnerships, sole proprietorships, and commonly encountered problems.

SMBU 9782. Home Based Business (3 hrs)
A practical overview of operating a home-based business. Licenses and permits, equipment, procedures, and commonly encountered problems.

SMBU 9783. Getting the Right Loan (3 hrs)
Fundamentals in identification and evaluation of the various types of loans available to small businesses, and a discussion of alternative sources of funding.

SMBU 9784. Finance for Small Business (3 hrs)
Examination of the initial and on-going financial needs of a small business, with attention to basic financial analysis, statements, ratios, and trends.

SMBU 9785. Contract Administration (3 hrs)
An introduction to the processes of contract administration.

SMBU 9789. Introduction to Franchising (3 hrs)
An overview of the nature of supervision and management as they relate to the operation of a small business.

SMBU 9791. Introduction to Finance (3 hrs)
An introduction to financial analysis through the study of financial statements, ratios, and trend recognition.

SMBU 9792. Introduction to Management (3 hrs)
An introduction to the vocabulary, concepts, and principles of management as they relate to the operation of a small business.

SMBU 9793. Introduction to Marketing (3 hrs)
An introduction to the vocabulary, concepts, and principles of marketing as they relate to the operation of a small business.

SMBU 9794. Wholesaling (3 hrs)
An overview of wholesaling and its functions for the small business operator. Buying, selling, transportation, storage and financing.

SMBU 9795. Retailing (3 hrs)
An overview of all forms of selling goods and services to the consumer. Location, merchandise, credit, personnel, financing and controls.

SMBU 9796. Profiting from Financial Statements (3 hrs)
An introduction to basic financial analysis through the study of financial statements, ratios, and trend recognition.

Supervision and Business Management

CREDIT, DEGREE APPLICABLE COURSES:

SUPV 221A. Introduction to Supervision/Management (1.5) Lec-1.5 CR/NC avail.
Introductory course covering the nature of supervision and management; basic management theories; leadership styles; history of supervision/management; responsibilities of a supervisor, such as planning, recruiting, training, evaluation; management-employee relations; discipline/reward; grievances; decision-making; communications; motivation; time management, stress management, employee safety; supervising protected groups; and other issues and trends in supervision/management. CSU

SUPV 222A. Communication for Supervisors (1.5) Lec-3 (8 wks)
Instruction and practice in effective speaking, listening, and writing in supervisory situations; kinds of supervisory communications; oral and written tools for supervisors; nonverbal communication; listening as a communication skill; basic English language requirements; understanding what is communicated (intent and effect). CSU

SUPV 223A. Organizational Behavior for Supervisors (1.5) Lec-3 (8 wks)
Basic concepts and principles of human behavior in organizations, including application of motivational theory, group dynamics, managing change, leadership styles, training, and organizational development. CSU

SUPV 224A. Human Resources Management (1.5) Lec-3 (8 wks)
Contemporary and historical human resources management principles and techniques for which the supervisor is responsible, including new hires selection and placement, job standards and delegation, employee development and career management, discipline, labor relations, Equal Employment Opportunity/Affirmative Action, and employment law. CSU

SUPV 226A. Advanced Communication for Supervisors (1.5) Lec-3 (8 wks)
Advanced principles of effective communication in business meetings and conferences, application through role playing practice in conducting simulated meetings. CSU

SUPV 227A. Special Problems in Supervision (1.5) Lec-3 (9 wks)
Special management problems for supervisors: sexual harassment, discrimination, AIDS and retraining, nepotism, recruiting women and minorities, leave transfers/donors, and government regulations affecting these problems. CSU

SUPV 228A. Maximizing Customer Satisfaction (1.5) Lec-1.5 CR/NC avail.
This is an introductory business course that will help students prepare for and respond to employer demand to attract and retain valuable customers and skilled employees in order to improve business performance. The course will help to define, benchmark, and increase customer satisfaction. Special topics will focus on handling disgruntled customers and interacting with internal customers, colleagues. CSU

SUPV 231. Introduction to Supervision/Management (3) Lec-3
Basics of supervision and management including planning, organiz-
SUPV 232. Organizational Behavior for Supervisors (3)
Lec-3
Basic concepts and principles of human behavior in organizations, including application of motivational theory, group dynamics, managing change, leadership styles, training and organizational development.

SUPV 233. Human Resources Management (3)
Lec-3
Human resources management principles and techniques including recruiting, job performance, employee development, career management, discipline, labor relations, and employment law; also sexual harassment, health issues in the workplace, discrimination, Americans with Disabilities Act, downsizing, managing a diverse workforce, and governmental regulations.

SUPV 234. Communication for Business Management (3)
Lec-3
CR/NC avail.
Concepts, strategies and models that help students improve their interpersonal communication skills—writing, making presentations and speeches, working in teams and negotiating outcomes. The processes students learn can be applied to oral and written communications in their business and personal lives. Concepts and models designed to improve communication with people from all cultures and enhance management and leadership of diversified teams. The tactics and strategies learned will improve communication in a way that ethically influences others to achieve desired results.

NONCREDIT COURSES:

SUMA 9412. The Supervisor in Management (18 hrs)
Advise: ESLN 3500 and TRST 4601
Position of supervisor in the management structure. Skills needed, functions of planning, organizing, staffing, directing, and controlling, communicating, motivating, decision-making, priority setting and time management.

SUMA 9413. Personnel Management (18 hrs)
Advise: ESLN 3500 and TRST 4601
Personnel responsibilities of line supervisors. Selection and training of employees, motivating, dealing with problem employees, group dynamics, leadership, and working with unions and protected groups.

SUMA 9414. Human Relations (18 hrs)
Advise: ESLN 3500 and TRST 4601
Interpersonal and organizational behavior in work situations. Organizational psychology and intergroup relations, the individual in the group, theories of motivation, communication, management philosophy, and leadership styles.

SUMA 9415. Business and Government (18 hrs)
Interaction of business and government. Serving the public through provision of goods and services and employment; planning; regulating; executive, legislative, and judicial functions; international aspects; ethics and responsibility; comparison of business and public management.

SUMA 9416. Administrative Management Methods (18 hrs)
Advise: ESLN 3500; TRST 4601
Overview of office management and administrative management methods. Principles, practices, and tools that link office activities into a coherent system; office automation; data processing; records management; and personnel responsibilities of the office manager.

SUMA 9417. Affirmative Action and Opportunity (18 hrs)
Advise: ESLN 3500; TRST 4601

SUMA 9418. Women in Management (18 hrs)
Advise: ESLN 3500; TRST 4601
Situational study of the managerial woman. Social, legal, and economic factors that caused inequality, and programs for change; selecting and assessing women for management positions; cultural bias and sex role stereotypes; motivation and preparation for success in management.

SUMA 9419. Business Law
The legal system as a resource for business and for the public. Topics include the law of contracts, business organization, agency, recognition of a legal situation, commercial law, labor law, civil and criminal law, and the attorney-client relationship.

SUMA 9422. Management by Objectives (18 hrs)
Advise: ESLN 3500; TRST 4601
Development of skill in using objectives to set priorities and to plan, organize, staff, direct, and control work programs. Delegating responsibility, communicating, motivating employees, coaching and counseling, and evaluating performance.

SUMA 9423. Developing and Appraising Staff (18 hrs)
Advise: ESLN 3500; TRST 4601
Methods for training, developing, and evaluating employees. Job analysis and description, written performance standards, motivation, communication, performance appraisal, and counseling.

SUMA 9424. Time and Methods Management (18 hrs)
Advise: ESLN 3500; TRST 4601
Techniques for effective time and caseload management and methods improvement. Scheduling, planning, setting priorities, delegating, handling interruptions and crises, improving work methods, communicating, training, and enhancing teamwork for effective use of time.

SUMA 9425. Decision-Making (18 hrs)
Advise: ESLN 3500; TRST 4601
Decision-making and problem-solving as an integral part of managing. Analytical tools and skills useful for individual and group decision-making; psychology and sociology of the decision process; techniques and action procedures; and strategies for problem-solving and for implementing decisions.

SUMA 9426. Organizational Leadership (18 hrs)
Advise: ESLN 3500; TRST 4601
Leadership as an influence process for accomplishing organizational goals. The leader viewed as cheerleader, enthusiast, nurturor, coach, and facilitator; the power base; the philosophy of leadership; leadership styles; task and people orientation; and situational leadership.

SUMA 9427. Employee/Management Relations (18 hrs)
Advise: ESLN 3500; TRST 4601
Employee-management relations in the work environment. Attitudes, status, morale; managing human resources; complaints and grievances; discipline; union-management relations; participation; improving productivity; and team-building.
SUMA 9429. Team-Building (18 hrs)
Advise: ESLN 3500; TRST 4601
Functioning of teams within the overall organization. Establishing team objectives, team spirit, major blockages, utilization of problem-solving to increase team effectiveness, role clarification, assertiveness, conflict resolution, leveling, and techniques of team-building.

SUMA 9433. Training and Developing Employees (18 hrs)
Advise: ESLN 3500; TRST 4601
Supervisory responsibilities in regard to employee career development. Job instruction training (JIT), principles of learning, training methodologies, coaching, counseling, and evaluating employee performance in training situations.

SUMA 9434. Budgeting and Control (18 hrs)
Advise: ESLN 3500; TRST 4601
Budgetary planning and executive controls as tools for management. Program budgeting, cost accounting, fiscal management, revenue planning and expense control, line-item and zero-base budgeting, program appraisal and decision-making.

SUMA 9435. Public Budgeting and Finance (18 hrs)
Advise: ESLN 3500; TRST 4601
An overview of government budgeting and revenue planning. Concepts of fiscal management, the impact of budget and finance on social goals and expectations, trends in public finance, and preparation of a budget work program with supporting explanations.

SUMA 9436. Briefing and Presenting Reports (18 hrs)
Advise: ESLN 3500; TRST 4601
Skills for giving effective briefings and oral presentations. Reducing public speaking anxieties, relaxation, identifying audience, gathering facts, organizing material, using visual aids, voice exercises, nonverbal communication, delivery, and audience questions.

SUMA 9438. Reports, Memos, and Letters (18 hrs)
Advise: ESLN 3500; TRST 4601
Approaches for writing well-organized and suitable reports, memos, and letters. Planning, organizing, and presenting ideas clearly and convincingly; effective writing techniques; review of writing styles; visually attractive layouts; problems of grammar and punctuation; clear and concise writing style; and proofreading and editing.

SUMA 9440. Improving Public Contact (18 hrs)
Advise: ESLN 3500; TRST 4601
Application of concepts of communication and interpersonal relations to contacts with the public. Organization-client relationship; public relations; win-win situations for the organization, employees, and customers; improving individual service and maintaining friendly customer relations; dealing with “problem-type” individuals; winning friends by telephone; contacts in the field; press and community relations.

SUMA 9441. Stress Management and Well-Being (18 hrs)
Advise: ESLN 3500; TRST 4601
Strategies for managing stress and preventing job burnout. Identifying stressors in personal and professional areas, self-evaluation, sources of job burnout, practicing relaxation, relation of stress to health, and stress management practices.

SUMA 9442. Assertiveness and Conflict (18 hrs)
Advise: ESLN 3500; TRST 4601
Improvement of ability of supervisory personnel to cope verbally with others. Increasing self-esteem, reducing anxiety, handling conflict; using individual differences, concepts of assertiveness, aggressiveness, and submission; expression of feelings.

SUMA 9443. Interpersonal Communication (18 hrs)
Advise: ESLN 3500; TRST 4601
Interpersonal skills for communicating effectively. Process of interpersonal communication; effective listening and responding; self-expression; feedback; non-verbal communication and meanings; barriers and bridges; leveling; Johari window applications; establishing and building rapport.

SUMA 9447. Pre-Retirement Planning (18 hrs)
Advise: ESLN 3500; TRST 4601
Overview of planning for retirement and for second careers. Psychology and attitude for retirement, maintaining health, housing needs, traveling, financial planning, legal aspects, real estate, insurance, pension options, social security, Medicare, and launching second careers.

SUMA 9452. Performance Test Skills for Business (18 hrs)
Advise: ESLN 3500; TRST 4601
Enhancement of skills utilized in written and oral performance tests. Selection process, application, examination format and strategies.

SUMA 9453. Accounting Concepts (18 hrs)
Advise: ESLN 3500; TRST 4601
Basic principles of accounting as the language of business. Double-entry bookkeeping, recording through summarization, debits and credits, journals and ledgers, income statements, balance sheets, sources and uses of funds, and financial reports.

SUMA 9454. Business Functions (18 hrs)
Elements of business administration, with case studies. Forms of business organization; people and capital as business resources; production, materials, and personnel management; marketing and advertising; finance and budgeting; computer-based systems; and trends in business.

SUMA 9462. Conducting Meetings (18 hrs)
Advise: ESLN 3500; TRST 4601
Development of skills in planning and facilitating meetings, problem-solving, making presentations, group process analysis, and communication.

SUMA 9473. Management Seminar (18 hrs)
Advise: ESLN 3500; TRST 4601
Objectives, goals, policies, and approaches used in organizations for carrying out missions. Styles of leadership, establishing objectives, organizing for administration, planning and controlling activities, human relations and organizational behavior. Various topics may be emphasized by arrangement.

SUMA 9477. Business Law (18 hrs)
Advise: ESLN 3500; TRST 4601
Overview of the legal system as a resource for business and for the public. Law of contracts, business organization, agency, recognition of a legal situation, commercial law, labor law, civil and criminal law, and the attorney-client relationship.

SUMA 9478. Role of the Supervisor (18 hrs)
Advise: ESLN 3500; TRST 4601
Overview of basic principles and problems of supervision. Management styles, effective communication, motivation, participation, decision-making, time management, delegation, and performance evaluation.

SUMA 9479. Management Practices (18 hrs)
Advise: ESLN 3500; TRST 4601
Selected management concepts that enhance effectiveness.
Assuming leadership of workgroups, recognizing organizational culture, handling group crises, setting priorities, delegating, managing time, conducting productive meetings, maintaining a safe and healthful environment, team-building, and organizational ethics and politics.

**SUMA 9481. Economics (18 hrs)**
*Adviser: ESLN 3500; TRST 4601*
An overview of micro and macro economics. Micro topics include concepts of supply and demand, cost and revenue, theories of profit. Macro topics include concepts of consumption and saving, employment, investment, money and banking, and international trade.

**SUMA 9482. Finance (18 hrs)**
*Adviser: ESLN 3500; TRST 4601*
An overview of finance as a basic function of management in business and government. Capital formation, financial institutions and instruments, sources of working capital, sources of long term capital, money and banking, interests and dividends as returns on investments, and theories of profit.

**SUMA 9483. Managerial Accounting (18 hrs)**
*Adviser: ESLN 3500; TRST 4601*
Overview of applications of accounting in business and government. Management information systems, quality audits, receipt and disbursement of funds, purchases and sales, payroll accounting, reports and analyses for financial institutions and for the public, and quantitative data for management planning and control.

**SUMA 9484. Marketing (18 hrs)**
*Adviser: ESLN 3500; TRST 4601*
An overview of marketing as distribution of goods and services. Marketing environment, identifying consumer needs, product strategy, channels of distribution, wholesaler, retailer, sales promotion, advertising, personal selling, pricing strategy, and international marketing.

**SUMA 9485. U.S. Business and Organizations (27 hrs)**
Overview of American business and non-profit organizations/operations. Insight into all aspects of an organization: management, information systems, operations, human resources, finance, marketing - as well as corporate culture, protocol, and career options.

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### Travel and Tourism

**CREDIT, DEGREE APPLICABLE COURSES:**

**TRTV 157. Principles of Travel and Tourism (3)**
*Lec-3*
An overview of the components and satellite industries that make up the business of Travel and Tourism: airlines, hotels and resorts, ground transportation, bus, rail, cruise lines, tour companies, etc. Emphasis on the specific and basic terminology of the industry, on researching the development of a destination, packaging and then selling it. Designed to give the student the basics for all components of the industry. CSU

**TRTV 159. Advanced Principles of Travel and Tourism (3)**
*Lec-3*
Methods of developing a travel destination, advertising and selling that destination; dynamics of tourism sales and marketing concepts including wholesale and retailing practices of the travel industry. CSU

**TRTV 160. Transportation Field Work (1)**
*Work-5 CR/NC only*
*Adviser: Consent of the Travel and Tourism program advisor*
*Repeat: max. 2 units*
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

**TRTV 161. Transportation Field Work (2)**
*Work-10 CR/NC only*
*Adviser: Consent of the Travel and Tourism program advisor*
*Repeat: max. 4 units*
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

**TRTV 162. Destination: Europe (3)**
*Lec-3*
An introduction (from the travel and tourism perspective) to the countries of Europe: their location, languages spoken, religions practiced, holidays observed, culture(s), time zones, topography, points of tourist interest, documentation required, and ease of travel between countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the region. CSU

**TRTV 164. Destination: The South Pacific, the World’s Islands and Antarctica (3)**
*Lec-3*
An introduction (from the travel and tourism perspective) to the South Pacific, the world’s islands, and Antarctica: the locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of tourist interest, documentation required, and ease of travel between political partitions of the regions. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

**TRTV 165. Destination: The United States and Canada (3)**
*Lec-3*
An introduction (from the travel and tourism perspective) to the United States and Canada: the locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of tourist interest, documentation required, and ease of non-citizens traveling between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

**TRTV 166. Destination: Asia (3)**
*Lec-3*
An introduction (from the travel and tourism perspective) to the countries of Asia: their locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of tourist interest, documentation required, and ease of travel between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

**TRTV 168. Destination: Africa and the Middle East (3)**
*Lec-3*
An introduction (from the travel and tourism perspective) to the countries of Africa and the Middle East: their locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of tourist interest, documentation required, and
ease of travel between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

**TRTV 170. Destination: Central America, South America, and Mexico (3)**

Lec-3
An introduction (from the travel and tourism perspective) to Mexico and the countries of Central and South America: their locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of touristic interest, documentation required, and ease of travel between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

**Word Processing**

See curricula and course listings under Office Technology in this section of the catalog.

**Work Experience**

**CREDIT, DEGREE APPLICABLE COURSES:**

**WKEX 197. Work Experience (3)**

Work-15 CR/NC only

**PREREQ.:** STUDENTS MUST BE ON CURRENTLY ENROLLED IN AT LEAST SEVEN SEMESTER UNITS, INCLUDING THIS COURSE, AND WORKING IN THEIR MAJOR FIELD

Repeat: max. 6 units

This course involves student work experience with cooperating employers. Students should be aware that the course content and methodology may vary semester to semester. However, a minimum of one orientation lecture, two work site contacts by the instructor, and two semester conferences between instructor and student are required. CSU

**WKEX 301. General Career Work Experience (1)**

Work-5 CR/NC only

**PREREQ.:** APPROVAL OF THE EMPLOYER. STUDENTS MUST ENROLL FOR AT LEAST SIX SEMESTER UNITS IN ADDITION TO THIS COURSE. STUDENTS MAY NOT ENROLL IN THIS COURSE IF THEY ARE ENROLLED IN ANOTHER WORK EXPERIENCE COURSE.

Repeat: max. 6 units

An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

**WKEX 302. General Career Work Experience (2)**

Work-10 CR/NC only

**PREREQ.:** APPROVAL OF THE EMPLOYER. STUDENTS MUST ENROLL FOR AT LEAST FIVE SEMESTER UNITS IN ADDITION TO THIS COURSE. STUDENTS MAY NOT ENROLL IN THIS COURSE IF THEY ARE ENROLLED IN ANOTHER WORK EXPERIENCE COURSE.

Repeat: max. 6 units

An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

**WKEX 303. General Career Work Experience (3)**

Work-15 CR/NC only

**PREREQ.:** APPROVAL OF THE EMPLOYER. STUDENTS MUST ENROLL FOR AT LEAST FOUR SEMESTER UNITS IN ADDITION TO THIS COURSE. STUDENTS MAY NOT ENROLL IN THIS COURSE IF THEY ARE ENROLLED IN ANOTHER WORK EXPERIENCE COURSE.

Repeat: max. 6 units

An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

**WKEX 805. Work Experience (1)**

Work-5 CR/NC only

**PREREQ.:** ARRANGEMENT WITH THE COURSE INSTRUCTOR AND THE DEPARTMENT WORK EXPERIENCE COORDINATOR. STUDENTS MUST ENROLL FOR AT LEAST FIVE SEMESTER UNITS IN ADDITION TO THIS COURSE. STUDENTS MAY NOT ENROLL IN THIS COURSE IF THEY ARE ENROLLED IN ANOTHER WORK EXPERIENCE COURSE AT THE SAME TIME.

Repeat: combination WKEX 805, 806, 807 max. 6 units

Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

**WKEX 806. Work Experience (2)**

Work-10 CR/NC only

**PREREQ.:** ARRANGEMENT WITH THE COURSE INSTRUCTOR AND THE DEPARTMENT WORK EXPERIENCE COORDINATOR. STUDENTS MUST ENROLL FOR AT LEAST FIVE SEMESTER UNITS IN ADDITION TO THIS COURSE. STUDENTS MAY NOT ENROLL IN THIS COURSE IF THEY ARE ENROLLED IN ANOTHER WORK EXPERIENCE COURSE AT THE SAME TIME.

Repeat: combination WKEX 805, 806, 807 max. 6 units

Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

**WKEX 807. Work Experience (3)**

Work-15 CR/NC only

**PREREQ.:** ARRANGEMENT WITH THE COURSE INSTRUCTOR AND THE DEPARTMENT WORK EXPERIENCE COORDINATOR. STUDENTS MUST ENROLL FOR AT LEAST FOUR SEMESTER UNITS IN ADDITION TO THIS COURSE. STUDENTS MAY NOT ENROLL IN THIS COURSE IF THEY ARE ENROLLED IN ANOTHER WORK EXPERIENCE COURSE AT THE SAME TIME.

Repeat: combination WKEX 805, 806, 807 max. 6 units

Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

**Chemistry**

**Announcement of Courses**

**CREDIT, NON-DEGREE APPLICABLE COURSES:**

**CHEM C. Introduction to Calculation in Chemistry (1)**

Conf-1.5 CR/NC only

**COREQ.:** CHEM 101A

Recommended as a supplement to be taken concurrently with CHEM 101A for students who need additional help.

Illustration and discussion of problem-solving methods for calculations in CHEM 101A.
CHEM D. Chemistry Calculations (1)  
Conf-1.5 CR/NC only  
COREQ.: CHEM 103A  
Recommended as a supplement to be taken concurrently with CHEM 103A for students who need additional help. Illustration and discussion of problem-solving methods for calculations in CHEM 103A.

CHEM E. Organic Problem-Solving Methods I (1)  
Conf-1.5 CR/NC only  
COREQ.: CHEM 212A  
Recommended as a supplement to be taken concurrently with CHEM 212A for students who need additional help. Illustration and discussion of problem-solving methods in CHEM 212A.

CHEM F. Organic Problem-Solving Methods II (1)  
Conf-1.5 CR/NC only  
COREQ.: CHEM 212B  
Recommended as a supplement to be taken concurrently with CHEM 212B for students who need additional help. Illustration and discussion of problem-solving methods in CHEM 212B.

CREDIT, DEGREE APPLICABLE COURSES:

CHEM 17. Problem-Solving Methods (3)  
Lec-3  
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN MATH 840, OR PLACE IN MATH 860 OR HIGHER  
The normal progression is from CHEM 17 to CHEM 40. Students who have completed CHEM 40, 101A, or 103A may not receive credit for CHEM 17. Problem-solving, with emphasis on the how and why of solving problems. Useful for all areas where quantitative reasoning is needed. Designed for the student who knows how to perform various mathematical operations but who has difficulty in setting up problems for solution. Most problems assigned in this course have some basis in commonly known or easily learned aspects of the physical sciences. CSU

CHEM 32. Introduction to Medical Chemistry (4)  
Lec-3, lab-3 CR/NC avail.  
OPEN to all students. No previous chemistry or physics required. Satisfies the requirements of nursing and related majors that require one semester of chemistry. Also satisfies the recommended prerequisite for PHYS 12 and M B 12. Students taking a major that requires two semesters of chemistry should enroll in CHEM 33 after completing CHEM 32. Students preparing to enroll in CHEM 101A or 103A should enroll in CHEM 40. Basic concepts of inorganic and organic chemistry, biochemistry, and physics as they apply to the chemistry and physics of the human body. CSU  
Former CHEM 30+31

CHEM 33. Adv Medical Chemistry and Biotechnology (4)  
Lec-4, lab-2 CR/NC avail.  
PREREQ.: CHEM 32 OR CHEM 208A, OR CHEM 212A; AND MATH 840 OR PLACE IN A HIGHER LEVEL MATH COURSE  
Advanced topics in general and biological chemistry, including equilibrium processes, gene expression, DNA manipulation and analysis, biochemical transformations, specialized biomolecules, enzymes, metabolic pathways, and nuclear chemistry. CSU

CHEM 40. Introduction to Chemical Principles (4)  
Lec-3, conf-1, lab-3  
PREREQ.: MATH 840 OR PLACEMENT IN MATH 860 OR HIGHER  
Advise: Completion/concurrent enrollment in CHEM 17. Students may enroll in this course to remove a high school deficiency in chemistry. Designed to prepare the beginning student as well as to strengthen the re-entry student for CHEM 101A or 103A. Students who take CHEM 40 will not receive credit if they have completed CHEM 101A or 103A within the previous three years. Students who plan to enroll in CHEM 101A or 103A are advised to take MATH 860 concurrently.

An introductory study of the fundamental laws and concepts of classical and modern chemistry, including dimensional analysis, nomenclature, stoichiometry, gases, solutions and atomic and molecular structures. CSU/UC

CHEM 55. Ethical Issues in Science (3) fa  
Lec-3, field trips  
Principles of ethics and their application in scientific work. Issues to be considered include professional ethical standards, relationship of science to public policy, role of government regulations and rationale for scientific research. Case studies will be drawn from areas of current concern in biotechnology, genetic engineering, and other scientific fields. CSU/UC  
CHEM 55 = BIO 55

CHEM 65A. Introduction to GC-MS (0.5)  
Lec-7, lab-6 (total hrs) CR/NC avail.  
Principles and applications of gas chromatography and mass spectrometry, including the technique’s growing use in biotechnology, qualitative analysis and identification of unknown compounds, quantitative analysis of solutes, and method development using a computer interface. CSU

CHEM 65B. Introduction to HPLC (0.5)  
Lec-7, lab-6 (total hrs) CR/NC avail.  
Principles and applications of HPLC, with a focus on uses in biotechnology, qualitative and quantitative analysis, and method development using a computer interface. CSU

CHEM 65C. Introduction to Capillary Electrophoresis (0.5)  
Lec-7, lab-6 (total hrs) CR/NC avail.  
Principles and applications of capillary electrophoresis, including biotechnology applications, qualitative analysis and identification of unknown compounds, quantitative analysis of solutes, and method development using a computer interface. CSU

CHEM 65D. Introduction to AA Spectroscopy (0.5)  
Lec-7, lab-6 (total hrs) CR/NC avail.  
Principles and applications of atomic absorption (AA) spectroscopy, including environmental analysis and identification of unknown elements, and quantitative analysis of elements and ions. CSU

CHEM 80-81-82-83. Selected Topics in Chemistry (0.5-1-2-3)  
Lec-0.5, 1, 2, 3, field trips CR/NC avail.  
Repeat: if no subject repeat  
Investigation in depth of selected topics in chemistry, such as: considering current issues and innovations, expanding subjects covered briefly in introductory courses, exploring topics not studied in other classes in chemistry, or instruments newly available. CSU

CHEM 85. Seminar in Chemistry (1)  
Lec-1.5 CR/NC avail.  
Repeat: max. 4 units  
Discussions on current research in chemistry, biochemistry, and
related fields. Presentations on career opportunities for students studying chemistry, as well as on study strategies for chemistry courses. CSU

CHEM 90-91-92. Laboratory Projects in Chemistry (0.5-1-2) Lab-1.5, 3, 6, field trips CR/NC avail. Repeat: if no subject repeat Investigation in depth of selected laboratory techniques in chemistry, such as: methods of analysis using instruments available at CCSF or elsewhere; computer modeling using research-quality software; or groups of experiments not part of the curriculum in a currently-offered chemistry course at CCSF. CSU

CHEM 101A. General College Chemistry (5) Lec-4, lab-6 Prereq.: CHEM 40, 50, or an Advanced Placement Test score of 3 or higher, or Placement in CHEM 101A/103A by Examination and Advising; AND MATH 860 or Placement in any Math course higher than MATH 860 Students who are majoring in engineering, except chemical engineering, should enroll in CHEM 101A. CHEM 101A-101B are the standard college courses required in engineering, except chemical engineering. Students who have passed CHEM 103A may not receive credit for CHEM 101A. Stoichiometry, solubility, solutions, gas behavior, thermochromy, atomic structure, periodic table, chemical bonding, molecular structure, solids and liquids, and an introduction to chemical equilibrium. CSU/UC/CAN CHEM 2 (CAN CHEM SEQ A = CHEM 101+102)

CHEM 101B. General College Chemistry (5) Lec-3, lab-6 Prereq.: CHEM 101A or 103A Chemical kinetics, applications of aqueous equilibrium, chemical thermodynamics, oxidation and reduction, electrochemistry, symmetry, crystal structures and solid state chemistry, transition metal ions, descriptive chemistry of selected elements, and introduction to organic chemistry. CSU/UC/CAN CHEM 4 (CAN CHEM SEQ A = CHEM 101+102)

CHEM 101L. General Chemistry Lab I (2) Lab-6 Prereq.: A lecture course equivalent to CHEM 101A CHEM 101L is open to students who have previously passed the lecture portion of first-semester general chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 101A or CHEM 103A may not receive credit for CHEM 101L. The laboratory component of CHEM 101A. CSU

CHEM 102L. General Chemistry Lab II (2) Lab-6 Prereq.: A lecture course equivalent to CHEM 101B CHEM 102L is open to students who have previously passed the lecture portion of second-semester general chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 101B may not receive credit for CHEM 102L. The laboratory component of CHEM 101B. CSU

CHEM 103A. General Chemistry for Engineering (4) Lec-4, lab-3 Prereq.: CHEM 40, 50, or an Advanced Placement Test score of 3 or higher, or Placement in CHEM 101A/103A by Examination and Advising; AND MATH 860 or Placement in any Math course higher than MATH 860 Designed for students majoring in all engineering programs except chemical engineering. Students who have passed CHEM 101A may not receive credit for CHEM 103A. Stoichiometry, gas behavior, solution properties and reactions, thermochemistry, atomic structure and bonding, properties of solids and liquids, special projects. CSU/UC

CHEM 107. Computers in Chemistry (2) sp Lec-1, lab-3 Prereq.: Completion/concurrent enrollment in CHEM 101A or 103A Spreadsheet programs and the BASIC programming language will be used as tools for problem solving, calculations, graphing and visual presentation of chemical data. Students will also use mathematical utilities programs in chemical settings. All projects utilize the principles taught in general chemistry. No prior computer experience is required. CSU/UC

CHEM 110. Chemistry for Nonscientists (3) Lec-3, lab trips CR/NC avail. Open to all students except those who have completed CHEM 101A, 103A, or more advanced courses. A non-mathematical presentation of chemical principles with emphasis on their relevance to modern life. Designed for non-science majors. CSU/UC

CHEM 110L. Laboratory for Nonscientists (1) Lab-3 CR/NC avail. Prereq.: Completion/concurrent enrollment in CHEM 110 Laboratory practice in modern and commonly used chemical techniques. CSU/UC

CHEM 205. Quantitative Analysis (4) Lec-2, lab-6 Prereq.: CHEM 101B Recommended that CHEM 205 be taken soon after CHEM 101B The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. Selected topics in instrumental analysis. CSU/UC/CAN CHEM 12

CHEM 208A. Organic Chemistry (4) Lec-3, lab-3 Prereq.: CHEM 101A or 103A Students who have passed CHEM 212A may not receive credit for CHEM 208A. The first semester of a one-year course in organic chemistry for students not majoring in chemistry or biochemistry. CHEM 208A/208B is designed for students majoring in the life sciences, including pre-medical students. CSU/UC

CHEM 208B. Organic Chemistry (4) Lec-3, lab-3 Prereq.: CHEM 208A or 212A Students who have passed CHEM 212B may not receive credit for CHEM 208B. The continuation of CHEM 208A. CSU/UC

CHEM 208L. Organic Chemistry Lab I (1) Lab-3 Prereq.: A lecture equivalent to CHEM 208A or 212A CHEM 208L is open to students who have previously passed the lecture portion of first-semester organic chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 208A or 212A may not receive credit for CHEM 208L. The laboratory component of CHEM 208A. CSU/UC
CHEM 212A. Organic Chemistry (5)
Lec-4, lab-6
PREREQ.: CHEM 101B
Students who have passed CHEM 208A may not receive credit for CHEM 212A. CHEM 212A may be substituted for CHEM 208A.
The first semester of a one-year course in organic chemistry for students who major in chemistry, biochemistry, or other sciences.
CHEM 212A/212B also satisfies the organic chemistry requirements of medical schools. CSU/UC

CHEM 212B. Organic Chemistry (5)
Lec-4, lab-6
PREREQ.: CHEM 212A OR 208A
Students who have passed CHEM 208B may not receive credit for CHEM 212B. CHEM 212B may be substituted for CHEM 208B.
The continuation of CHEM 212A. CSU/UC

CHEM 212L. Organic Chemistry Lab I (2)
Lab-6
PREREQ.: A LECTURE COURSE EQUIVALENT TO CHEM 212A
CHEM 212L is open to students who have previously passed the lecture portion of majors-level first-semester organic chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 212A or 208A may not receive credit for CHEM 212L.
The laboratory component of CHEM 212A. CSU/UC

Selected from CCSF Library Archives.

Child Development and Family Studies

Announcement of Curricula

General Information
The Child Development and Family Studies Department provides educational curriculum for adult students in the careers with children and provides services to support the needs of children and families from diverse backgrounds. The Department offers a wide variety of credit, noncredit and grant-funded programs and services that further adult understanding of how children learn, grow and develop, including: educational and practicum experiences for adults, quality ECE programs for infants, preschoolers and school-age children and parent education programs at varied times and community locations throughout San Francisco and transfer courses for students interested in K-12 teaching and related careers.

Learning Outcomes
- Students will become prepared to work in group or individual settings with children.
- Students will understand appropriate practice and planning necessary to meet the needs of children in group settings.
- Students will be able to support children in their development and will be able to create environment for growth.

Degree Curriculum

Child Development

Admission. Enrollment is open to all students interested in working with children in Early Childhood Programs or in gaining knowledge needed to become employed in related professions such as K-12 teacher, recreation worker, paraprofessional, youth worker or to transfer for further study.

Associate of Arts Degree and Award of Achievement. The Child Development Program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the required courses with an average final grade of C (2.00 grade point average) or higher receive the Award of Achievement in Child Development.

For students interested in the Associate of Arts Degree and Award of Achievement (in Child Development) from City College, the requirements are as follows:

12 units of the CORE courses (with a grade of C or better):
- CDEV 65 Introduction to Early Childhood Programs
- CDEV 67 Child, Family and Community
- CDEV 53 Child Growth & Development
- CDEV 66 Introduction to EC Curriculum
  AND
- 18 units selected from any courses offered by the Child Development Program
  AND
- 2 Units of Health 14, ADV. First Aid Emergency Care
  AND
- GENERAL EDUCATION REQUIREMENTS for graduation from City College as listed in this catalog.

The Degree curriculum requires a total of 60 semester units. After completing 30 units from the Child Development Department AND the 18-24 units of General Education Requirements, a student may enroll in any course (as elective) to total the 60 units for an A.A. Degree.

Certificate Curricula

Child Development: Administration

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.
Courses Required for the Certificate of Completion in Child Development: Administration

Course | Units
---|---
CDEV 53 Child Growth and Development | 3
CDEV 65 Orientation to Early Childhood Program | 3
CDEV 66 Intro to Early Childhood Curriculum | 3
CDEV 67 The Child, Family, and Community | 3

Area of Specialization: Administration

CDEV 90 Early Childhood Administration I | 3
CDEV 91 Early Childhood Administration II | 3

Total Units | 18

Child Development: Appreciating Diversity

A “Certificate of Completion” will be granted upon successful completion of the required number of units in coursework. A grade “C” or better is required in all certificate courses. The Appreciating Diversity Certificate requires completion of 6 units from the courses listed below:

Courses Required for the Certificate of Completion in Child Development: Appreciating Diversity

Course | Units
---|---
CDEV 93 Cultural Diversity in Early Childhood Education | 3
CDEV 76 Supporting LGBT Families in Early Childhood Education | 3

Total Units | 6

Child Development: Infant/Toddler Care

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

Courses Required for the Certificate of Completion in Child Development: Infant/Toddler Care

Course | Units
---|---
CDEV 53 Child Growth and Development | 3
CDEV 65 Orientation to Early Childhood Program | 3
CDEV 66 Intro to Early Childhood Curriculum | 3
CDEV 67 The Child, Family, and Community | 3
CDEV Elective Courses* | 6

Total Units | 18

*Elective coursework may include any courses offered by the Child Development Program excluding those courses listed under any area of specialization.

Child Development: Family Childcare

A “Certificate of Completion” will be granted upon successful completion of the required number of units in coursework. A grade of “C” or better is required in all certificate courses.

The Family Childcare Certificate requires completion of 6 units from the courses listed below:

Courses Required for the Certificate of Completion in Child Development: Family Childcare

Course | Units
---|---
CDEV 70 Family Childcare | 1
CDEV 41F Serving Children with Special Needs | 1
CDEV 41G Communicating with Parents and Guardians | 1
CDEV 41H Environments in Family Childcare | 1
CDEV 41I Adv Business Practices | 1
CDEV 41J Infant/Toddler Development | 1
CDEV 41K Infant/Toddler Curriculum | 1
CDEV 41N Music and Movement in Family Childcare | 1
CDEV 41O Outdoor Learning in Family Childcare | 1
CDEV 41P Mixed Ages in Family Childcare | 1
CDEV 41Q Advancing Careers in Family Childcare | 1
CDEV 41R Recruiting Infants into Family Childcare | 1
CDEV 41S Learning Activities in Family Childcare | 1
CDEV 44 Environment Rating Scale Family Care | 1

Total Units | 6

Child Development: Pre-Teacher

A “Certificate of Completion” will be granted upon successful completion of the required number of units of coursework. A grade “C” or better is required in all certificate courses.

The Pre-Teacher Certificate requires completion of 12 units from the courses listed below:

Courses Required for the Certificate of Completion in Child Development: Pre-Teacher

Course | Units
---|---
CDEV 53 Child Growth and Development | 3
CDEV 67 The Child, The Family & The Community | 3
CDEV 71 Elementary Supervised Field Experience | 3
CDEV 75 Secondary Supervised Field Experience | 3
CDEV 150 Orientation to Education | 3
CDEV 108A/ET 108A Practical Mathematics I | 3
P SC 11 Physical Science | 3
P SC 12A Physical Science Lab for Teachers | 1
GEOL 41 Current Topics in Earth Sciences | 3
**Child Development: Professional Development and Advocacy**

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses. CDEV 72, Supervised Field Experience, is strongly recommended for those students planning to work in classroom settings with children.

**Courses Required for the Certificate of Completion in Child Development: Professional Development and Advocacy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to Early Childhood Program</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area of Specialization: Professional Development and Advocacy**

Child Development Elective Courses from the following (6 units):

- CDEV 41A Mentor Teacher Seminar .....................................1
- CDEV 41C Mentor Director Seminar .....................................1
- CDEV 41D Professional Advising – CDEV Permit ........................1
- CDEV 41E Starting a Childcare Center in SF ................................1
- CDEV 44 Environ Rating Scale Family CC ..................................1
- CDEV 45 ITERS & ECERS Rating Scales .....................................1
- CDEV 105 Superv Adults in Early Childhood Program ........................2
- LABR 94A-C Labor Relations in Childcare ..................................1-3
- CDEV 93 Cultural Diversity in Early Childhood Ed ......................3
- CDEV 111-113 Work Exp in Child Development ................................3
- CDEV 41L Advocacy and Professional Standards ............................1
- CDEV 72 Supervised Field Experience .....................................3

**Total Units** ........................................................................18

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**Child Development: School-Age Care**

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

**Courses Required for the Certificate of Completion in Child Development: School-Age Care**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to Early Childhood Program</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 95 School-Age Care Curr.</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 97 School-Age Child Growth and Develop</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ........................................................................18

---

**Child Development: Violence Intervention in Early Childhood**

A “Certificate of Completion” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

**Courses Required for the Certificate of Completion in Child Development: Violence Intervention in Early Childhood**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>
| CDEV 66 Intro to Early Childhood Curr .....................................3
| CDEV 67 The Child, Family, and Community                               | 3     |
| CDEV 100 Violence and Its Impact on Children                          | 3     |

**Area of Specialization: Violence Intervention**

- CDEV 101 Violence Intervention Techniques ..................................3
- CDEV 102 Practicum and Fieldwork ..............................................3

**Total Units** ........................................................................18

**Transfer to CSU Credential Programs**

The Teacher Prep Center in the Child Development and Family Studies Department at City College of San Francisco can help you if you are interested in transfer or need support to obtain elementary credentials or an advanced degree. We have information, resources and advice for students interested in teaching as a career.

For additional information, please call the Teacher Prep Center at the Ocean Avenue Campus, Bungalow 213 at (415) 239-3890.

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**Child Development**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

- CDEV 41-42-43. Selected Topics in Child Development (1-2-3)
  - Lec-1, 2, 3, field trips CR/NC avail.
  - The content of these courses varies. Students may re-enroll for additional credit if they do not repeat the same topic.
  - Investigation in depth of selected topics in Child Development.
  - CSU

- CDEV 41A. The High/Scope Curriculum
- CDEV 41B. The Mentor Teacher Seminar
- CDEV 41C. The Mentor Director Seminar
- CDEV 41D. The Child Development Permit and Professional Growth Advising
- CDEV 41E. Starting a Childcare Center in San Francisco
- CDEV 41F. Serving Children with Special Needs in Family Childcare
- CDEV 41G. Communicating with Parents and Guardians in Family Childcare
- CDEV 41H. Environments in Family Childcare
- CDEV 41I. Advanced Business Practices in Family Childcare
- CDEV 41J. Infant/Toddler Development in Family Childcare
- CDEV 41K. Infant/Toddler Curriculum in Family Childcare
- CDEV 41L. Advocacy and Professional Standards
- CDEV 41M. Substitute Teaching in ECE Programs
- CDEV 41N. Music and Movement in Family Child Care
- CDEV 41O. Outdoor Learning in Family Child Care
- CDEV 41P. Mixed Ages in Family Child Care
- CDEV 41Q. Advancing Careers in Family Child Care
- CDEV 41R. Recruiting Infants into Family Child Care
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 41S</td>
<td>Learning Activities in Family Child Care</td>
<td>1</td>
<td>アルバウム</td>
</tr>
<tr>
<td>CDEV 41T</td>
<td>Early Care for Children with Autism</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CDEV 44</td>
<td>Environ Rating Scale Family CC (1)</td>
<td>Lec-1</td>
<td>An overview of the Environmental Rating Scale for family childcare providers in multi-age groupings. Self-assessment and study methods for quality environments will be examined. Practical applications of the rating scales will be emphasized. CSU</td>
</tr>
<tr>
<td>CDEV 45</td>
<td>ITERS &amp; ECERS Rating Scales (1)</td>
<td>Lec-1</td>
<td>An overview of the Environmental Rating Scale for infant, toddler, and preschool child care providers and teachers. Self-assessment and study methods for quality environments will be examined. Practical applications of the rating scales will be emphasized. CSU</td>
</tr>
<tr>
<td>CDEV 53</td>
<td>Child Growth and Development (3)</td>
<td>Lec-3</td>
<td>Emphasis on human growth and development during infancy, early childhood, and adolescence. Developmental characteristics and individual differences; interrelationships of physical, emotional, intellectual, and social growth; personality development; signs of physical or emotional disturbances; records of children’s growth and development. CSU/CAN F CS 14</td>
</tr>
<tr>
<td>CDEV 61</td>
<td>Infant/Toddler Growth and Development (3)</td>
<td>Lec-3</td>
<td>Introduction for student/caregiver to developmental patterns from prenatal to toddler. Emphasis on the changes taking place during each developmental stage so that the teacher/caregiver will enhance his/her skills in caring for young children. CSU</td>
</tr>
<tr>
<td>CDEV 62</td>
<td>Infant/Toddler Care in Group Settings (3)</td>
<td>Lec-3</td>
<td>Theory and practice of the care and education of the very young child for prospective and practicing teachers and caregivers. Emphasis on the importance of the early years and how infants/toddlers learn. Presentation of quality care for infants/toddlers in terms of a developmental/educational curriculum and caregiver characteristics and techniques that enhance growth and development for the very young. CSU</td>
</tr>
<tr>
<td>CDEV 65</td>
<td>Orientation to Early Childhood Programs (3)</td>
<td>Lec-3</td>
<td>An orientation to methods and philosophy of various early-childhood programs such as Montessori, private nursery schools, cooperative nursery schools, childcare programs and Head Start programs. CSU</td>
</tr>
<tr>
<td>CDEV 66</td>
<td>Introduction to Early Childhood Curriculum (3)</td>
<td>Lec-3</td>
<td>The role of the teacher in the early childhood program. Emphasis on ways in which the teacher can provide developmentally appropriate play activities and creative learning experiences for children. CSU</td>
</tr>
<tr>
<td>CDEV 67</td>
<td>The Child, the Family, and the Community (3)</td>
<td>Lec-3</td>
<td>Patterns of family living and the roles and interaction of family members; social and economic factors affecting family life; home-school relationships; and community resources for children. CSU</td>
</tr>
<tr>
<td>CDEV 68</td>
<td>Interactions with Children (3)</td>
<td>Lec-3</td>
<td>Elements of children’s interactions and their relationships with adults and other children; dynamics of social interaction in the context of child growth and development; motivation and management of social behavior of young children. Dynamics in working with adults in childcare setting. Emphasis on the child in urban settings. Overview of current trends in infant and day care. CSU</td>
</tr>
<tr>
<td>CDEV 70</td>
<td>Family Childcare (1)</td>
<td>Lec-1</td>
<td>Overview of the operation and development of a family childcare home business. Information on California licensing regulations, operational procedures, and marketing efforts. CSU</td>
</tr>
<tr>
<td>CDEV 71</td>
<td>Elementary Supervised Field Experience (3)</td>
<td>Lec-1, lab-6</td>
<td>Supervised work experience in group programs for elementary-age children. Observation and evaluation of school-age children, planning group activities and the role of adults in elementary schools will be examined. CSU</td>
</tr>
<tr>
<td>CDEV 72</td>
<td>Supervised Field Experience in Early Childhood (3)</td>
<td>Lec-1, lab-6</td>
<td>Supervised work experience in group programs for young children. Observation and evaluation of young children, planning group activities and the role of adults in ECE programs. Fulfills the experience requirement for Child Development Permits. CSU</td>
</tr>
<tr>
<td>CDEV 73</td>
<td>Observing Young Children (3)</td>
<td>Lec-3</td>
<td>Training and practice in observational techniques and analysis; using observational data for appropriate curriculum development. CSU</td>
</tr>
<tr>
<td>CDEV 74</td>
<td>Children with Special Needs (3)</td>
<td>Lec-3</td>
<td>An overview of the developmental needs of children with special needs and the role the childcare teacher and the child development environment plays in supporting growth and development. CSU</td>
</tr>
<tr>
<td>CDEV 75</td>
<td>Secondary Supervised Field Experience (3)</td>
<td>Lec-1, lab-6</td>
<td>This course provides supervised fieldwork in high school or middle school classrooms with children or youth. Lab hours in actual classrooms will be combined with lectures covering observation, evaluation and curriculum planning strategies, the role of the adult and the student-learner. An overview of the California Curriculum Content Standards will be included. This course will fulfill the pre-admissions field experience requirement for CSU Credential Programs for future secondary teachers. CSU</td>
</tr>
<tr>
<td>CDEV 76</td>
<td>Supporting LGBT Families in ECE (3)</td>
<td>Lec-3</td>
<td>Analysis of issues and challenges faced by lesbian, gay, bisexual and transgender parents and their children in early childhood settings and exploration of the role of early childhood educators and</td>
</tr>
</tbody>
</table>
programs in creating inclusive environments. CSU
CDEV 76=GLST 76

CDEV 80. Literacy Development - School-Age Child (1)
Lec-3 (6 wks)
Adviser: ENGL 94 or ESL 160 or 82
Strategies for teacher assistants to help children from kindergarten through third grade develop basic concepts of print and beginning reading; begin to read stories and write about topics that are meaningful to them; use various text forms; and extend and refine reading and writing to suit varying purposes and audiences. CSU

CDEV 81. Early Literacy Development - Preschool Child (1)
Lec-3 (6 wks)
Adviser: ENGL 94 or ESL 160 or 82
Strategies for early childhood assistants to help preschool children develop pre-reading and pre-writing skills with an emphasis on developmentally appropriate practices to use with children who speak a variety of languages. Students will learn to select books and materials; engage children in shared literary experiences; and promote early experiments with writing. CSU

CDEV 82. Heads Up Reading A (1)
Lec-1 CR/NC only
Introduction to early literacy development with emphasis on children from birth to age 5. Techniques to create literacy environments for children; plan engaging curriculum to support language and literacy; and involve families in supporting literacy of children from diverse backgrounds. CSU

CDEV 83. Heads Up Reading B (1)
Lec-1 CR/NC only
Strategies to enhance the early literacy outcomes of young children from birth to age 5. Different dimensions of the basic topics presented in Heads Up Reading-A. May be taken independently. CSU

CDEV 84. Heads Up Reading C (1)
Lec-1 CR/NC only
Methods to prepare early literacy curriculum and environments for young children from birth to age 5. Different dimensions of the basic topics presented in Heads Up Reading A and B. May be taken independently, CSU

CDEV 90. Early Childhood Education Administration I (3)
Lec-3
Emphasis on the business aspects of early childhood education programs. Setting up a childcare program; legal requirements for childcare settings; laws relating to early childhood education; facets of business management. CSU

CDEV 91. Early Childhood Education Administration II (3)
Lec-3
Emphasis on the human relations as a necessary part in the administration of early childhood education programs. Staffing; parent involvement; communication guides for director-teacher, teacher-teacher, and teacher-parent relationships. CSU

CDEV 92. Health, Safety, and Nutrition in Early Childhood Programs (3)
Lec-3
Exploration of essential aspects and concerns of health, safety, and nutrition for children in early childhood programs. Examination of the relationship of preventive health care, safety measures, and proper nutrition to optimal development and education. Focus on how to provide high quality, secure environments, health/safety educational experiences and nutritious meals. Knowledge of basic management of accidental injuries and illnesses. CSU

CDEV 93. Cultural Diversity in Early Childhood Education (3)
Lec-3
Addresses the nature of cultural diversity in the United States and its implication for developing early childhood curriculum and for teaching young children. The course focuses on the attitudes of adults who interact with young children, institutional racism and development of a multicultural curriculum. CSU

CDEV 94. Literacy Development in Early Childhood (3)
Lec-3
An integrated approach to emerging language and literacy in the early years based on the needs and interests of the children. Emphasis on how teachers can support whole language learning and literacy development with consideration of the child’s home language and culture. CSU

CDEV 95. School-Age Childcare Curriculum (3)
Lec-3
Exploration of understanding child development and family concerns that are essential in planning a developmentally appropriate school-age childcare program. Emphasis will be upon: relating to children and parents, age appropriate activities, positive guidance, and planning the environment. CSU

CDEV 96. Understanding Children with Difficult Behaviors in Early Childhood Programs (3)
Lec-3
Causes of difficult behavior in young children enrolled in group settings. Emphasis on recent research in brain development, neuropsychology and nutrition. Necessary changes in attitudes and responses of the involved adults. CSU

CDEV 97. School-Age Child: Growth and Development (3)
Lec-3
Introduction to human growth and development from ages five through twelve, covering physical, cognitive, language and social development of the child. Developmental theories will be introduced and issues affecting the lives of school-age children in contemporary society will be explored. CSU

CDEV 98. Sensory-Motor Development and Activities in Early Childhood Programs (3)
Lec-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN CDEV 53
Introduction to sensory-motor development in young children (birth - age 8) with a focus on large and small motor skills. Emphasis on understanding the critical factors that promote sensory-motor processing and interaction. Includes activities that enhance the role of the early childhood educator. CSU

CDEV 100. Violence and Its Impact on Children and Their Families (3)
Lec-3
Exploration of violence in America and its impact on the physical and psychological well-being of children, their families and early childhood teachers. Emphasis on the relationship of self-awareness and multicultural awareness as critical factors in understanding appropriate early childhood violence prevention and intervention strategies. CSU

CDEV 101. Introduction to Violence Intervention for Children and Their Families (3)
Lec-3
Overview of violence prevention strategies that are appropriate for early childhood programs. Building on skills developed in CDEV 100, this course focuses on early childhood teachers the knowledge
and skills to respond to the needs of children and families who experience stress and chronic violence. CSU

CDEV 102. Practicum and Fieldwork in Violence Intervention for Children (3)
Lec-2 (9 wks), lab-12 (1 wk)
PREREQ.: CDEV 100 AND 101
Application of skills learned in CDEV 100 and 101. Students work with young children impacted by violence. Developing basic observation, communication, and intervention skills appropriate for early childhood settings. CSU

CDEV 105. Supervising Adults in Early Childhood Programs (2)
Lec-3 (12 wks)
PREREQ.: CDEV 90 OR 91
Methods and principles of supervising adults in early childhood classrooms. Emphasis on the role of the experienced teacher who functions as the supervisor to center staff. Explores the head teacher’s relationship to new teachers while simultaneously addressing the needs of children, parents, and staff. CSU

CDEV 108. Communicating with Parents and Guardians (3)
Lec-48 (total hrs)
An overview of the importance of communication in childcare and school settings. Family needs, differences, challenges and expectations are stressed, with special attention paid to cultural, racial, economic, gender and family structure differences and their impacts on communication strategies. The value of positive parent-teacher relationships in the provision of quality childcare and education is analyzed, and communication techniques and strategies are explored. CSU

CDEV 108A. Practical Mathematics I (3)
Lec-2.5, lab-1.5
Arithmetic, elementary algebra, and geometry emphasizing their application in real world problems. Laboratory work in which students can apply mathematical techniques to physical applications. CDEV 108A=ET 108A

CDEV 108B. Practical Mathematics II (3)
Lec-2.5, lab-1.5
PREREQ.: ET 108A OR MATH 840 AND 850 OR 1 YEAR EACH OF HIGH SCHOOL ALGEBRA AND GEOMETRY
Fundamentals of trigonometry and advanced algebra emphasizing their applications in real world problems. Laboratory work in which students can apply mathematical techniques to physical applications. CSU

CDEV 108=ET 108B

CDEV 111-112-113. Work Experience in Child Development (1-2-3)
Conf-1, work-5,10,15
CR/NC only
PREREQ.: CDEV 71 OR 72
COREQ.: ENROLLMENT IN AT LEAST 7 SEMESTER UNITS INCLUDING THIS COURSE AND CONSENT OF INSTRUCTOR
Repeat: combination max. 6 units
On or off-campus experience in child development or elementary school settings. The focus will be on providing practical experience in the methods and principles of teaching in early childhood and school-age classrooms. Emphasis on the role of the teacher in the field experience setting. Students gain practical, verifiable experience working with young children in a work environment. CSU

CDEV 150. Orientation to Education (3)
Lec-3
This course will provide an opportunity for students to explore the teaching profession as a career. Various settings for teaching, with specific emphasis on K-12 opportunities. California state requirements for becoming a credentialed teacher, the educational preparation involved and the steps to securing field experience and a teaching position. History of education in America will be presented, and an overview of the roles of the teacher will be covered. Students will also assess their individual strengths as they relate to the demands of the profession and identify the developmental needs of children in group settings. CSU

ESL 51A. ESL for Child Development (3)
Lec-3
CR/NC avail.
PREREQ.: PLACEMENT IN ESL 52 AND 54; OR 130 OR HIGHER OR COMPLETION OF ESL 42 AND 44; OR 48 OR 120; MAY BE TAKEN CONCURRENTLY WITH EITHER CDEV 65 OR 66, OR ALONE
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

Family Studies

CREDIT, DEGREE APPLICABLE COURSES:
CDEV 151. Introduction to Foster Parenting (2)
Lec-2
Exploration of the role of the foster parent. Emphasis on human development from birth through adolescence, communication skills, sociological/psychological fostering issues and cultural/community resources. Elements on ways in which the foster parent can nurture the foster child. CSU

CDEV 152. Positive Parenting (2)
Lec-2
Basic knowledge of parent and child growth and development. Nurturing approaches to utilizing positive stress management techniques in parenting and living. Designed for parents whose children are presently in out-of-home care or in danger of being placed in out-of-home care. CSU

CDEV 155. Advanced Positive Parenting (3)
Lec-3
An in-depth analysis of positive parenting knowledge, skills and behaviors, as well as a careful examination of the societal pressures faced by families and corresponding support services. Developed for parents who have reunited their families (after legal and social intervention). CSU

NONCREDIT COURSES:

Infancy and Early Childhood

CDEV 8002. Parents and Infants (45-90 hrs)
Informal lecture and discussion on infant development during the first seven months of life and issues of concern to new parents.
Covers characteristics of normal development, daily routines and feeding practices, and impact of the infant on the family.

CDEV 8003. Infant Development (45-90 hrs)
Informal discussion on the growth and development of infants 8-14 months of age are held in an enriched play environment. Topics covered include physical, emotional, social and cognitive growth, influence of environment on development, feeding concerns, and the infant’s impact on family.

Preschool and School-Age Children

CDEV 8100. Child Observation (45-270 hrs)
An exploration of child growth and development through observation and interaction with preschool children; child rearing practices; effective parenting; positive decision making in family life; utilization of community resources.

CDEV 8101. State Preschool Program (72 hrs)
Presents child growth and development and teaching techniques utilized in the classroom and home. Provides a preschool learning environment for children, educational opportunities for income eligible parents, and supportive services for families. One hour parenting class per week. (Parent attends 4-16 hours.)

CDEV 8104. Parent Participating Class (270-306 hrs)
An exploration of early childhood development with an emphasis on parent/child relationships, community resources and parent/child communication. Discussion of the developmental needs of children 2-5 years. (Parent attends 5-17 hours.)

CDEV 8112. Preschool Child in Day Care (54-270 hrs)
A study of the growth and development of preschool children in day care.

CDEV 8117. Current Issues in Childcare (90-450 hrs)
Classes designed for parents and guardians of children enrolled in childcare programs. Each class focuses on a specific aspect of childcare affecting parents/guardians of preschool and school-age children. Topics include the relationship of the childcare program to the family and how childcare relates to the needs of children.

Parenting

CDEV 8202. Foster Parenting (18 hrs)
The role of the foster parent. Emphasis on human development from birth through adolescence. Topics include separation and grieving; drug and sexual education for adolescents; the role of foster parents and biological parents; community resources including the agency and placement worker.

CDEV 8206. Parenting in the Business Community (45-90 hrs)
General principles of human development from birth through adolescence. Emphasis on problems of working and/or single parents, family dynamics, and community resources for childcare. (Classes may be made available on-site at large businesses.)

Announcement of Curricula

Certificate Curriculum

Chinese (Mandarin)

The Certificate of Completion in Chinese (Mandarin) provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Chinese (Mandarin). Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Completion in Chinese (Mandarin)

Core Courses

| CHIN 1 Elementary Chinese                      | 5 |
| CHIN 1A, 1B Elementary Chinese                 | 3-3 |
| CHIN 2 Continuation of Elementary Chinese      | 5 |
| CHIN 2A, 2B Continuation of Elem Chinese        | 3-3 |
| CHIN 3 Intermediate Chinese                   | 5 |
| CHIN 3A, 3B Intermediate Chinese               | 3-3 |
| CHIN 4 Continuation of Intermed Chinese        | 5 |
| CHIN 4A, 4B Cont of Intermediate Chinese       | 3-3 |
| CHIN 16 Chinese Characters for Beginners       | 3 |
| CHIN 17 Cont of Chinese Chars for Beginners    | 3 |
| CHIN 31A, 31B Inter Chin for Biling Students   | 3-3 |

Elective Courses

| CHIN 12A Beg Conversational Mandarin           | 3 |
| CHIN 12B Cont of Beg Conversational Mandarin  | 3 |
| CHIN 12C Intermed Conversational Mandarin     | 3 |
| CHIN 14A Conv Mandarin/Spkrs of Other Lang    | 3 |
| CHIN 14B Conv Mandarin/Spk of Other Lang      | 3 |
| CHIN 14C Intermed Conversational Mandarin     | 3 |
| CHIN 29A, 29B Chin Literature in Translation   | 3-3 |
| CHIN 39, 49 Maj Achieve/Chin Thought & Cul.    | 3-3 |
| Total Units                                     | 15 |

Announcement of Courses

Students of beginning Mandarin are directed to consider CHIN 1, 1A, 12A, 14A, 16.

A placement test in Chinese is available for guidance in selecting the appropriate course. For information, call 239-3223.

CREDIT, DEGREE APPLICABLE COURSES:

Adviser: Eligible for ENGL 93 or 94; or ESL 160 or 82 or completion of any City College or university foreign language course Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC (CAN CHIN SEQ A = CHIN 1-2)
CHIN 1A-1B. Elementary Chinese (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FOR CHIN 1B: CHIN 1A OR DEMONSTRATION OF CHIN 1A
EXIT SKILLS
Advis: For CHIN 1A: ENGL 93 or 94; or ESL 160 or 82 or completion of any City College or university foreign language course
Beginner’s course. (Especially recommended for students starting the study of Chinese for the first time.)
Grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC (CAN CHIN SEQ A = CHIN 1A+1B+2A+2B)
CHIN 1A+1B = CHIN 1

CHIN 2. Continuation of Elementary Chinese (5)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 1 OR 1B OR DEMONSTRATION OF CHIN 1/1B EXIT SKILLS
Second semester course. Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC (CAN CHIN SEQ A = CHIN 1+2)
CHIN 2A-2B. Continuation of Elementary Chinese (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FOR CHIN 2A: CHIN 1 OR 1B OR DEMONSTRATION OF CHIN 1/1B EXIT SKILLS
PREREQ.: FOR CHIN 2B: CHIN 2A OR DEMONSTRATION OF CHIN 2A EXIT SKILLS
Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC (CAN CHIN SEQ A = CHIN 1A+1B+2A+2B)
CHIN 2A+2B = CHIN 2

CHIN 3. Intermediate Chinese (5)
Lec-5, lab-1 CR/NC avail.
PREREQ.: CHIN 2 OR 2B OR DEMONSTRATION OF CHIN 2/2B EXIT SKILLS
Third semester course. Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC (CAN CHIN SEQ B = CHIN 3+4)
CHIN 3A-3B. Intermediate Chinese (3-3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: FOR CHIN 3A: CHIN 2 OR 2B OR DEMONSTRATION OF 2/2B EXIT SKILLS
PREREQ.: FOR CHIN 3B: CHIN 3A OR DEMONSTRATION OF CHIN 3A EXIT SKILLS
Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC (CAN CHIN SEQ B = CHIN 3A+3B+4A+4B)
CHIN 3A+3B = CHIN 3

CHIN 4. Continuation of Intermediate Chinese (5)
Lec-5, lab-1 CR/NC avail.
PREREQ.: CHIN 3 OR DEMONSTRATION OF CHIN 3 EXIT SKILLS
Fourth semester course. Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC (CAN CHIN SEQ B = CHIN 3+4)
CHIN 4A-4B. Continuation of Intermediate Chinese (3-3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: FOR CHIN 4A: CHIN 3 OR 3B OR DEMONSTRATION OF CHIN 3/3B EXIT SKILLS
PREREQ.: FOR CHIN 4B: CHIN 4A OR DEMONSTRATION OF CHIN 4A EXIT SKILLS
Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC (CAN CHIN SEQ B = CHIN 3A+3B+4A+4B)
CHIN 4A+4B = CHIN 4

The 12 unit sequence of Chinese 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.

CHIN 10A. Beginning Conversational Cantonese (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 10A OR DEMONSTRATION OF CHIN 10A EXIT SKILLS.
Not open to native speakers of Cantonese. Open to all beginning students.
Beginner’s course. Extensive oral training in Cantonese. Emphasis on practical vocabulary and idiom rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU
CHIN 10B. Continuation of Beginning Conversational Cantonese (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 10B OR DEMONSTRATION OF CHIN 10B EXIT SKILLS.
Not open to native speakers of Cantonese. Open to all beginning students.
Second semester course. Continuation of extensive oral training in Cantonese. Emphasis on practical vocabulary and idiom rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU
CHIN 10C. Intermediate Conversational Cantonese (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 10B OR DEMONSTRATION OF CHIN 10B EXIT SKILLS.
Not open to native speakers of Cantonese.
Third semester course. Continuation of extensive oral training in Cantonese. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU
CHIN 10D. Continuation of Intermediate Conversational Cantonese (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 10C OR DEMONSTRATION OF CHIN 10C EXIT SKILLS.
Not open to native speakers of Cantonese.
Fourth semester course. Continuation of extensive oral training in Cantonese. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU

The 9 unit sequence of Chinese 12A-12B-12C permits three repeats for a total of 18 units. It is the student's prerogative to choose which courses will be repeated.

CHIN 12A. Beginning Conversational Mandarin (3)
Lec-3, lab-2 CR/NC avail.
Not open to native speakers of Mandarin nor to speakers of other Chinese languages. These students should consider CHIN 14A, Conversational Mandarin for Speakers of Other Chinese Dialects: Level I.
Extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing in Chinese characters. CSU
CHIN 12B. Continuation of Beginning Conversational Mandarin (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 12A OR 1A OR DEMONSTRATION OF CHIN 12A OR 1A EXIT SKILLS.
Not open to native speakers of Mandarin nor to speakers of other Chinese languages. These students should consider CHIN 14B, Conversational Mandarin for Speakers of Other Chinese Dialects: Level II.

Second semester course. Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing in Chinese characters. CSU

CHIN 12C. Intermediate Conversational Mandarin (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 12B or CHIN 1 or 1B or demonstration of CHIN 12B, 1 or 1B exit skills.
Not open to native speakers of Mandarin. Open to all students with limited background in Chinese.

Third semester course. Continuation of extensive oral training in Mandarin. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

The 9 unit sequence of Chinese 14A-14B-14C permits three repeats for a total of 18 units. It is the student’s prerogative to choose which courses will be repeated.

CHIN 14A. Conversational Mandarin for Speakers of Other Chinese Dialects: Level I (3)
Lec-3, lab-2 CR/NC avail.
Not open to native speakers of Mandarin. Open to all beginning students of Mandarin who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.

Beginner’s course in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 14B. Conversational Mandarin for Speakers of Other Chinese Dialects: Level II (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 14A or demonstration of CHIN 14A exit skills
Not open to native speakers of Mandarin. Open to all students who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.

Continuation of oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 14C. Intermediate Conversational Mandarin for Chinese Speaking Students (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: CHIN 14B or demonstration of CHIN 14B exit skills
Not open to native speakers of Mandarin. Open to all students who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese. May not be offered every semester.

Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation and idiomatic usage. Designed for students who wish to continue acquiring skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 16. Chinese Characters for Beginners (3)
Lec-3 CR/NC avail.
A beginner’s course, taught in English.
Open to all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, 1A/1B, or CHIN 12 series, or CHIN 10 series.

An intensive study of 300 commonly used characters to enhance reading and writing Chinese. CSU/UC

CHIN 16A. Chinese Characters for Beginners (1)
CR/NC avail.
An introduction to Chinese characters, taught in English. Designed for students with limited or no background in written characters. Besides a brief history of the formation and evolution of characters, basic strokes and the rules for stroke order, students will learn about 100 radicals as well as individual characters. CSU

CHIN 16B. Chinese Characters for Beginners (1)
CR/NC avail.
PREREQ.: CHIN 16A or equivalent
A continuation course of Basic Chinese Characters. Students will review 100 characters and learn another 100 new characters through common sayings, idioms and short poems. CSU

CHIN 16C. Chinese Characters for Beginners (1)
CR/NC avail.
PREREQ.: CHIN 16A, 16B or equivalent
This is a continuation course of Basic Chinese Characters. Students will review 200 characters and learn another 100 new characters through texts with different topics. CSU

CHIN 17. Continuation of Chinese Characters for Beginners (3)
Lec-3 CR/NC avail.
PREREQ.: CHIN 16 or demonstration of CHIN 16 exit skills
A continuation course, taught in English.
Open to all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, 2A/B, or CHIN 12 series, or CHIN 10 series.

An intensive study of additional 300 commonly used characters to enhance reading and writing Chinese. CSU/UC

CHIN 22. Basic Chinese Composition Online (3)
CR/NC avail.
PREREQ.: CHIN 2/2B
On-line introduction to basic Chinese writing skills including comprehension, vocabulary, and grammar through readings and discussions of contemporary issues concerning China and Taiwan. CSU/UC

CHIN 29A-29B. Chinese Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
CHIN 29A not prerequisite to 29B. No knowledge of Chinese required.
Reading and discussion of representative works in English translation. CSU/UC

CHIN 31A-31B. Intermediate Mandarin Chinese for Bilingual Students (3-3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: ORAL FLUENCY IN AT LEAST ONE CHINESE DIALECT OTHER THAN STANDARD MANDARIN AND KNOWLEDGE OF APPROXIMATELY 800-1000 CHINESE CHARACTERS
Chinese 31A is not a prerequisite for Chinese 31B. These courses may be taken non-sequentially.
Intensive training in written and spoken Mandarin with emphasis on reading and composition. Linguistic ability in both English and Chinese are used as a basis for increasing vocabulary and enhancing reading and writing skills through short stories, poems, essays and composition. Advanced training in written and spoken Mandarin. CSU/UC
These courses are designed for bilingual students who are effective in oral communication in at least one Chinese dialect other than standard Mandarin, but need formal training in both receptive and productive skills in Mandarin.

**CHIN 39. Major Achievements of Chinese Thought and Culture (3)**  
Lec-3  
Advis: Eligible for ENGL 1A  
No knowledge of Chinese required. Not open to students who are enrolled in or have completed CHIN 49.  
Consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU/UC

**CHIN 49. Major Achievements of Chinese Thought and Culture (3)**  
Lec-3  
CR/NC avail.  
No knowledge of Chinese required. Not open to students who are enrolled in or have completed CHIN 39.  
Consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU

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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**CLAS 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

**Announcement of Curricula**

**General Information**

For students who wish to transfer to a four-year college, or who want computer training that will lead to employment, the Computer Networking and Information Technology Department offers certificate programs. Areas of study include computer technical support, networking, and security.

**Learning Outcomes**

Students who complete vocational and occupational department certificates demonstrate technical and professional competencies that meet industry standards for employment, and are prepared for industry-recognized external certification exams.

**Transfer to Other Colleges and Universities.** Students who complete the two-year Associate in Science degree program may choose to continue their education and earn a Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State University and University of California campuses.

Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor.

**Certificate Curricula**

The certificate programs are designed to meet the needs of students who want 1) to obtain entry-level employment, 2) to advance in their current positions, or 3) to change careers. Certificate programs enable students to demonstrate specialization in areas such as computer technical support, networking, security, and web site administration.

**Requirements for the Certificate of Completion.** A student may obtain the Certificate of Completion by completing each of the courses offered within the certificate programs as listed below.

**Ten certificate programs are available.** Each program prepares a student for a different career path. Additional information is available from the Department Chairperson.

**Computer Technical Support**

This program provides instruction in the support of a typical workplace computer environment including hardware, operating systems, and application programs. Students in this program practice diagnostic troubleshooting, technical and logical problem solving, end-user training, and customer relations skills.

**Courses Required for the Certificate of Completion in Computer Technical Support**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 100 Intro to Computers Using PCs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 101 Operating Systems I - Windows</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 102 Operating Systems II - Command Line</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 104 Operating Systems Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 105 Computer Technical Support</td>
<td>2</td>
</tr>
<tr>
<td>CNIT 105L Computer Tech Support Lab</td>
<td>1</td>
</tr>
<tr>
<td>or CNIT 104L Operating Systems Tech Lab</td>
<td></td>
</tr>
<tr>
<td>or CNIT 103L Computer Hardware Lab</td>
<td>1</td>
</tr>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 197 Work Experience or CS 198A</td>
<td>1</td>
</tr>
<tr>
<td>CNIT 235 Windows Desktop Support Tech</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

The program of study for the Computer Technician Certificate includes instruction and practice in the identification, installation, and configuration of hardware devices to build, maintain, upgrade, and improve performance of a computer system. This course prepares students for CompTIA’s A+ exam, a certification equivalent to six months’ work experience as a computer technician.

**Courses Required for the Certificate of Completion in Computer Technician**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 101 Operating Systems I - Windows</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 102 Operating Systems II - Command Line</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 103 Computer Hardware</td>
<td>3</td>
</tr>
</tbody>
</table>
CNIT 103L Computer Hardware Lab ................1
CNIT 104 Operating Systems Technologies ........3
Total Units .............................................13

E-Commerce Systems Development

The program of study for the Certificate of Completion in E-Commerce Systems Development provides instruction in the fundamental concepts and technical skills needed to design, develop, and support a commercial Internet website and database. Teams of students in this program plan, design, develop and test a working practical project in the workplace or on campus.

Courses Required for the Certificate of Completion in E-Commerce Systems Development

Course Units
CNIT 120 Network Security ............................3
CNIT 131 Internet Basics and Beginning HTML ...3
CNIT 190 Internet Systems Analysis and Design ..3
CNIT 240 Windows Network Essentials .............3
CNIT 245 Internet Information Server
  or CNIT 251 SQL Server Administration ..........3
Total Units .............................................15

Fundamentals of Networking

The program of study for the Fundamentals of Networking Certificate provides a solid core of the concepts and terminology, an introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. Students who complete this certificate will be ready to undertake further study and advance to more specific industry training.

Courses Required for the Certificate of Completion in Fundamentals of Networking

Course Units
CNIT 103 Computer Hardware .......................3
CNIT 104 Operating Systems Technologies .......3
CNIT 106 Introduction to Networks ................3
CNIT 131 Internet Basics and Beginning HTML ..3
CNIT 240 Windows Network Essentials ............3
Total Units .............................................15

Network Security

This program provides instruction in the measures that must be taken to detect and prevent network security mistakes and vulnerabilities, and includes descriptions of common attacks and methods to configure the operating system, servers, routers, firewalls, and email. Preparation for the CompTIA Security+ exam.

Courses Required for the Certificate of Completion in Network Security

Course Units
CNIT 106 Introduction to Networks ..................3
CNIT 109 Wireless Security
  or CNIT 225 Adv Sec for Network Sys Adm
  or CNIT 221 Cisco PIX Firewll & Rtr Sec .......3
CNIT 120 Network Security ............................3
CNIT 120L Network Security Lab ...................1
CNIT 131 Internet Basics and Beginning HTML ...3
Total Units .............................................13

Routing and Switching (Cisco)

The program of study for the Certificate in Routing & Switching (Cisco) includes instruction and practice in the theory, design, configuration, and operation of simple Local and Wide Area Networks. This course of study prepares students for entry-level positions in network administration and for the Cisco Certified Network Associate (CCNA) and Network+ exams.

Courses Required for the Certificate of Completion in Routing and Switching (Cisco)

Course/Routers track Units
CNIT 103 Computer Hardware .......................3
CNIT 201 Internetwork Design .......................3
CNIT 202 Router Technologies .......................3
CNIT 203 Switching and Routing ....................3
CNIT 204 WAN and Project Based Learning .......3
Electives: Select two courses from this list
CNIT 120 Network Security ............................3
CNIT 205 Advanced Routing .........................3
CNIT 240 Windows Network Essentials ............2
CNIT 241 Supporting Windows Networks I ........3
Total Units .............................................20-21

Web Site Administration

The program of study for the Certificate in Web Site Administration includes instruction and practice in the design, configuration, programming, and operation of web sites. This course of study prepares students for entry-level positions in web site administration and for the I-Net+ exam.

Courses Required for the Certificate of Completion in Web Site Administration

Course Units
CNIT 106 Introduction to Networks
  or CNIT 201 Internetwork Design
  or CNIT 240 Windows Network Essentials .......3
CNIT 132 Intermediate HTML and XHTML ......3
CS 110A Introduction to Programming
  or CS 111A Intro to Programming/Java
  or CNIT 133 Interactive Web Pages-
    JavaScript and DHTML .........................3
CNIT 251 SQL Server Administration ...............3
CNIT 245 Internet Info Server Admin ..............3
CS 260 Unix/Linux System Administration .......3
Total Units .............................................18

Web Site Development Techniques

The program of study for the Certificate of Completion in Web Site Development Techniques includes instruction and practice in the configuration and operation of web sites. This course of study pre-
Courses Listed by Faculty

## Windows Networking

The program of study for the Certificate of Completion in Windows Networking includes instruction and practice in the theory, design, configuration, and operation of local and wide area networks using Microsoft Windows servers. This course of study prepares students for entry-level positions in network management and technical support of Windows networks.

### Courses Required for the Certificate of Completion in Windows Networking

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 201 Internetwork Design</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 235 Windows Desktop Support Tech</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 240 Windows Network Essentials</td>
<td>2</td>
</tr>
<tr>
<td>CNIT 241 Supporting Windows Networks I</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 242 Managing Windows Networks</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 246 Active Directory for Windows</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives: Select one course from this list**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 243 Exchange Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 244 Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 245 Internet Info Server Admin</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 250 Security for Windows Networks</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 251 SQL Server Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ..................................................... 20

## Wireless Networking

The program of study for the Certificate of Completion in Wireless Networking includes description, installation, configuration of network devices for wireless communication, and focuses on issues of performance and security. Completion of the certificate prepares students to take the Certified Wireless Network Administrator (CWNA) and the Certified Wireless Security Professional (CWSP) exams.

### Courses Required for the Certificate of Completion in Wireless Networking

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>or CNIT 201 Internetwork Design</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 107 Wireless LANs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 107L Wireless LANs Lab</td>
<td>1</td>
</tr>
<tr>
<td>CNIT 108 Wireless Networks, Advanced</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ..................................................... 13

## Announcement of Courses

**CREDIT, DEGREE APPLICABLE COURSES:**

**CNIT 100. Introduction to Computers Using PCs (3)**
Lec-3, lab-3

A computer literacy course using IBM-compatible computers. Prepares students to use computers to write papers, organize information, and use e-mail. Overview of computer components, hardware and software. Fundamentals of the Windows and other operating systems and applications such as word processing, spreadsheets, database, and e-mail and the Internet. Students use computers to complete their class assignments. CSU/UC/CAN

CSCI 2
Formerly CIS 100P.

**CNIT 101. Operating Systems I - Windows (3)**
Lec-3, lab-3

Advise: CNIT 100 Repeat: max. 6 units

A technical course about the Microsoft Windows operating system for students who have some computer experience. Learn techniques to manage a personal computer through the use of operating system utilities and commands. Practice setting up and customizing the interface and managing programs and data. Manage the computer system hardware. Compare several graphical user interfaces and command line interfaces. CSU

Formerly CNIT 111 or 165.

**CNIT 102. Operating Systems II - Command Line (3)**
Lec-3, lab-3

Advise: CNIT 101

An advanced course covering the use of the MS-DOS command line interface. This course is especially for students planning to earn a certificate in Windows Hardware, or for advanced Windows users. Use of DOS commands and utilities. A detailed examination of batch files, CONFIG.SYS, AUTOEXEC.BAT, redirection and piping. Use of the DOS editor. CSU

Formerly CNIT 112 or 164 or CIS 164.

**CNIT 102W. World Wide Web (1)**
Lec-1, lab-1

CR/NC avail.

Introduction to the World Wide Web Internet service. Use of browsers and search tools. Create home pages. Use web browsers to access other Internet services such as email, ftp, newsgroups and telnet. CSU

Formerly CIS 102W.

**CNIT 103. Computer Hardware (3)**
Lec-3, conf-1, lab-2

CR/NC avail.

Advise: CNIT 100 or 101 or 102

This course provides the knowledge and skills needed to install hardware, configure, repair, and maintain a computer system in a typical office environment. Topics include hardware components and peripherals, assembly, upgrading, and basic troubleshooting methodology. CSU

Formerly CIS 104.

**CNIT 103L. Computer Hardware Lab (1)**
Lab-3

CR/NC avail.

Advise: CNIT 103

A project-oriented hands-on introduction to hardware identification, maintenance, upgrade, diagnosis, and troubleshooting. Designed to
provide practice with concepts, techniques and procedures covered in CNIT 103. Teamwork will be emphasized. CSU

**CNIT 104. Operating Systems Technologies (3)**
Lec-3, lab-2  
Prereq.: CNIT 103
This course provides the knowledge and skills to select and install system software, and to diagnose and troubleshoot system problems due to software configuration. Covers all aspects of the operating system, configuration files, drivers, and resource allocation. Topics include computer architecture and the interaction of hardware and software, documentation, command line operations, use of utilities for diagnostics and for configuration, and editing the Registry. CSU Formerly CIS 104A.

**CNIT 104L. Operating Systems Technologies Lab (1)**
Lab-3  CR/NC avail.  
Prereq.: CNIT 104
A project-oriented hands-on introduction to the technical requirements of computer software: installation, configuration, modification, and troubleshooting. Designed to provide hands-on familiarity and practice with concepts, techniques and procedures covered in CNIT 104. Troubleshooting and teamwork will be emphasized. CSU

**CNIT 105. Computer Technical Support (2)**
Lec-2, conf-1, lab-2  CR/NC avail.  
Prereq.: CNIT 104  
Advis: CNIT 106 or 101 or 102
An overview of the concepts and procedures associated with operating a technical support center or help desk call center, with particular emphasis on technologies that can facilitate the work and generate statistics. Additionally, the course will include extensive simulated and hands-on experience, role-playing, and problem solving to practice good customer service and communications skills. CSU Formerly CIS 105.

**CNIT 105L. Computer Technical Support Lab (1)**
Lab-3  
Advis: CNIT 105
Introduction to hardware diagnosis and troubleshooting, and software maintenance, upgrading, and problem-solving; including the opportunity to work with real Help Desk software to log calls, and, at times, real end-user problems; and to work with a variety of real hardware problems in a simulated Service Center. Designed to provide hands-on practice with hardware and software, techniques and procedures covered in CNIT 105. Teamwork will be emphasized. CSU

**CNIT 106. Introduction to Networks (3)**
Lec-3, lab-2  CR/NC avail.  
Advis: CNIT 100 or 101
An analysis of technologies for connecting computers and computer related devices into networks. This course covers the terminology and the major components of networks: architecture, topologies, hardware components, connections, protocols, network operations, network administration, support, and troubleshooting. Wide Area Networks (WANs) are also covered. Follows the objectives of the ComptIA Net+ certification exam. CSU Formerly CIS 131.

**CNIT 107. Wireless LANs (3)**
Lec-3  CR/NC avail.  
Prereq.: CNIT 106 or 240 or 201
Knowledge and skills needed to select, install and configure wireless networks, including: fundamentals and standards of wireless communication, installation of network access point, and installation, configuration and management of typical products. Also included: common applications, monitoring the network, security, troubleshooting, upgrade and modification. Students in this course should be familiar with LAN Technologies. CSU

**CNIT 107L. Wireless LANs Lab (1)**
Lab-3  CR/NC avail.  
Prereq.: CNIT 106  
Coreq.: CNIT 107
A project-oriented hands-on introduction to the installation and configuration of wireless networks, including troubleshooting and settings to improve performance, range, and security. Includes practice with equipment from different vendors and devices using different standards (802.11b, a and g). Some advanced projects will be included with bridges, repeaters, and antennas. Designed to provide hands-on familiarity and practice with concepts, techniques and procedures covered in CNIT 107. Teamwork will be emphasized. CSU

**CNIT 108. Wireless Networks, Advanced (3)**
Prereq.: CNIT 107
Knowledge and skills to design, install, configure, manage, and maintain wireless networks, including: advanced fundamentals of wireless communication, current and developing standards and protocols, boosting signal strength, detecting and extending signals, troubleshooting common problems, monitoring the network, security issues, and research and analysis of proposed and developing security solutions. Follows the objectives for the Certified Wireless Network Administrator (CWNA) Examination. CSU

Lec-3, lab-3  CR/NC avail.  
Prereq.: CNIT 106 or 120 or 107 or 108
Provides knowledge, skills, and procedures to address the wireless attacks on a computer network, to identify and eliminate known vulnerabilities in wireless networks, and to implement solutions to protect data and to keep the systems running. Known and common attacks on wireless systems are examined and discussed, and levels of security and developing standards are examined. Follows the objectives of the Certified Wireless Security Professional (CWSP) industry certification. CSU

**CNIT 110. Wireless Enterprise (3)**
Lec-3, lab-3  CR/NC avail.  
Prereq.: CNIT 107 or 108
Fundamentals, techniques, and procedures to design an effective Wireless Wide Area Network for a large-scale enterprise, to perform a site survey; and to select, install, configure, and modify the devices and settings to maximize performance while maintaining security. Wireless bridges, repeaters, and antennas will be installed, and wireless Virtual Local Area Networks (VLANs) will be configured to provide the best security for the network. CSU

**CNIT 120. Network Security (3)**
Lec-3  
Prereq.: CNIT 106 or 201
Knowledge and skills required for Network Administrators and Information Technology professionals to be aware of security vulnerabilities, to implement security measures, to analyze an existing network environment in consideration of known security threats or risks, to defend against attacks or viruses, and to ensure data privacy and integrity. Terminology and procedures for implementation and configuration of security, including access control, authorization, encryption, packet filters, firewalls, and Virtual Private Networks (VPNs). CSU
CNIT 104. Introduction to Networking (3)
Lec-2, lab-5
CR/NC avail.
PREREQ.: CNIT 103, 106, or 131
Introduction to networking concepts and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, network standards and personal safety. This is the first course of the Cisco Networking Academy series. CSU

CNIT 105. Introduction to Computer Forensics (3)
Lec-2, lab-5
CR/NC avail.
PREREQ.: CNIT 104, 106, or 131
The class covers forensic tools, methods, and procedures used for investigation of computers, techniques of data recovery and evidence collection, protection of evidence, expert witness skills, and computer crime investigation techniques. Includes analysis of various file systems and specialized diagnostic software used to retrieve data. Prepares for part of the industry standard certification exam, Security+, and also maps to the Computer Investigation Specialists exam. CSU

CNIT 120L. Network Security Lab (1)
Lec-3
CR/NC avail.
Advise: CNIT 120
Hands-on practice in basic configuration and settings of a variety of computer systems. Designed to provide practice with concepts, techniques and procedures covered in CNIT 120, Network Security. A range of exercises will cover Windows local policies, VPNs, wireless security, intrusion detection, web server lockdown, and detecting and removing computer viruses. CSU

CNIT 121. Computer Forensics (3)
Lec-3, lab-3
CR/NC avail.
PREREQ.: CNIT 120
The class covers forensic tools, methods, and procedures used for investigation of computers, techniques of data recovery and evidence collection, protection of evidence, expert witness skills, and computer crime investigation techniques. Includes analysis of various file systems and specialized diagnostic software used to retrieve data. Prepares for part of the industry standard certification exam, Security+, and also maps to the Computer Investigation Specialists exam. CSU

CNIT 131. Internet Basics and Beginning HTML (3)
Lec-3, lab-3
CR/NC avail.
Repeat: max. 9 units
Methods of using the Internet. History, design and protocol methods used on Internet including: electronic mail, mailing lists, Usenet, connection to remote computers, file transfer, World Wide Web, basic web page creation and publishing. Additional topics include: file compression and expansion, computer security, copyright and electronic commerce, and basic Unix shell commands. CSU
Formerly CNIT 135B or CIS 135B.

CNIT 132. Intermediate HTML and XHTML (3)
Lec-3, lab-3
Advise: CNIT 131
Repeat: max. 9 units
Use of HTML to publish information on the World Wide Web, including the use of color, images, tables, and frames. Cascading Style Sheets are used to standardize the appearance of information within a page and across pages in a site. Introduction to scripting languages, Dynamic HTML, forms and CGI. Introduction to secure data transfer. Discussion of privacy, copyright, and accessibility issues. CSU
Formerly CNIT 135B or CIS 135B.

CNIT 133. Interactive Web Pages - JavaScript and DHTML (3)
Lec-3, lab-3
Advise: CNIT 132
Creation of original client-side scripts using JavaScript to make Web pages interactive. Creation of Dynamic HTML elements to make Web pages dynamic, including properties, methods, event handlers, and structured graphic controls of the Dynamic Object model. CSU
Formerly CNIT 135C.

CNIT 134. Server Side Technologies: XML and ASP.NET (3)
Lec-3, lab-3
CR/NC avail.
PREREQ.: CNIT 133 or CS 110A or 111A or 112A or 113A or 183B
Creation of original server-side scripts using a variety of techniques such as: (i) Extensible Markup Language (SML) and its subsets: Extensible Style Language Transformation (XSLT), XML Schemas and Web Services and (ii) ASP.NET server controls and its data access with ADO.NET. CSU

CNIT 190. Internet Systems Analysis and Design (3)
Lec-3
PREREQ.: CNIT 106
Study of concepts, terminology, and methods to analyze, design, implement and improve Internet-based enterprises. Techniques to analyze requirements and plan a project appropriately and implement an integrated solution. Case studies are reviewed as examples, and real-world team projects and presentations are assigned. CSU

CNIT 197. Internship and Work Experience (1)
Conf-2, work-5
PREREQ.: CNIT 132 or 104 and 106 or 201 or 241
COREQ.: Enrollment in 7 units of coursework including this course or consent of instructor
Repeat: max. 3 units
Work experience in supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer Networking and Information Technology Department. Students must be employed in any area including, but not limited to, help desk, hardware technician, networking technician, system administration, internet or computer operation. CSU

CNIT 198. Internship and Work Experience (2)
Conf-2, work-10
PREREQ.: CNIT 132 or 104 and 106 or 240 or 201
COREQ.: Enrollment in 7 units of coursework including this course or consent of instructor
Repeat: max. 6 units
Work experience in supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer Networking and Information Technology Department. Students must be employed in any area including, but not limited to, help desk, hardware technician, networking technician, system administration, internet or computer operation. CSU

CNIT 199. Independent Study (1-3)
Ind st-5, 10, 15
PREREQ.: CNIT 104 or 202 or 132 or 241
Repeat: max. 9 units
Large-scale individual projects in Computer Networking and Information Technology to be defined in cooperation with an instructor-supervisor. The project must be in an area not covered by other course offerings. CSU

CNIT 201. Internetwork Design (3)
Lec-2, conf-1, lab-3
Advise: CNIT 100
Networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, network standards and personal safety. This is the first course of the Cisco Networking Academy series. CSU
Formerly CIS 330.

CNIT 202. Router Technologies (3)
Lec-2, conf-1, lab-3
PREREQ.: CNIT 201
Installation, configuration, customization, maintenance and troubleshooting of Cisco routers and other components. This is the second course of the Cisco Networking Academy series. CSU
Formerly CIS 331.
This course focuses on the overall security processes with particular emphasis on: hands on skills with Cisco PIX firewall; secure router design, installation, configuration; Authentication, Authorization, and Accounting (AAA) implementation using routers and firewalls; Intrusion Detection (IDS) implementation using routers and firewalls; and VPN implementation using routers and firewalls. CSU

CNIT 225. Advanced Security for Network System Admin. (3)
Lec-3, lab-3
Prereq.: CNIT 106 or 201 or 240
Advise: CS 260A
Knowledge, skills, and procedures to prevent cyber-attacks on a computer network, particularly to detect unauthorized access, to close known vulnerabilities, and to implement solutions to protect data and to keep the systems running. Known and common attacks on both Unix and Windows Operating Systems are examined and discussed, and defensive measures and strategies are suggested. CSU

CNIT 226. Windows Desktop Support Technician (3)
Lec-3, lab-3
Advise: CNIT 101
CR/NC avail.
Provides knowledge, skills, and practical methods to troubleshoot basic problems end users face running Windows XP Operating System and to configure and maintain common office applications in a network environment. CSU

CNIT 227. Managing Windows Networks (3)
Lec-3
Advise: CNIT 101 and 106
This course provides an overview of networking concepts and an introduction to their implementation in the Microsoft Windows network operating system, including tasks and operations involved in daily management and ongoing support of a network, with emphasis on practical experience using the Windows Server user interface. It is the first in a series of courses leading to college and industry certifications. CSU
Formerly CIS 325.

CNIT 228. Internetwork Troubleshooting (3)
Lec-3, conf-1
Prereq.: CNIT 240
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 229. Supporting Windows Network I (3)
Lec-3
Advise: CNIT 240
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 230. Supporting Windows Network II (3)
Lec-3
Advise: CNIT 240
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 231. Cisco PIX Firewall and Router Security (3)
Lec-2, conf-1
Prereq.: CNIT 204 or valid CCNA Certification
This course focuses on the overall security processes with particular emphasis on: hands on skills with Cisco PIX firewall; secure router design, installation, configuration; Authentication, Authorization, and Accounting (AAA) implementation using routers and firewalls; Intrusion Detection (IDS) implementation using routers and firewalls; and VPN implementation using routers and firewalls. CSU

CNIT 232. Advanced Security for Network System Admin. (3)
Lec-3, lab-3
Prereq.: CNIT 106 or 201 or 240
Advise: CS 260A
Knowledge, skills, and procedures to prevent cyber-attacks on a computer network, particularly to detect unauthorized access, to close known vulnerabilities, and to implement solutions to protect data and to keep the systems running. Known and common attacks on both Unix and Windows Operating Systems are examined and discussed, and defensive measures and strategies are suggested. CSU

CNIT 233. Windows Desktop Support Technician (3)
Lec-3, lab-3
Advise: CNIT 101
CR/NC avail.
Provides knowledge, skills, and practical methods to troubleshoot basic problems end users face running Windows XP Operating System and to configure and maintain common office applications in a network environment. CSU

CNIT 234. Managing Windows Networks (3)
Lec-3
Advise: CNIT 101 and 106
This course provides an overview of networking concepts and an introduction to their implementation in the Microsoft Windows network operating system, including tasks and operations involved in daily management and ongoing support of a network, with emphasis on practical experience using the Windows Server user interface. It is the first in a series of courses leading to college and industry certifications. CSU
Formerly CIS 325.

Lec-3, lab-3
Prereq.: CNIT 106 or 201 or 240
Advise: CS 260A
Knowledge, skills, and procedures to prevent cyber-attacks on a computer network, particularly to detect unauthorized access, to close known vulnerabilities, and to implement solutions to protect data and to keep the systems running. Known and common attacks on both Unix and Windows Operating Systems are examined and discussed, and defensive measures and strategies are suggested. CSU

CNIT 236. Windows Desktop Support Technician (3)
Lec-3, lab-3
Advise: CNIT 101
CR/NC avail.
Provides knowledge, skills, and practical methods to troubleshoot basic problems end users face running Windows XP Operating System and to configure and maintain common office applications in a network environment. CSU

CNIT 237. Managing Windows Networks (3)
Lec-3
Advise: CNIT 101 and 106
This course provides an overview of networking concepts and an introduction to their implementation in the Microsoft Windows network operating system, including tasks and operations involved in daily management and ongoing support of a network, with emphasis on practical experience using the Windows Server user interface. It is the first in a series of courses leading to college and industry certifications. CSU
Formerly CIS 325.

CNIT 238. Supporting Windows Network I (3)
Lec-3
Advise: CNIT 240
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 239. Supporting Windows Network II (3)
Lec-3
Advise: CNIT 240
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 240. Windows Network Essentials (3)
Lec-3
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 241. Supporting Windows Network I (3)
Lec-3, conf-1
Prereq.: CNIT 240
This course provides the knowledge and skills needed to install and configure Microsoft Windows Network Operating Systems, including installation as a stand-alone operating system and as a network client, and installation and configuration of Windows Server as a network file server. Security, printing, performance, optimization, and disaster recovery are also covered. Hands-on practice provided. CSU
Formerly CIS 326.

CNIT 242. Managing Windows Networks (3)
Lec-3, conf-1
Prereq.: CNIT 240
Provides knowledge and skills required for Network Administrators and Information Technology Professionals to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. These skills are generally required in medium size organizations that maintain over 200 user desktops and servers. The course covers terminology and procedures for configuration and management of Active Directory, Domain Name Service, Dynamic Host Configuration Protocol, Web and Intranet Services, Remote Access, and Group Policies. CSU
Formerly CIS 361.
CNIT 243. Exchange Server Administration (3)
Lec-3, conf-1
PREREQ.: CNIT 241
Advise: CNIT 106
Knowledge and skills needed to configure and manage communications in a Windows Server network. Includes setting up network security, remote access, Domain Name Server, DHCP (Dynamic Host Configuration Protocol), remote installation, connectivity and troubleshooting. Hands-on practice provided using Windows Exchange Server. CSU

CNIT 244. Windows Network Infrastructure (3)
Lec-3, conf-1
PREREQ.: CNIT 240
This course covers the knowledge and skills needed to configure and manage Microsoft Windows 2000 Server. Topics include setting up network security, remote access, Domain Name Server, DHCP (Dynamic Host Configuration Protocol), remote installation, connectivity and troubleshooting. Hands-on practice provided using Windows. CSU Formerly CIS 327.

CNIT 245. Internet Information Server Administration (3)
Lec-3, lab-3
PREREQ.: CNIT 240
Repeat: max. 8 units
The study of Internet web server installation and administration and management of its components such as FTP, SMTP, and Index Server. How to set up web servers on the Internet. Students learn the skills necessary for working as web administrators in large organizations or Internet Service Providers (ISPs). CSU Formerly CIS 324.

CNIT 246. Active Directory for Windows (3)
Lec-3
PREREQ.: CNIT 240
Covers the knowledge and skills needed to design, implement, administer, and maintain a Microsoft Windows Active Directory database. Topics include concepts and terminology, adding and modifying users and groups, publishing resources, group policies, and security settings. CSU Formerly CIS 328.

CNIT 248. Windows Network Services Design (3)
Lec-3
PREREQ.: CNIT 240 OR 106 OR 201
This course covers the knowledge and skills essential to designing and evaluating a Microsoft Windows networking services infrastructure. Topics include TCP/IP, DHCP, DNS, WINS, NAT, Proxy Server, routing, and remote access, as related to network connectivity design. Teamwork design projects. CSU Formerly CIS 329.

CNIT 250. Security for Windows Networks (3)
Lec-3, lab-3
Advise: CNIT 240
Implementation of preventive security measures, analysis of an existing Windows network environment in consideration of security threats or risks: setting passwords and lockout features, permissions and encryption to protect resources, auditing login attempts setting, configuring authentication, encryption, and policies for remote access, using firewalls, Virtual Private Networks (VPNs), and proxy servers to protect Internet connections and access to resources, and to secure the network against internal and external attacks. CSU

CNIT 251. SQL Server Administration (3)
Lec-3, lab-3
PREREQ.: CNIT 240
The study of the SQL Server database management system. In this advanced course, students will gain the knowledge and skills to install and configure SQL Server and manage the day-to-day administration of a client/server database in an enterprise network environment. CSU Formerly CIS 323.

CNIT 270. Unix/Linux Network Services (3)
Lec-3, lab-3
PREREQ.: CNIT 240
Configuring and maintaining Unix/Linux networks and network services, including network design, adding hosts, configuring network services such as DNS, NFS, NIS, e-mail and network printing, performing software and kernel updates, routing, routing protocols, and troubleshooting. CSU

CNIT 271. Apache Web Server Introduction (1)
Lec-1, lab-1
PREREQ.: CS 160A AND CNIT 106
Repeat: max. 8 units
Introduction to setting up and configuring the Apache Web Server. The course covers how to download and install Apache, configure CGI scripting to run scripts on the server, protect document directories with authentication, and using virtual hosting to support multiple hostnames on the same server. CSU

Computer Science

Announcement of Curricula

General Information
For students who wish to transfer to a four-year college, or who want computer training that will lead to employment, the Computer Science Department offers both two-year degree programs and certificate programs. Areas of study include computer programming, multimedia, databases, and Unix/Linux administration.

Degree Curricula
Graduates of the two-year program in Computer Science will have the skills in computer programming required for transfer to a four-year college or for employment as programming assistants, maintenance programmers, and other entry level or trainee positions. Upon successful completion of the curriculum, students receive the Associate of Science (AS) degree.

Options. Students may choose from two options for their course of study toward a degree.

1. Computer Science. The Computer Science option prepares students for transfer to four-year colleges for further study in the area of computer science, as well as providing training for entry level employment as computer programmers and analysts.

2. Computer and Information Science. The Computer and Information Science option prepares students for entry-level positions in microcomputer applications and user support, or for transfer to four-year colleges for further study in areas such as Information Science. Those who want to prepare themselves for a career in other fields requiring microcom
Admission. Enrollment is recommended only to students who have completed one year of high school algebra with a final grade of C or higher and one year of high school geometry with a final grade of C or higher, or equivalent.

Course of Study. The curriculum includes instruction in the fundamentals of computer use, problem solving, systems analysis, programming in languages (such as C++, Visual Basic, and Java), computer operations, Unix/Linux administration, databases (such as Oracle), and systems tools. Additional requirements may include the fundamentals of accounting, quantitative methods and communication skills.

Award of Achievement. Students who wish to earn an Award of Achievement must:
- Satisfy the requirements for the Associates Degree.
- Maintain a City College grade point average of B or higher.
- Earn a letter grade of B or higher in all CS courses taken towards the Award of Achievement.

Transfer to Other Colleges and Universities. Students who complete the two-year Associate in Science degree program may choose to continue their education and earn the Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State University and University of California campuses. Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor.

Computer Science

Courses Required for the Award of Achievement in Computer Science

First Semester
Course                                      Units
CS 110A/111A Intro to Programming (C++/Java)........3
MATH 110A Calculus I......................................4
Additional graduation requirements*

Second Semester
CS 110B/111B Prog Fundamentals I (C++/Java)........3
MATH 110B Calculus II .....................................4
PHYC 4A Physics for Sci and Engr .......................3
Additional graduation requirements*

Third Semester
CS 110C/111C** Prog Fundamentals II (C++/Java).....3
MATH 115 Discrete Math ....................................3
PHYC 4B Physics for Sci and Engr ........................3
Additional graduation requirements*

Fourth Semester
CS 150A Intro to Databases Using T-SQL .............3
CS 151A Oracle SQL Databases or CS 141B Visual Basic with Database .......3
CS 176 Systems Analysis and Design ....................3
Additional graduation requirements*

Total Units ..................................................39

*Students should consult their counselor or program/degree advisor to determine the total number of units and courses needed to fulfill graduation requirements. Transfer requirements vary. Students are advised to consult with the department program/degree advisor and a counselor.

**Students who complete CS 110B must take CS 110C and students who complete CS 111B must take CS 111C

Certificate Curricula

The certificate programs are designed to meet the needs of students who want 1) to obtain entry-level employment, 2) to increase their opportunities to advance in their current positions, or 3) to change the kind of work they do currently. Certificate programs make it possible for a student to demonstrate specialization in the areas such as computer programming, multimedia, and Unix/Linux administration.

Requirements for the Certificate of Completion. A student may obtain the Certificate of Completion by completing each of the courses offered in the certificate program with a grade of C or higher while maintaining a 2.00 GPA at City College. Credit/No-Credit
grades will not be accepted toward completion of a certificate program. Core courses must be taken at CCSF.

**Five certificate programs are available.** Each program prepares a student for a different career path. Additional information is available from the Department degree advisor or the Department Chairperson.

**Computer Programming: C++**

The program of study for the certificate in Computer Programming: C++ includes instruction and practice in the programming language C++, as well as computer systems and the principles of automatic business data processing. This course of study prepares students for entry-level positions in computer programming in a variety of settings.

**Courses Required for the Certificate of Completion in Computer Programming: C++**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 101 Intro to Information Systems or CS 176 Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CS 110A Intro to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 110B Programming Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>CS 110C Programming Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Intro to Databases Using T-SQL or CS 151A Oracle SQL Databases</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Computer Programming: Java**

The program of study for the certificate in Computer Programming: Java includes instruction and practice in the programming language Java, as well as computer systems and the principles of automatic business data processing. This course of study prepares students for entry-level positions in computer programming in a variety of settings.

**Courses Required for the Certificate of Completion in Computer Programming: Java**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 101 Intro to Information Systems or CS 176 Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CS 111A Intro to Programming/Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 111B Programming Fundamentals I/Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 111C Programming Fundamentals II/Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Intro to Databases Using T-SQL or CS 151A Oracle SQL Databases or CS 211 Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Computer Programming: Visual Basic.NET with Database**

The program of study for the certificate in Computer Programming: Visual Basic.NET with Database includes instruction and practice in the programming language Visual Basic.NET and in database theory, design, and programming. This course of study prepares students for entry-level positions in computer programming in a variety of settings.

**Courses Required for the Certificate of Completion in Computer Programming: Visual Basic.NET with Database**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 112A Intro to Visual Basic. NET</td>
<td>3</td>
</tr>
<tr>
<td>CS 112B Visual Basic.NET Object Oriented</td>
<td>3</td>
</tr>
<tr>
<td>CS 112D Visual Basic.NET w/ Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Intro to Databases Using T-SQL</td>
<td>3</td>
</tr>
<tr>
<td>CS 152A Programming SQL Server Using Transact-SQL</td>
<td>3</td>
</tr>
<tr>
<td>CS 159A Database Design and Modeling</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Multimedia Programming**

Multimedia Studies is a multi-disciplined curriculum in the design, development, tools, and production of interactive media. Four certificates of concentration are in Web Design and Graphics, Image and Sound, Performance Arts, and Computer Programming. (See Multimedia Studies in the IDST program for complete details.)

Multimedia Programming includes instruction and practice in specific programming languages and authoring tools. This course of study prepares graduates for entry level positions in computer programming in the multimedia field.

**Unix/Linux Administration**

The program of study for the certificate in Unix/Linux Administration includes instruction and practice in using and administering a Unix/Linux system. This course of study prepares students for entry-level positions in Unix/Linux operations and administration.

**Courses Required for the Certificate of Completion in Unix/Linux Administration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 160B Unix/Linux Shell Scripting</td>
<td>2</td>
</tr>
<tr>
<td>CS 260A Unix/Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 270 Unix/Linux Network Services</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 271 Apache Web Server Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose one from the following group

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 113A Introduction to Perl Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 161 C for Unix and Linux</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one from the following group

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 201 Internetwork Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Unix/Linux Programming**

The program of study for the certificate in Unix/Linux Programming includes instruction and practice in writing computer programs for a Unix/Linux system. This course of study prepares students for entry-level positions in Unix/Linux operations. It is required that a student have completed the certificate in Unix/Linux Administration prior to pursuing this program of study.
Courses Required for the Certificate of Completion in Unix/Linux Programming

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 113A Introduction to Perl Programming*</td>
<td>3</td>
</tr>
<tr>
<td>or CS 161 C for Unix and Linux*</td>
<td></td>
</tr>
<tr>
<td>CS 261A Unix/Linux System Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 261B Adv Unix/Linux System Programming ...</td>
<td>3</td>
</tr>
<tr>
<td>CS 262 Unix/Linux Network Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one from the following group

| CS 113B Object-Oriented Perl Programming                              | 3     |
| CS 130A PHP Programming                                               | 3     |

Total Units .................................................................. 15

*Students will have taken either CS 113A or CS 161 as part of completing the certificate in Unix/Linux Administration. To get the certificate in Unix/Linux Programming, they will need to take the other course.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

CS 100. Introduction to Computer Science (3)
Lec-3, lab-1
Introduction to computer science. Emphasis is on algorithms, hardware design, system software, computer organization, data representation, language models, theory of computation and social issues. Students learn algorithms and use programming techniques to solve problems. CSU

CS 100M. Introduction to Computers Using Macintosh (3)
Lec-3, lab-3
CR/NC avail.
A computer literacy course using Macintosh computers. Prepares students to use computers to write papers, organize information, and use e-mail. Overview of computer components such as hardware, software and data. Fundamentals of the Finder and applications such as word processing, spreadsheets and the Internet. Students use computers to complete class assignments. CSU/UC/CAN CSCI 24
Formerly CIS 100M.

CS 101. Intro to Information Systems (3)
Lec-3, lab-0.5
Introduction to the uses and technology of computers. Emphasis is on the vocabulary of computer systems, hardware, software, networks, data representation and manipulation, communications, the Internet, ethics and privacy issues, and developments and trends. Survey of job opportunities in the computer field and how computers are used in business, research and government. Students use a computer application (spreadsheet) as a problem-solving tool and use macros and Visual Basic for Applications to learn programming fundamentals. CSU/UC
Formerly CIS 101.

CS 105. Programming for Non-Majors (3)
Lec-3, conf-1, lab-3
CR/NC avail.
Advise: MATH 840, and CNIT 100 or CS 101
Introduction to computer programming and problem solving for non-majors. No prior programming experience required. Problem solving techniques, program design, logic charting, control structures, data structures, algorithms, use of a scripted programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. CSU/UC

CS 110A. Introduction to Programming (3)
Lec-3, conf-1, lab-3
Advise: MATH 840 and CNIT 100
Introduction to computer programming and problem-solving. No prior programming experience required. Concepts include: problem-solving techniques, program design, charting, control structures, data structures, algorithms, use of the C++ programming language, a programming environment and hardware. Using computers and other methods to complete assignments. CSU/UC
Formerly CIS 110A.

CS 110B. Programming Fundamentals I (3)
Lec-3, conf-1, lab-3
Prereq.: CS 110A
This course covers pointers, arrays with structured elements, file handling, dynamic memory allocation, and building abstract data types. Programming assignments require planning, good coding practices, and documentation. Applications include both numerical and non-numerical problems. CSU/UC/CAN CSCI 22
Formerly CIS 110B.

CS 110C. Programming Fundamentals II (3)
Lec-3, conf-1, lab-3
Prereq.: CS 110B
A course in the analysis and design of computer algorithms and the underlying data structures using an object-oriented approach. Analysis in the timing and efficiency of algorithms. Study of lists, stacks, queues, trees, searching, sorting, and recursion. Introduction to graphs, tables, hashing, and direct access files. Further study of ADTs. CSU/UC/CAN CSCI 24
Formerly CIS 110C.

CS 111A. Intro to Programming/Java (3)
Lec-3, Conf-1, lab-3
Advise: MATH 840 and CNIT 100
Intro to computer programming and problem solving. No prior programming experience required. Course concepts include: problem solving techniques, program design, charting, control structures, data structures, algorithms, use of the Java programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. CSU/UC
Formerly CIS 110J.

CS 111B. Programming Fundamentals I/Java (3)
Lec-3, conf-1, lab-3
Prereq.: CS 111A OR 111A
A continuation of the concepts and principles introduced in CS 110A, using Java as the programming platform. Classes, objects, references, arrays, files, dynamic memory allocation, inheritance, design and implementation of abstract data types. Programming assignments require planning, good coding practices, documentation. An object-oriented approach to problem-solving and program development. Numerical and non-numerical applications. Students will construct both applets and standalone applications. CSU/UC
Formerly CIS 110K.

CS 111C. Programming Fundamentals II/Java (3)
Lec-3, conf-1, lab-3
Prereq.: CS 111B
The analysis and design of computer algorithms and their underlying data structures using an object-oriented approach. Analysis of the timing and efficiency of algorithms. Study of lists, stacks, queues, trees, backtracking, searching, sorting and recursion. Introduction to graphs, tables, hashing, heaps, priority queues, and direct access files. Further study of abstract data types and object-
Introduction to computer programming and problem solving using Visual Basic.NET. Students develop Windows-oriented application programs with emphasis on standard programming concepts and algorithms, interface design, and event processing using the .Net development platform. CSU

**CS 112A. Intro to Visual Basic.NET (3)**
Lec-3, conf-1, lab-3
*Advises: CNIT 100 or 101, and MATH 840*
A beginning course in computer programming and problem solving using Visual Basic.NET. Students develop Windows-oriented application programs with emphasis on standard programming concepts and techniques. CSU

**CS 112B. Visual Basic.NET Object-Oriented (3)**
Lec-3, conf-1, lab-3
*Prereq.: CS 112A*
A continuation of CS 112A. Design and implementation of classes, objects, abstract data types, arrays, and collections. Use of inheritance, polymorphism, and structured exception handling. Development of Windows-oriented application programs with emphasis on object-oriented programming concepts and techniques. CSU

**CS 112D. Visual Basic.NET w/ Databases (3)**
Lec-3, conf-1, lab-3
*Prereq.: CS 112A, and CS 150A or 151A*
*Advises: CS 112B and 152A*
An intermediate course in computer programming and problem solving using Visual Basic.NET and ADO.NET. Students develop Windows-oriented application programs that interface with databases (SQL Server, Access, or Oracle) using the ADO.NET data access model. CSU

**CS 113A. Introduction to Perl Programming (3)**
Lec-2, conf-1, lab-3
*Advises: CS 160A*
An introduction to the interpreted language called Perl, the Practical Extraction and Report Language. Recommended for anyone working with files and text. This course covers the semantics and syntax of the Perl language, and includes discussion on the practical kinds of problems that Perl can solve and provides examples. Students write stand-alone programs that perform various tasks, including text and file manipulation. CSU

**CS 113B. Object Oriented Perl Programming (3)**
Lec-2, conf-1, lab-3
*Prereq.: CS 113A*
A continuation of the concepts and principles introduced in CS 113A, Introduction to Perl Programming using an object-oriented approach to problem solving and program development. Packages, objects, references, nested data structures, advanced regular expressions, CGI and DBM topics are covered. Students write stand-alone and CGI programs to solve common data processing and system administration tasks. CSU

**CS 114B. Programming Fundamentals I/C#/ (3)**
Lec-3, conf-1, lab-3
*Prereq.: CS 110A or 111A*
A continuation of the concepts and principles introduced in CS 110A or 111A. It covers programming using the C# language and the .NET / Common Language Runtime platform. Students will learn Object Oriented software design techniques, and construct Graphical User Interface applications. CSU

**CS 115A. Intro to Programming for Scientists (3)**
Lec-3, conf-1, lab-3
Introduction to computer programming and problem solving for scientists. No prior programming experience required. Course concepts include: problem solving techniques, program design, charting, control structures, data structures, algorithms, numerical methods, use of the C++ programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. The course will emphasize applications and techniques relevant to scientists. CSU

**CS 130A. PHP Programming (3)**
Lec-3, lab-3
*Advises: CNIT 135*
Introduction to the open source Web scripting language PHP. Recommended for anyone needing to build dynamic Web sites and Web applications. Semantics and syntax of the PHP language, including discussion on the practical problems that PHP solves. Students write server-side, cross-platform, HTML embedded scripts that perform various tasks, including implementing dynamic Web pages that interact with databases and files. CSU

**CS 130B. Advanced PHP Programming (3)**
Lec-3, lab-3
*Prereq.: CS 130A*
This class covers using PHP for database connectivity to build scalable, dynamic websites. Assignments emphasize using PHP for user authentication, site personalization, content management, session tracking, and user-driven database updating. A class project demonstrates using PHP and a database (MySQL) to build a scalable, object oriented, template-based e-commerce website. CSU

**CS 131A. Python Programming (3)**
Lec-3, conf-1, lab-3
*Advises: CS 110A or 111A or 113A or 130A or 112A or 161 or 160B*
Introduction to the interpreted, interactive, object-oriented language Python. Recommended for anyone needing a general-purpose programming language and for those performing web site or system administration. Semantics and syntax of the Python language, including discussion on the practical problems that Python solves. Students write stand-alone programs that perform various tasks including interfacing to system calls and libraries; sending and retrieving information from web sites; and, connecting to databases. CSU

**CS 141B. Visual Basic with Database (3)**
Lec-3, conf-1, lab-3
*Prereq.: CS 150A*
Design and write applications using the Visual Basic and Visual Basic for Applications (VBA) programming languages in conjunction with the Access database. These applications will run under the Windows environment. CSU
Formerly CIS 141B.

**CS 150A. Intro to Databases Using T-SQL (3)**
Lec-3, lab-3
*Advises: CNIT 100*
Introduction to single-user database management systems. Design and development of relational database systems using client-based software. Students will use SQL and other database tools to define and manipulate the database. This course uses Microsoft Access software and includes a brief introduction to VBA (Visual Basic for Applications). CSU
Formerly CIS 134A.

**CS 151A. Oracle SQL Databases (3)**
Lec-3, lab-3
*Prereq.: CS 112A or 110A or 111A or 150A*
An advanced course in the design and development of multi-user
database systems covering networked microcomputers and mainframe applications using server-based software. This course uses Oracle software and includes an introduction to PL/SQL. CSU

Formerly CIS 134B.

CS 151B. Oracle Database Administration (3)
Lec-3, lab-3
PREREQ.: CS 150A OR 151A
Advisement: CS 160A
An advanced course in the architecture, design, configuration, installation, and maintenance of an Oracle relational database management system. Student will gain the knowledge and skills needed to administer an Oracle client/server database in an enterprise network environment. CSU

CS 151P. Oracle PL/SQL Programming (3)
Lec-3, lab-3
PREREQ.: COMPLETION OF OR CONCURRENT ENROLLMENT IN CS 151A
An intermediate course in the use of the PL/SQL programming language. Create and manage PL/SQL program units and data structures, stored procedures and functions, database triggers, and packages to process data using database objects. CSU

CS 152A. Programming SQL Server Using Transact-SQL (3)
Lec-3, lab-3
PREREQ.: CS 150A OR 151A
An advanced course in the design and development of multi-user database systems using Microsoft Transact-SQL and SQL Server 2000 techniques. CSU

CS 159A. Database Design and Modeling (3)
Lec-3, lab-3
PREREQ.: CS 150A OR 151A, OR CS 152A
A course in the design of database structures and the use of database modeling tools. CSU

CS 160A. Introduction to Unix/Linux (2)
Lec-2, lab-2
Introduction to the Unix operating system. Unix file management and common utilities. Major Unix features and structural overview. CSU/UC

CS 160B. Unix/Linux Shell Scripting (2)
Lec-2, lab-2
PREREQ.: CS 160A
Analyze, create, write, and debug Unix shell scripts. Students review basic scripting techniques and develop scripting skills needed for Unix System Administration courses. CSU/UC

CS 161. C for Unix and Linux (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 160A
Advisement: CS 110A or 111A or 112A or 113A or other previous programming experience
Computer programming using the C language on Unix and Linux systems. Recommended for students who are studying the Unix and Linux operating systems and who have had some previous programming experience. Standard C header files and Unix documentation are used to implement solutions to programming problems. The Unix compilation system is used and issues about building commonly available software packages are discussed. CSU

CS 161A. Principles of Artificial Intelligence (3)
Lec-3, lab-3
Fundamental concepts and techniques of Artificial Intelligence (AI) and the Language of First Order Logic (FOL). Use of simple structure First Order Logic sentences to encode knowledge to be stored and used by a computer. Model thinking by manipulating FOL sentences. FOL will be used as a precise specification language for stating axioms and proving theorems in logic. CSU

CS 171. Analysis of Spreadsheets (3)
Lec-3, lab-3
PREREQ.: CS 112A OR 111A OR 150A OR 151A
Survey of the various spreadsheet software available for microcomputers. Advantages, disadvantages, and internals of the most popular currently used spreadsheets. Comparisons of cost, characteristics, user-friendliness, and use. Graphing, database maintenance, and programming spreadsheet macros with Visual Basic for Applications. CSU

Formerly CIS 171.

CS 176. Systems Analysis and Design (3)
Lec-3, lab-1
PREREQ.: CS 112A OR 111A OR 150A OR 151A
Analysis and design of computer-oriented systems from inception to implementation. Problem definition, analysis of present systems, interviewing techniques, questionnaires, cost statements, forms design, presentations, hardware and software alternatives. Case study of a typical commercial data-processing system. CSU

Formerly CIS 136.

CS 181. Computer Graphics (3)
Lec-3, lab-3
Advisement: CNIT 131
Introduction to computer graphics. Focus on technical aspects of graphics. Use and analysis of photo editing, vector and animation software. Use of hardware such as scanners and digital cameras. Simple graphics programming. CSU

Formerly CIS 133.

CS 182. QuickTime for Webstreaming (3)
Lec-3, lab-3
PREREQ.: CS 100M, CNIT 100 OR IDST 120, OR DEMONSTRATION OF THEIR EXIT SKILLS
Advisement: CS 183A
Repeat: max. 6 units
An introduction to the technical specifications and parameters of Apple's QuickTime file format. QuickTime file authoring for Webstream content. QuickTime architecture, interface, roster of codecs. Strategies for sourcing and processing base image for maximum web performance. Analysis of QuickTime vs. AVI architecture, cross platform compatibility issues. CSU

Formerly CIS 182.

CS 183A. Multimedia Tools (3)
Lec-3, lab-3
Advisement: CS 100M or CNIT 100 or IDST 120
Repeat: max. 6 units
Hands-on survey of multimedia theory and practice. Team approach to the design and production of interactive multimedia projects. Multimedia applications, including authoring, video capture, audio capture, and animation. Multimedia hardware, including Macintosh and Windows platforms, audio and video capture cards, and peripherals. CSU

Formerly CIS 183.

CS 183B. Multimedia Programming (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 183A OR 181 OR IDST 146
Intro to computer programming for the creation of multimedia projects. Program design and implementation, including algorithms, data structures, control structures, style, and debugging techniques.
Programming of web-based interactive applications. CSU
Formerly CIS 184.

CS 183C. Advanced Multimedia Programming (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 183B
Object-oriented programming for the creation of multimedia projects. Programming games and simulations. Advanced data structures, including multidimensional arrays, queues, and stacks. Inheritance, encapsulation, and polymorphism. CSU
Formerly CIS 185.

CS 198A-198B-198C. Internship and Work Experience (1-2-3)
Conf-2, work-5, 10, 15
Repeat: max. 6 units
Work experience is supervised on-or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer and Information Science Department. Students must be employed in any area including, but not limited to, entry level programmer, operator, technician, or computer assistant. CSU
Formerly CIS 198A-198B-198C.

CS 199. Independent Study (1-3)
Ind st-5,10,15
PREREQ.: CNIT 113; CS 110C, 111C, 141B, 183B, or 260
Repeat: max. 6 units (new subj.)
Large-scale individual projects in computer programming to be defined in cooperation with an instructor-supervisor. Student opportunity to complete independent programming study. CSU (UC upon review)
Formerly CIS 199.

CS 211. Advanced Java Programming (3)
Lec-3, lab-3
PREREQ.: CS 111B
Introduces advanced Java language features and packages that are essential for building client server applications. Topics include multithreading, Swing, collections, networking, JDBC, servlets, Remote Method Invocation, and JavaBeans. Students gain experience working with and developing both client-side and server-side programs. CSU/UC
Formerly CIS 145.

CS 211E. Advanced Java: Enterprise Edition (2)
Lec-2, lab-2
PREREQ.: CS 111B
Advise: CS 211S
Advanced Java 2 Enterprise Edition features of the Java language essential for building network and web oriented applications. Topics include networking, JDBC, Servlets, JavaBeans, and XML. CSU

CS 211M. Advanced Java: Micro Edition (2)
Lec-2, lab-2
PREREQ.: CS 111B
Advise: CS 211S
Principles of application development on small, limited resource devices using the Java 2 Micro Edition environment with a focus on the Connected Limited Device Configuration (CLDC) and Mobile Information Device Profile (MIDP) architecture. CSU

CS 211S. Advanced Java: Standard Edition (2)
Lec-2, lab-2
PREREQ.: CS 111B
Introduces advanced Java language features and packages that are essential for building Java 2 Standard Edition applications. Topics include multithreading, collections, AWT classes, and Swing classes. CSU

CS 260A. Unix/Linux System Administration (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 160B
Examination of the skills necessary to effectively perform the responsibilities of a UNIX/Linux system administrator such as setting up new users, monitoring system activity, configuring the startup process, managing the file system, performing backups, and maintaining security. Shell programming is used as an aid for automating system administration tasks. CSU
Formerly CS 260 or CIS 169A.

CS 261A. Unix/Linux Systems Programming (3)
Lec-3, lab-3
PREREQ.: CS 161
An overview of Unix/Linux system calls, the functions in the standard library, which access the lowest level resources of the Unix/Linux operating system. Emphasis is on writing programs for controlling file I/O, terminal I/O and buffering characteristics, process handling, signal handling, pipes, file locking, network-based inter-process communication using sockets, and RPC. This course provides concrete examples of the Unix/Linux system call interface using the C and/or C++ programming language. CSU

CS 261B. Advanced Unix/Linux Systems Programming (3)
Lec-3, lab-3
PREREQ.: CS 261A
An advanced course in programming of Unix systems. Emphasis is on writing advanced programs for controlling processes. This course provides advanced examples of the Unix system call interface using the C programming language. CSU

CS 262. Unix/Linux Network Programming (3)
Lec-3, lab-3
PREREQ.: CS 161 AND 260
An overview of Unix/Linux system calls, the functions in the standard library, which access the lowest level resources of the Unix/Linux operating system. Emphasis is on writing programs for controlling network-based inter-process communication using sockets, and RPC. This course provides concrete examples of the Unix/Linux system call interface using the C and/or C++ programming language. CSU

CS 267. Unix and Linux Security (3)
Lec-3, conf-1, lab-3
Advise: CS 161
Security issues on Unix and Linux platforms arising from networked and system operations. Vulnerabilities and weaknesses of common services are discussed and solutions and workarounds are proposed. Programmed threats and denial of service attacks and their sources are examined. Detect, neutralize, and recover from security breaches. Shell programming to simulate attacks of vulnerable network services. CSU

CS 270. Computer Architecture with Assembly Language (3)
Lec-3, conf-1, lab-3
PREREQ.: CS 110B OR 111B
This course emphasizes the organization and operation of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is
examined, noting the various data representation errors and potential procedural errors. CSU/UC/CAN CSCI 10 Formerly CIS 123.

### Consumer Education

#### Announcement of Curricula

**General Information**

The Nutrition Assistant Program is a two-semester certificate program designed to develop competency in the delivery of nutrition-related services. Graduates of the program work as entry-level nutrition staff in public health settings and hospitals.

**Learning Outcomes**

Students will be prepared for entry-level employment through an integrated curriculum of course work and field experience.

**Certificate Curriculum**

### Nutrition Assistant

*(Starts Fall Semester of even numbered years only.)*

**Admission Requirements.** Admission to the program is based on the following:

1. Graduation from an accredited high school or have passed the G.E.D. test or have passed the California High School Proficiency examination.
2. Placement in ENGL 90 or ESL 160 or 82, or completion of ESL 72 or 150 with a grade of C or higher.
3. Submission of a written application** (available at the John Adams Campus).
4. Completion of HOEC 98,* Introduction to Nutrition Assistant Program with a grade of C or higher.

*All applicants to the program must enroll in HOEC 98 which is offered the first five weeks of the fall semester. Upon admission to the program, the student will enroll in the other courses which start the sixth week of the same semester.

**If the number of students who meet criteria #4 exceeds maximum class size, admission will also be determined by the filing date of application on a first-come, first-serve basis.

The certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher and a Credit grade in the field experience.

**Courses Required for the Certificate of Completion in Nutrition Assistant**

<table>
<thead>
<tr>
<th>Sequence of Required Completion</th>
<th>First Semester (Fall of even numbered years)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOEC 98 Intro to Nutrition Assistant Program</td>
<td>......1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOEC 99 Nutrition for Health (or equivalent basic nutrition course)</td>
<td>.........................3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOEC 100 Foodways, Nutrition and Health</td>
<td>......3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Second Semester (Spring)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOEC 104 Life Span Nutrition and Assessment</td>
<td>......4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units** ..................................................17

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### Announcement of Courses

**CREDIT, DEGREE APPLICABLE COURSES:**

- **HOEC 97. Introduction to the Child Nutrition Program (2)**  
  Lec-6 (6 wks)  
  An introduction course to help child nutrition personnel acquire essential entry level skills. The course covers topics in basic nutrition principles, sanitation and safety, record keeping, and food production. CSU

- **HOEC 98. Introduction to Nutrition Assistant Program (1)**  
  Lec-3 (5 wks)  
  Focuses on the scope and nature of work as a nutrition paraprofessional in various health care settings, and the development of practical skills in critical thinking, problem-solving, organization, and time management. Guest lectures from various professionals in the nutrition/health field will be a part of the course. This course is a prerequisite for acceptance to the Nutrition Assistant Program. CSU

- **HOEC 99. Nutrition for Health (3)**  
  Lec-4 (12 wks)  
  **PREREQ.: ACCEPTANCE INTO NUTRITION ASSISTANT PROGRAM**  
  Intermediate level nutrition course intended for students planning to work as paraprofessionals in nutrition and/or health. The course uses a practical approach to the study of nutrients and health with less emphasis on biochemistry. CSU

- **HOEC 100. Foodways, Nutrition and Health (3)**  
  Lec-4.5 (12 wks)  
  **PREREQ.: ACCEPTANCE INTO CERTIFICATE PROGRAM**  
  A study of the cultural and socioeconomic influences on the food habits of different ethnic groups in the United States and their diet-related health risks and implications. Cross-cultural counseling strategies, food service sanitation and safety, and optimal use of the food dollar will also be covered. CSU

- **HOEC 104. Life Span Nutrition and Assessment (4)**  
  Lec-5 (12 wks)  
  **PREREQ.: HOEC 99**  
  A study of the nutritional needs and special nutrition issues common at different periods of the life cycle from conception, infancy, childhood, adolescence, young, middle and late adulthood, including pregnancy and lactation. Also covers nutrition screening parameters to assess nutrition risk for each age group. CSU

- **HOEC 105. Clinical and Community Nutrition (4)**  
  Lec-5 (12 wks)  
  **PREREQ.: HOEC 99**  
  Focuses on the principles of medical nutrition therapy and of nutrition application in public health. Intended for those planning careers in the field of nutrition. CSU

- **HOEC 106. Nutrition Assistant Field Experience (2)**  
  Conf-1, work-16 (10 wks)  
  **PREREQ.: ENROLLMENT IN THE NUTRITION ASSISTANT PROGRAM AND MAINTENANCE OF A SATISFACTORY (2.0 OR HIGHER) ACADEMIC PERFORMANCE**  
  The course provides hands-on experience at various public health and nutrition care settings like Women, Infants and Children (WIC) Supplemental Nutrition Programs, Head Start, senior nutrition programs, and hospitals. This course enables students to learn and practice entry-level job-specific skills and competencies in the

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**Course Units**

<table>
<thead>
<tr>
<th>Sequence of Required Completion</th>
<th>First Semester (Fall of even numbered years)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOEC 98 Intro to Nutrition Assistant Program</td>
<td>......1</td>
<td></td>
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<tr>
<td></td>
<td>HOEC 99 Nutrition for Health (or equivalent basic nutrition course)</td>
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<td>HOEC 100 Foodways, Nutrition and Health</td>
<td>......3</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Second Semester (Spring)</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOEC 104 Life Span Nutrition and Assessment</td>
<td>......4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units** .................................17
delivery of nutrition care and services under the supervision of registered dietitians. CSU

**NONCREDIT COURSE:**

**HOEC 6122. Consumer Education - Health and Nutrition**  
(54 hrs)
Practices for maintaining good health, well-being and physical fitness. Practical information on nutrition, food, consumer issues, and personal safety.

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**Culinary Arts and Hospitality Studies**

**Announcement of Curricula**

**General Information**

Culinary Arts and Hospitality Studies includes credit and non-credit programs. Credit degree programs are offered by the Culinary Arts and Hospitality Management Programs (formerly the Hotel and Restaurant Department) and grants Associate in Science degrees in three areas of concentration: Culinary Arts; Food Service Management; and Hotel Management. Consumer classes are also offered for credit and are designed for non-professionals. The non-credit program is the Culinary and Service Skills Training Program, providing short-term vocational training.

**Associate in Science Degree and Award of Achievement.** The three degree programs are designed so that students may satisfy the requirements for graduation from the college. Upon successful completion of one of the three-degree curricula and the requirements for an A.S. degree, a student will receive an Associate in Science degree from the college and an Award of Achievement. All programs include management related course in their respective fields. Upon graduation, students may also apply for a Certificate of Completion from the Accrediting Commission of the American Culinary Federation.

**Course of Study.** All three CAHMP programs are two year, four semester courses of study. All degree program students must take a core group of courses. Students choosing the Food Service Management or the Culinary Arts Program must take sequential laboratory courses in food preparation and service, CAHS 10 or CAHS 10Q, CAHS 20 and CAHS 30. These courses are taught in the department’s four kitchens, bake shop, snack bar, cafeteria, and fine dining restaurant. These programs include extensive hands-on training in the department’s facilities. The Hotel Management program includes on laboratory course in Front Office Operations and lecture classes specific to the rooms division of a hotel, only. All students must complete an unpaid internship for which they earn class credit (CAHS 40W). Students secure these internships with the assistance of the Program Advisor. Students should confer with the Program Advisor as to the specific classes necessary to complete their program and the order in which courses should be taken. All lecture classes are open to the general public, on a space available basis. Laboratory classes (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30, CAHS 40W) are restricted.

**History.** Established in 1936, the Culinary Arts and Hospitality Management Programs was the first community college program in the United States offering training in hospitality subjects. Over 4,000 hospitality professionals have graduated from the program. The industry supported Hotel and Restaurant Foundation, located in our facility, funds scholarships for CAHMP students, equipment for the department and books and supplies for our Alice Statler Library, the largest hospitality library in the western United States.

**Employment.** CAHMP graduates find employment in many facets of the hospitality industry including hotels, restaurants, clubs, caterers, cruise ships, retirement communities, catering companies, educational institutions and as purveyors, to name just a few. The jobs that students receive immediately upon graduating varies greatly, depending upon their career goals and practical experiences. Graduates may accept positions such as: line cook, pastry cook, baker, host, food servers, hotel reservationists, desk clerks, cashiers and night auditors; to entry level management positions, such as: sous chef, assistant restaurant managers, hotel reservations manager, assistant front office manager, and purchasing agent. Graduates progress in their careers to such positions as: Executive Chef, Restaurant and Hotel General Manager, Executive Pastry Chef,
Concierge, Restaurant Owner, Food and Beverage Director, Garde Manger Chef, Sales Manager, Bakery Owner, Catering Director, Food Service Director, Sous Chef, Country Club Manager, Certified Public Accountant, Hotel Director of Sales and Marketing, Director of Banquets, Food Service Distributor, Consulting Firm President, Food Writer and Food Stylist, to name only a few.

Costs. In addition to tuition, fees, books, and other such college expenses, students in Food Service Management and Culinary Arts programs will need to purchase uniforms and kitchen tools at an approximate cost of $350.

Admission. Applicants to the Culinary Arts and Hospitality Management Programs must complete the Department’s application form, which may be obtained at the CAHMP office located at Statler Wing, Room 156, by calling the office at (415) 239-3152, or by printing the application from our website: www.ccsf.edu/cahs. Completed applications must be submitted by the second Monday in November for the following spring semester and by the second Monday in April for the following fall semester (unless these dates are displaced by a holiday). Applicants should call (415) 239-3152 for the exact deadline dates for each semester. Applicants whose primary language is not English must have completed ESL 140 or 62 or 68, or be eligible to enter ESL 150 or 72, or higher, based on the CCSF ESL placement test. Prior to being admitted to Culinary Arts and Hospitality Management Programs, applicants must complete the procedure for admission to the college.

Probation. Probation occurs when a student fails to maintain a 2.00 cumulative grade point average. Students are removed from probation when their cumulative grade point average is increased to a minimum of 2.50.

Disqualification. Students may be disqualified from the Program for any of the following reasons:

1. Receiving a final grade of “F” in CAHS 10 or CAHS 10Q.
2. Remaining on probation for two consecutive semesters.
3. Receiving a final grade of “D” or “F” in a laboratory class being repeated, because of receiving an initial grade of “D” or “F”.
4. For reasons described in various sections of this catalog.

Students receiving a final grade of “D” or “F” in any of the consecutive laboratory series class (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30) must confer with the Program Advisor and repeat those classes before progressing to the next class in the sequence.

Culinary Arts

You will earn an Associate of Science Degree and an Award of Achievement with a concentration in Culinary Arts. These classes are offered every semester and should be taken with A.S. degree requirements.

Courses Required for the Award of Achievement in Culinary Arts

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tr>
<td>CAHS 100 Introduction to Hospitality.........</td>
<td>3</td>
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<tr>
<td>CAHS 10 Elementary Qty Food Prep</td>
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<td>or CAHS 10Q Elem Qty Food Prep</td>
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<tr>
<td>CAHS 20 Quantity Food Prep and Supervision...</td>
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<tr>
<td>CAHS 30 Restaurant Operations</td>
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<tr>
<td>CAHS 40W Field Work *</td>
<td>3</td>
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<tr>
<td>CAHS 21 Meat Analysis</td>
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MB 51 Sanitation Principles and Practices....| 1     |
SPCH 11 Basic Public Speaking                |       |
or SPCH 1A Elements of Public Speaking.......| 3     |
NUTR 51 Elementary Nutrition                 |       |
LABR 96C Labor Relations in the Modern       |       |
American Workplace                           |       |
CAHS 33 Purchasing and Cost Controls         | 3     |
CAHS 42 H & R Accounting                     |       |
or ACCT 1 Financial Accounting               | 3-4   |

CAHS 10 (or 10Q), 20, 30 and 40W must be taken in sequence.
* To be taken in student’s final semester only.

Note: You must complete 12 units of A.S. degree requirements before continuing to the 2nd year.

PLUS: Students are required to take 6 units of the following 4 electives:

You must take either:
CAHS 24 Specialty Baking and Decorating.......| 3     |
or CAHS 25 Advanced Food Prep Specialties     | 3     |

You must also take either:
CAHS 44 Supervisory Development              | 3     |
or BSEN 74 Business Correspondence            | 3     |

Total Units....................................|44-45|

Recommended culinary program courses: (evening classes lecture-demonstration)
CAHS 207 Techniques of Healthy Cooking.........| 3     |
CAHS 206 Ethnic Cuisine                       |       |
CAHS 202 Adv Pastry Baking and Decorating.....| 3     |
CAHS 205 Intro to Wine and Its Sensory Eval....| 3     |
CAHS 203 Adv Food Prep Specialties            |       |
CAHS 201 Garde Manger                        |       |

Food Service Management

You will earn an Associate of Science Degree and an Award of Achievement with a concentration in Food Service Management. These classes are offered every semester and should be taken with A.S. degree required classes.

Courses Required for the Award of Achievement in Food Service Management

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<tr>
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<td>CAHS 42 H &amp; R Accounting</td>
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</table>
or ACCT 1 Financial Accounting               | 3-4   |
CAHS 32 Hospitality Marketing  
(offered Spring semester only)...............3  
Total Units..............................................47-48

* To be taken in student's final semester only.

PLUS: Electives and/or A.S. degree classes  

Note: You must complete 12 units of A.S. degree requirements before continuing to the 2nd year:  

Elective classes: Recommended, not required. Not offered every semester. Each class is 3 units.  
CAHS 203 Advanced Food Prep Specialties ............3  
CAHS 205 Intro to Wine and Its Sensory Eval ............3  
CAHS 208 Catering and Events .........................3  
CAHS 209 Restaurant Analysis ..........................3  
SUPV 233 Human Resources Management ...............3  
MABS 60 Micro Applications for Business ..............3  
PSYC 26 Human Relations or PSYC 1 General Psychology ..................3

**Hotel Management**

You will earn an Associate of Science Degree and an Award of Achievement with a concentration in Hotel Management. This concentration is limited to preparing students to work in the rooms division of a hotel or lodging facility. It is designed to serve the needs of those who can only attend school part-time or only want training in the rooms division of a hotel or for those who already have a strong food and beverage background.

You may attend the program part-time or full-time. 2 labs are required. All other classes are lectures.

**Courses Required for the Award of Achievement in Hotel Management**

**These classes are offered every semester:**  
(Plus general education degree requirements)  
CAHS 100 Introduction to Hospitality ..................3  
MABS 60 Micro Applications for Business ..............3  
SPCH 11 Basic Public Speaking  
or SPCH 1A Elements of Public Speaking .............3  
BSEN 74 Business Correspondence .....................3  
LABR 96C Labor Relations in the Modern  
American Workplace ....................................3  
CAHS 33 Purchasing and Cost Controls .................3  
CAHS 42 H & R Accounting ..............................3  
CAHS 44 Supervisory Development .....................3  
CAHS 40W Field Work * ..................................3  

* To be taken in student's final semester only.

**Fall Semester classes:** Only offered in the fall semester.  
(Plus general education degree requirements)  
CAHS 35 Hotel Front Office Operations ................3  
CAHS 43 Principles of Hotel Administration ............3  

**Spring Semester Classes:** Only offered in the spring semester.  
(Plus general education degree requirements)  
CAHS 32 Hospitality Marketing .........................3  
CAHS 34 Hospitality Law ................................3  
SUPV 233 Human Resources Management ...............3  
Total Units..................................................42

**Announcement of Courses**

NOTE: Some lecture courses are not offered every semester. Consult the Time Schedule for the times these courses will be offered.

**CREDIT, DEGREE APPLICABLE COURSES:**

**CAHS 10. Elementary Quantity Food Preparation (5)**  
Lec-4, lab-20  
**Prerequisite:** ADMISSION TO THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS; ESL 62 or 68 or 140, or PLACEMENT IN ESL 72 or 150 OR HIGHER
Handling of tools, equipment, and materials; experience in working in basic hotel and restaurant kitchen and bakery stations; preparation of breakfasts, salads and sandwiches in the main kitchen. Experience in yeast dough, quick bread, cakes, pies, pastries and cake decoration. CSU  
Formerly HR 10.

**CAHS 10Q. Elementary Quantity Food Preparation (5)**  
Lec-4, lab-20  
**Prerequisite:** ADMISSION TO THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS AS A DEGREE-CANDIDATE STUDENT; ESL 62 or 68 or 140, or PLACEMENT IN ESL 72 or 150 OR HIGHER
Handling of tools, equipment, and materials; experience in working in basic hotel and restaurant kitchen and bakery stations; experience in preparing dinners, salads, sandwiches, bakery goods, and desserts. CSU  
Formerly HR 10Q.

**CAHS 20. Quantity Food Preparation and Supervision (5)**  
Lec-4, lab-20  
**Prerequisite:** CAHS 10 or 10Q
**Advis: Math E or E1 or BSMA H or J**
Advanced principles of food preparation and service; preparation of typical foods served in hotels and restaurants, garde manger, meat and poultry manufacturing, advanced foods and preparation of convenience foods; personnel organization and supervision: menu planning and quantity food preparation. Students take charge, in rotation of each of the major hotel and restaurant kitchen stations. Instruction and practice in management duties in the following areas: purchasing of food, paper, and cleaning supplies; bookkeeping; testing of new products; supervision of personnel; control methods; analysis of profit-and-loss statements; conference leadership; experimental assignments. CSU  
Formerly HR 20.

**CAHS 21. Meat Analysis (2)**  
Lec-2, field trips  
**Prerequisite:** ESL 62 or 68 or 140, or PLACEMENT IN ESL 72 or 150 OR HIGHER
**Advis: Completion/concurrent enrollment in CAHS 20**
The fabrication of beef, pork, veal, lamb, and fish. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary for proper purchasing of meats in order to maintain the desired percentage of profit in a restaurant operation. CSU  
Formerly HR 21.

**CAHS 24. Specialty Baking and Decorating (3)**  
Lec-3, field trips  
**Prerequisite:** ESL 62 or 68 or 140, or PLACEMENT IN ESL 72 or 150 OR HIGHER; CAHS 10 or 10Q, or DEMONSTRATION OF CAHS 10 OR 10Q EXIT SKILLS; AND CURRENTLY ENROLLED IN THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS
**Repeat:** max. 6 units
Intended for CAHMP degree-candidate students and culinary professionals.

Special instruction in the finer arts of baking and pastry preparation and decoration, as related to food service in deluxe hotels and restaurants. Procedures and recipes in French pastries, candy making, petits fours, cake design and decoration, including gum paste work and decoration of seasonal and wedding cakes. How to organize and staff, tools, equipment and materials for baking preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU Formerly HR 24.

CAHS 25. Advanced Food Preparation Specialties (3)
Lec-3, field trips
Prereq.: CAHS 10 or 10Q and 20, and currently enrolled in the CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS Repeat: max. 6 units
Intended for CAHMP degree-candidate students and culinary professionals.
Special instruction in the finer art of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, mollusks, vegetables, pastas and related sauces and stocks. How to organize staff, tools, equipment and materials for food preparation. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU Formerly HR 25.

CAHS 30. Restaurant Operations (5)
Lec-5, lab-15, field trips
Prereq.: CAHS 20
Training in food and beverage service and control for dining rooms, banquets, catering events, fast food and contract food outlets. Lectures provide overview of menu planning, wine basics, human resources, customer relations, merchandising, and operational cost controls. Laboratory work includes training through a system of rotation through the various stations in the College dining room, cafeteria and fast food outlet. Team-taught and divided into two, nine week segments. Segment “A” addresses dining room operation; segment “B” addresses contract food/cafeteria. CSU Formerly HR 30.

CAHS 32. Hospitality Marketing (3)
Lec-3
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Fundamentals of marketing in the hospitality industry, including research, sales, advertising, public relations, and other concepts related to hospitality marketing. CSU Formerly HR 32.

CAHS 33. Purchasing and Cost Controls (3)
Lec-3, field trips
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Procedures for purchasing all types of products and equipment used in the hospitality industry and the controls necessary to protect products and equipment, so as to minimize their losses. Lecture enhanced with guest speakers and field trips to purveyors’ sites. CSU Formerly HR 33.

CAHS 34. Hospitality Law (3)
Lec-3
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
An in-depth study of the law as it pertains to hotels, restaurants, bars, and private clubs. Emphasis on innkeeper/guest relationship, food service liability, responsible alcoholic beverage service, employment law, compliance with Americans with Disabilities Act and civil rights acts, and building, health, and safety codes. CSU Formerly HR 34.

CAHS 35. Hotel Front Office Operations (3)
Lec-1, lab-6, field trips
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
A general overview of the hotel industry followed by in-depth instruction in the operations of an automated hotel front office including reservations, guest registration and check out, cashiering, and night audit. Each student will learn to perform tasks on a PC-based, state-of-the-art hotel Property Management System. Includes role-playing, extensive use of videos, and résumé preparation and interviewing technique instruction. CSU Formerly HR 35.

CAHS 40W. Field Work (3)
Lec-1, work-15
Coreq.: Enrollment in at least 4 additional units and consent of instructor
Laboratory training in hotels and restaurants. Designed to provide practical experience in the branch of the industry to which the student shows to be best adapted, or in which the student desires additional training beyond that given in class. CSU Formerly HR 40W.

CAHS 42. Hotel and Restaurant Accounting (3)
Lec-3
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Principles of hotel and restaurant accounting, including the meaning and purposes of accounting, journalizing, periodic adjustments and formal statements. Emphasis on analysis of financial statements to be used as practical tools in making decisions in the operation of hotels and restaurants. CSU Formerly HR 42.

CAHS 43. Principles of Hotel Administration (3)
Lec-3
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
The physical aspects of hotel operations, including development, classification, and organization. Procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Protection of hotel property against damage and theft by guests. Fundamentals of taxes, leases, and insurance as they apply to the hotel and restaurant industry. CSU Formerly HR 43.

CAHS 44. Supervisory Development (3)
Lec-3
Prereq.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
A practical approach to the understanding of supervision and management. The role of the supervisor/manager within the organization and the greater community. Principles of supervision, correction and improvement; conflict and co-operation; communication, responsibilities of the labor management team within the organization and the community. Case studies of personnel and general human relations problems in the hospitality industry. CSU Formerly HR 44.
CAHS 51-52-53. Selected Topics in the Hospitality Industry (1-2-3)
Lec-1,2,3, field trips  CR/NC avail.
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Repeat: if no subject repeat
Investigation in-depth of selected topics in the hospitality industry. Current issues and innovations; expansion of subjects covered in introductory courses and exploration of new topics. CSU Formerly HR 51-52-53.

CAHS 100. Introduction to Hospitality (3)
Lec-3, field trips
Advise: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
A comprehensive examination of the hospitality industry, including hotels, restaurants, clubs, and the travel and tourism sectors. Emphasis on organizational structures, departments, job classifications, and career paths within each sector. Lecture and discussions are enhanced by industry guest speakers and industry visits. CSU Formerly HR 100.

Evening Courses
The following courses are offered only in the evening and may not be offered each semester. Consult the Class Schedule for the times these courses will be offered.

CAHS 201. Garde Manger (3)
Lec-3  CR/NC avail.
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Repeat: max. 6 units
Intended for CAHS degree-candidate students and culinary professionals.
Introduction to fancy culinary work; hot and cold hors d’oeuvre, pates, gelantines, terrines, tallow work, ice-carvings and decorated show platters. Use of proper tools and equipment. Class focuses on how to organize, staff, tools, equipment, and materials for food preparation in hotels, restaurants and catering operations. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU Formerly HR 201.

CAHS 202. Advanced Pastry Baking and Decorating (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Intended for CAHS degree-candidate students and culinary professionals.
Special instruction in the finer arts of baking and pastry preparation and decoration as related to food service in deluxe hotels and restaurants. Procedure and recipes in French pastries, candy making, petit fours, cake design and decoration, including gum paste work and decoration of seasonal and wedding cakes. How to organize, staff, tools, equipment and materials for baking preparation. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU Formerly HR 202.

CAHS 203. Advanced Food Preparation Specialties (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Repeat: max. 6 units
Intended for CAHS degree-candidate students and culinary professionals.
Special instruction in the finer arts of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, and mollusks. Class focuses on how to organize, staff, tools, equipment, and materials for food preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU Formerly HR 203.

CAHS 205. Introduction to Wine and Its Sensory Evaluation (3)
Lec-3  CR/NC avail.
PREREQ.: MINIMUM AGE OF 21; ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
An introduction to the history, geography, production, and the methods of sensory evaluation of wine; emphasis on the grape varietals and wine types produced and/or consumed in the United States. CSU Formerly HR 205.

CAHS 206. Ethnic Cuisines (3)
Lec-3, field trips
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Advise: CAHS 10 and 20 or industry experience
Intended for CAHS degree-candidate students and culinary professionals.
An advanced culinary course that familiarizes the culinary arts and restaurant management student with the major cuisines of Asia, the Mediterranean, and the Caribbean. Exploration of basic ingredients, cooking methods and terminology of each cuisine. CSU Formerly HR 206.

CAHS 207. Techniques of Healthy Cooking (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Advise: CAHS 10 and 20, or industry experience
Intended for CAHS degree-candidate students and culinary professionals.
Special attention paid to health problems associated with the “typical” American diet, the various food guide pyramids, comparing and contrasting cultural diets, moderate daily guidelines, and the search for an optimal diet. CSU Formerly HR 207.

CAHS 208. Catering and Events (3)
Lec-3, lab-2, field trips  CR/NC avail.
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Advise: CAHS 10 and 20 or industry experience
Intended for CAHS degree-candidate students and culinary professionals.
Aspects of on-premise and off-premise catering. Includes five, unique catered events planned, prepared and staffed by students, such as banquets, barbecues, movable feasts, coffee breaks, dinner theater, theme parties, and tea parties. CSU Formerly HR 208.

CAHS 209. Restaurant Analysis (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
The theoretical and practical foundations necessary to start a new restaurant, purchase an existing restaurant, or enter into a restaurant operating lease or management contract. Targeted to final year students in the Hotel and Restaurant Department’s Foodservice
CAHS 241. Meat Analysis (2)
Lec-2
PREREQ.: ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or Higher
The fabrication of beef, pork, veal, and lamb. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary for proper purchasing of meats in order to maintain the desired percentage of profit in restaurant operation. CSU Formerly HR 221.

CAHS 242. Hotel and Restaurant Accounting (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or Higher
Principles of hotel and restaurant accounting, including the meaning and purposes of accounting, journalizing, periodic adjustments and formal statements. Emphasis on analysis of financial statements to be used as practical tools in making decisions in the operation of hotels and restaurants. CSU Formerly HR 242.

CAHS 243. Principles of Hotel Administration (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or Higher
The physical aspects of hotel operations, including development, classification, and organization. Procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Protection of hotel property against damage and theft by guests. Fundamentals of taxes, leases, and insurance as they apply to the hotel and restaurant industry. CSU Formerly HR 243.

CAHS 244. Foods and Fitness (3)
Lec-3, lab-1, field trips CR/NC avail.
Survey of nutrient needs in different stages of the life cycle. Includes food and meal patterns appropriate for specialized dietary needs. Current controversies surrounding common health problems and dietary interrelationships. Analysis of weight control dietary regimes, nutritional assessment of individual's food intake. Evaluation of nutritional needs in relationship to various athletic sports and fitness and necessary diet food modifications. CSU Formerly CASC 20.

CAHS 245. Food Study I (3)
Lec-2, lab-3, field trips
Elementary food preparation methods and techniques. Emphasis on cost effective seasonal food selection, purchasing, and nutritious meal planning; food storage; preservation concepts; elementary nutrition. Skills necessary for prevention and correction of cooking errors. Full student laboratory participation. CSU Formerly CASC 24A.

CAHS 246. Food Study II (3)
Lec-2, lab-3
Repeat: max. 6 units
Special occasion food planning and preparation. Principles and procedures involved in food selection, preparation, and storage; use of specialized cooking equipment; attractive presentations and table service. Full student food preparation. CSU Formerly CASC 24B.

CAHS 247. Food and Culture (2)
Lec-1, lab-3, field trips
Repeat: max. 4 units
This course may be offered through International Education in various countries. Study of the cuisine of various cultures; food in relation to historical, geographical, and social customs; principles of international food preparation and evaluation of equipment used. Full student food preparation. CSU/UC Formerly CASC 19.

LABR 96C. Labor Relations in the Modern American Workplace (3)
Lec-3, field trips CR/NC avail.
A study of labor relations in contemporary society, including their history, present status and current issues. Topics will include patterns of business ownership, the structure of the workplace, the changing work force, management practices, unionization, workers' rights and current developments. A thorough analysis of labor relations as they affect the economy, society and culture. CSU

Non-Credit Certificate Programs

Culinary and Service Skills Training Program

Formerly the Hospitality Training Program

Introduction. This program provides short-term culinary skills and service skills training for entry into the labor market. The curriculum includes basic education and vocational English language skills. Call (415) 267-6500 for more information.

Admission. Eight grade reading level. Good verbal skills. Ability to lift 50 pounds. An interview is required.

Length of Program. Two semesters (1,080 hours)

Core Course Hours/Weeks

CSST 9635 Food Tech & Dining Service ..........900
CSST 9636 Intro to the Hospitality Industry ......180

Requirements for Completion. Successful completion of all courses with an average grade of “C” or better, and a minimum of 80% attendance.

Announcement of Courses

NON-CREDIT COURSES:

CSST 9631. American Cooks Training
To provide the unemployed or underemployed with training in preparation for entry into such positions as professional-level cook, pantry person, baker, and butcher. Formerly TIHI 9631.

CSST 9635. Food Technology and Dining Services
Students will develop the skills necessary for an entry-level position in food preparation, pastry and baking, and dining service. Topics include sanitary food handling procedures, kitchen terminology, safe use of knives and kitchen machines and hand tools, standard vegetable cuts, salad and salad dressings, sandwich preparation, stocks as well as fruit and cheese displays. Emphasis will also be placed on basic communication and math skills necessary for successful placement in the hospitality industry. Formerly TIHI 9635.
Dental Assisting

Announcement of Curricula

Degree Curriculum

Training in the curriculum in Dental Assisting is designed to prepare students for employment as Registered and Certified Dental Assistants in private practice, specialty dentistry, hospitals, clinics and dental schools. Positions to which graduates may advance with experience and further training include those of dental product sales representative, insurance auditor, manager, supervisor and educator.

This program includes instruction in intra-oral dental functions and direct patient care/chairside experience in dental schools, clinics and private offices and public dental care facilities in San Francisco and the Daly City/South San Francisco area. Students who have completed their training satisfactorily are qualified to take the state licensure examination to become Registered Dental Assistants and the national examination to become Certified Dental Assistants.

Accreditation. The program in Dental Assisting is accredited by the American Dental Association’s Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education, and is accredited by the California Board of Dentistry, Department of Consumer Affairs, State of California.

Course of Study. The two-year course of study includes instruction in traditional four-handed dental assisting techniques and in the legally allowed intra-oral functions delegated to a registered dental assistant. Courses in dental anatomy, dental materials, radiography, and preventive dentistry are prerequisites to clinical instruction. The clinical phase of the curriculum utilizes the School of Dentistry at the University of California, San Francisco; the School of Dentistry of the University of the Pacific at San Francisco; affiliated hospital clinics; and selected private dental offices.

Associate in Science Degree. The curriculum is designed so that students may satisfy the requirements for graduation from the College and receive the degree of Associate in Science.

Information Regarding Admission. Requests concerning admission should be addressed as follows: Department Head, Dental Assisting, Box C-352, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112 or anelson@ccsf.edu.

Consideration for Admission to the Curriculum. The curriculum in Dental Assisting, offered to new applicants in the fall semester only, is open to all interested students who fulfill the following admission requirements:

1. Be in good physical and mental health.
2. Eligibility for admission to CCSF. (See in this catalog the Admission to College - Admission Open to High School Graduates and Others).
3. Complete the Program’s application and health history forms and submit to the Dental Assisting Program’s office.
4. For the two year program, the student must complete ENGL 90 or ESL 72 or 150 or higher, and BIO 9 or higher. In addition, students must satisfy the keyboard requirement of 45 wpm. This requirement may be met by successfully completing a computer or typing class, or a typing test can be administrated at the Program’s office. The course for the typing skill does not need to be met at college level. Proof of successful completion of a computer or typing class will be acceptable on any level. These classes may be taken concurrently with the Dental Assisting classes.

Advanced Placement. Applicants who have been admitted to the curriculum and who have previous education or experience in dental assisting may apply for credit and advanced placement in the curriculum. However, such applicants should first have completed the science, English and keyboard requirements.

Bases for Disqualification. Students who receive a final grade lower than C in any dental assisting course will be disqualified from continuing in the curriculum. Students who receive a final grade lower than C will be permitted to repeat a course only once and
must achieve a grade of C at all evaluation periods. Students who repeat a course and who do not achieve a grade of C at an evaluation period will be disqualified from continuing in the curriculum. Students may also be disqualified for other reasons consistent with College policy.

**Award of Achievement.** Students who have satisfied the requirements for graduation from the College and who have completed the curriculum with an average final grade of C plus (2.50 grade-point average) or higher receive the Award of Achievement in Dental Assisting.

**Eligibility for the Certification Examination and Licensure Examinations.** Graduates who receive an Award of Achievement or a Certificate of Completion are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

### Dental Assisting

**Courses Required for the Award of Achievement in Dental Assisting**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 9† Hum Bio</td>
<td>4</td>
</tr>
<tr>
<td>DENT 51 Applied Dental Science I</td>
<td>4</td>
</tr>
<tr>
<td>DENT 55A Dent Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 62 Dent Assisting in Practice</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 90 or ESL 72 or 150 Adv Academic ESL ...</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

† Computer data entry courses may be substituted for WDPR 79.

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDPR 79† Speedbuilding: Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>DENT 55B Dental Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 57 Dental Office Management</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1 or 26 Gen Psychology or Hum Relation...</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

† Computer data entry courses may be substituted for WDPR 79.

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 52 Dental Materials and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>DENT 53 Intro to Chairside Assist</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 54 Appl Dental Sciences</td>
<td>2</td>
</tr>
<tr>
<td>DENT 67 Advanced Dental Procedures</td>
<td>4</td>
</tr>
<tr>
<td>DENT 70 Clinical Chairside Assist</td>
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</tr>
<tr>
<td>DENT 110A Coronal Polish</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Additional graduation requirements

**Total Units** .................................................44.5

**Certificate Curriculum**

The program of study for the Certificate of Completion in Dental Assisting is designed to prepare students to take the licensing examination to be a Registered Dental Assistant as administered by the California Board of Dentistry and also to take the national certification examination to be a Certified Dental Assistant as administered by the Dental Assisting National Board. This course can be completed in two semesters (after completing prerequisites).

**Accreditation.** The curriculum is accredited by the Commission on Accreditation of the American Dental Association and is approved by the Board of Dental Examiners, Department of Consumer Affairs, State of California.

**Information Regarding Admission.** Requests concerning admission should be addressed as follows: Department Head, Dental Assisting, Box C-352, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112.

**Consideration for Admission to the Curriculum.** The curriculum in Dental Assisting is open to all interested students who fulfill the following requirements:

1. Be in good physical and mental health.
2. Eligibility for admission to CCSF. (See in this catalog the Admission to College - Admission Open to High School Graduates and Others).
3. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”). Students must also complete the Program’s application and health history forms and submit to the Dental Assisting Program’s office.
4. For the one year program, the student must have completed ENGL 90 or ESL 72 or 150 or BIO 9 or higher. In addition, students must satisfy the keyboarding requirement of 45 wpm. This requirement may be met by successfully completing a computer or typing class, or a typing test can be administered at the Program’s office. The course for the typing skill does not need to be met at college level. Proof of successful completion of a computer or typing class will be acceptable on any level.

**Advanced Placement.** Applicants who have been admitted to the curriculum and who have previous education or experience in dental assisting may apply for credit and advanced placement in the curriculum. However, such applicants should first have completed the science, English and keyboard requirements.

**Basis for Disqualification.** Students who receive a final grade lower than C in any dental assisting course will be disqualified from continuing in the curriculum. Students who receive a final grade lower than C will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students who repeat a course and who do not achieve a grade of C at an evaluation period will be disqualified from continuing in the curriculum. Students may also be disqualified for other reasons consistent with College policy.

**Eligibility for the Certification Examination and Licensure Examinations.** Graduates who receive an Award of Achievement or a Certificate of Completion are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

### Dental Assisting

Students may obtain the Certificate of Completion in Dental Assisting by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

**Courses Required for the Certificate of Completion in Dental Assisting**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 51 Appl Dental Sciences I</td>
<td>4</td>
</tr>
<tr>
<td>DENT 52 Dental Materials and Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

*Certification Curriculum*

The program of study for the Certificate of Completion in Dental Assisting is designed to prepare students to take the licensing examination to be a Registered Dental Assistant as administered by the California Board of Dentistry and also to take the national certification examination to be a Certified Dental Assistant as administered by the Dental Assisting National Board. This course can be completed in two semesters (after completing prerequisites).

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**Eligibility for the Certification Examination and Licensure Examinations.** Graduates who receive an Award of Achievement or a Certificate of Completion are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

### Dental Assisting

Students may obtain the Certificate of Completion in Dental Assisting by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

**Courses Required for the Certificate of Completion in Dental Assisting**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 51 Appl Dental Sciences I</td>
<td>4</td>
</tr>
<tr>
<td>DENT 52 Dental Materials and Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>
DENT 51. Applied Dental Science I (4)
Lec-3, lab-3
COREQ.: DENT 55A AND 62
Dental terminology, anatomy and physiology; mechanisms for transmitting disease and controlling/decreasing resistance to infection; oral embryology, histology and pathology; tooth morphology. Preliminary oral examination; charting conditions of the hard tissues; taking and recording vital signs and other tasks assigned to the dental assistant. Methods and techniques of sterilization and disinfection. Infection control procedures and infectious disease processes. Infection control procedures and infectious disease processes. Lab Fee is required. CSU

DENT 52. Dental Materials and Procedures (3)
Lec-2, lab-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN DENT 51 AND 55A
COREQ.: DENT 53
The study of the materials and their safe handling that are employed in dentistry for the fabrication of dental appliances and tooth restorations and the manipulation of these materials. Introduction to intra-oral tasks delegated to the qualified registered dental assistant, which are related to operative dentistry such as bases, liners and provisional cementation. Lab Fee is required. CSU

DENT 53. Introduction to Chairside Assisting (3)
Lec-2, lab-3
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN DENT 51, 55A AND 62
COREQ.: DENT 52
Instruction in the role of the chairside assistant, preparing the patient for dental treatment, positioning of the patient, operator and assistant for four-handed dentistry, preparation and placement of topical anesthetic agents, selection/preparation of local anesthetic agents, placement and removal of rubber dams, oral evacuation and retraction; instrument identification and graspers/transfer/triple syringe usage, handpiece and equipment maintenance, placement and removal of matrix retainers, placement of sedative restorations amalgam and composite tray set-ups. Fixed crown bridge procedures and fabrication of aluminum and acrylic temporary crowns and endodontic instruments and procedures. Lab Fee is required. CSU

DENT 54. Applied Dental Science II (2)
Lec-2
PREREQ.: DENT 53, 55A, AND 62
COREQ.: DENT 55B, 67, AND 70
Review of microbiology, the mechanisms for transmitting disease, and controlling and decreasing resistance to infection. The rationale of preventive dentistry and practiced application of the necessary skills for a preventive/nutrition therapist, including use of fluorides and tooth whitening products, the involvement of oral pathological conditions as related to the hard and soft tissues as well as developing the sources and effects of dental therapeutics and how they relate to dental office emergencies. Description and use of drugs and their use in dentistry. CSU

DENT 55A. Dental Roentgenography (2)
Lec-1, lab-3
COREQ.: DENT 51 AND 62
Instruction in the basic principles of radiography, history, protection and safety guidelines. Physics and biological effects of radiation, for the patient’s and operator’s protection and comfort. Types of films, exposure and manual processing techniques on manikins. Composition and preparation of solutions. The relationship of dental anatomy and facial structures to the exposure and mounting relationship of dental anatomy and facial structures to the exposure and mounting of films. Lab Fee is required. CSU

DENT 55B. Dental Roentgenography (2)
Lec-1, lab-3, field trips
PREREQ.: DENT 55A
Instruction in the advanced techniques of dental radiography, anatomical landmarks, dental anatomy pertaining to dental radiography, exposure and processing faults. Emphasis is on evaluation of the quality of the films both intra and extra oral. Experiences in exposing full mouth radiographs for diagnosis by dentists. Processing and maintaining automatic processors. Knowledge of panoramic and digital techniques and other related radiographic equipment. Lab Fee is required. CSU

DENT 57. Dental Office Management (3)
Lec-3
PREREQ.: DENT 51, 55A, AND 62
COREQ.: DENT 55B
Instruction in the non-clinical functions which dental auxiliaries are required to perform with emphasis on financial arrangements, collection techniques, insurance processing and maintenance of office records, account receivable transactions, office mail, inventory, purchasing, accounts payable, payroll, disbursements, tax records, marketing and group practice. Use of computers to perform basic dental office management. CSU

DENT 62. The Dental Assistant in Practice (3) fa
Lec-2, lab-3, field trips
COREQ.: DENT 51 AND 55A
The dental health team, ethics and jurisprudence, history of dentistry, home care instruction including bleaching, applied psychology, communication skills; verbal and written (telephone/fax/computer) communication, the special patient, appointment control, recall systems and the administrative assistant. Lab Fee is required. CSU

DENT 67. Advanced Dental Procedures (4)
Lec-3, lab-3
PREREQ.: DENT 51, 52, 53, 55A, AND 62
COREQ.: DENT 54, 55B, AND 70
Instruction in the specialties of dentistry including advance endodontics, periodontics, orthodontics, oral surgery, removable prosthodontics and pediatric dentistry as well as the armamentarium...
required in each specialty. Development of preclinical skills in the extended functions which are required of the Registered Dental Assistant. Students are required to meet standards of competency for each required task including coronal polishing and ultrasonic removal of cement from orthodontic bands. Mannequins and patients will be used in instruction. Lab Fee is required. CSU

DENT 70. Clinical Chairsode Assisting (7)
Lec-1.5, lab-18  \( \text{CR/NC only} \)
**PREREQ.: CURRENT HEALTHCARE-PROVIDER CPR CERTIFICATION AND COMPLETION/CONCURRENT ENROLLMENT IN DENT 54, 55B, 57 AND 67**
Clinical instruction and practice in four-handed procedures. Emphasis on general and specialty dentistry (oral surgery, periodontics, endodontics, orthodontics, prosthetics) and the intra-oral tasks assigned to the Registered Dental Assistant. Development of professional attitude (ethics/jurisprudence) in dental assisting. Building skills in the use of dental materials and equipment. Evaluation of clinical experience, career placement opportunities, and skills building in communication and the taking of the Registered Dental Assisting Practical Examination. CSU

DENT 110A. Coronal Polish (0.5)
Lec-6, conf=8 (14 total hrs)  \( \text{CR/NC avail.} \)
Repeat.: max. 1.5 units
Designed and approved to meet the California Board of Dentistry Sticker for Coronal Polish. Includes lecture and clinical hours. Techniques for removal from the clinical crown the following: pellicle, plaque, and extrinsic stain. Students will be required to provide their own patients and follow program’s infection control, protocol, and disinfecting. CSU

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**Diagnostic Medical Imaging**

*Formerly Diagnostic Radiologic Technology*

**Degree Curriculum**

The curriculum in Diagnostic Medical Imaging is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901, Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with several San Francisco hospital radiology departments.

**Consideration for Admission to the Curriculum.** To be considered for admission to the curriculum, applicants must—

1. Complete the following prerequisite courses within 5 years prior to application, with a grade of “C” or higher in each class: MATH 840 (Elementary Algebra), CHEM 30/31, 32 or 40, PHYC 10/10L, and ANAT 25. (Students may meet the Math prerequisite by placing into MATH 860 or higher on the CCSE Math Placement Test.) In addition, students are strongly recommended to have completed either ENGL 92 or ESL 150 (or placed into ENGL 94 on the CCSF English Placement Test or into ESL 160 or 82 on the CCSF ESL Placement Test).
2. Complete 40 hours of volunteer service in a hospital Radiology Department. Contact the Diagnostic Medical Imaging (DMI) Office for details.
3. Have at least a 2.0 cumulative grade point average in college work previously completed.
4. Be in good physical and mental health.
5. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”).
6. Take the City College of San Francisco placement tests on the date or dates stated in the notice mailed by the College. All applicants must take the City College placement tests (mathematics, English).
7. Submit an application to the Radiologic Technology Office. Contact Radiology Department for filing deadline dates. (Applications are available in the Radiologic Technology Department Office, Cloud Hall, Room 239).

**Coeducational Enrollment.** Enrollment is open to both men and women.

**Health Clearance Requirements.** In addition to academic requirements and orientation, enrollment in the Diagnostic Medical Imaging Program is subject to evidence of immunizations per the San Francisco Health Department. In addition, the student must satisfactorily complete a physical examination given by an appropriately licensed health care provider. The forms are available from the Radiologic Technology office.

**Instruction in the Major.** The course of study includes instruction in radiologic theory and techniques, pathology, patient care, radiation protection, anatomy, physics and physiology. The curriculum is 30 months in length, including two academic years, with a summer session between the first and second semesters, and ending with a clinical internship of 32 weeks. Clinical education in diagnostic medical imaging is taught in the radiology departments of the hospitals affiliated with the College in offering the program. Members of the professional and technical staffs of these departments serve as instructors.

Upon satisfactory completion of the Program and college graduation requirements, the student is awarded the Associate in Science degree. Upon satisfactory completion of the clinical internship in an affiliate hospital, the student is eligible for the Award of Achievement and the ARRT national examination for certification.

**Scholarship Requirements.** Students who receive a final grade lower than C (75%) in any of the required courses in radiologic technology, are required to repeat the course before proceeding to the next course in sequence. Students whose cumulative grade point average drops below 2.0, will not be allowed to proceed to the next course(s) until the GPA has been raised to 2.0 or higher.

**Basis for Disqualification.** Students who receive a final grade lower than C (75%) will be allowed to repeat that Diagnostic Medical Imaging (DMI) course. Any further courses with grades lower than C (75%) will be cause for dismissal from the Diagnostic Medical Imaging Program. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

**Readmission of Students Disqualified Because of Unsatisfactory Achievement and the ARRT national examination for certification.**

**Scholarship Requirements.** Students who receive a final grade lower than C (75%) in any of the required courses in radiologic technology, are required to repeat the course before proceeding to the next course in sequence. Students whose cumulative grade point average drops below 2.0, will not be allowed to proceed to the next course(s) until the GPA has been raised to 2.0 or higher.

**Basis for Disqualification.** Students who receive a final grade lower than C (75%) will be allowed to repeat that Diagnostic Medical Imaging (DMI) course. Any further courses with grades lower than C (75%) will be cause for dismissal from the Diagnostic Medical Imaging Program. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

**Readmission of Students Disqualified Because of Unsatisfactory Achievement and the ARRT national examination for certification.** Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiology Department Review Committee. As part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the cur-
Diagnostic Medical Imaging

Courses Required for the Award of Achievement in Diagnostic Medical Imaging

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMI 49 Intro to Radiologic Technology</td>
<td>3</td>
</tr>
<tr>
<td>DMI 50A Intro to Med Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RADL 52 Patient Care and Staff Relationships</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 11, 12 or 1A Basic Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or Fundamentals of Oral Communication</td>
<td></td>
</tr>
<tr>
<td>or Elements of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMI 50B Radiologic Phys and Equip</td>
<td>2</td>
</tr>
<tr>
<td>DMI 51A Radiographic Anat and Position</td>
<td>4</td>
</tr>
<tr>
<td>DMI 51B Radiographic Exposure Factors</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 14* CPR Adv First Aid Emerg Care</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1 or 26 Gen Psych or Human Relat</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
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</tbody>
</table>

Summer Session

DMI 62 (seven weeks) Clinical Educ in DMI      2

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 12 Intro to Human Physio</td>
<td>4</td>
</tr>
<tr>
<td>DMI 55 Skull Radiography and Resrch Project</td>
<td>2</td>
</tr>
<tr>
<td>DMI 56 Pathology</td>
<td>2</td>
</tr>
<tr>
<td>DMI 63 Inter Diagnostic Proc</td>
<td>2</td>
</tr>
<tr>
<td>DMI 64 Clin Educ in DMI</td>
<td>2</td>
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<tr>
<td>Additional graduation requirements</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 26 Sectional Anat (spring)</td>
<td>1</td>
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<tr>
<td>DMI 54 Vascular and Interven Proc</td>
<td>2</td>
</tr>
<tr>
<td>DMI 65 Adv Imaging Proc</td>
<td>2</td>
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<tr>
<td>DMI 66 Clinical Educ in DMI</td>
<td>2</td>
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<tr>
<td>RADL 70 Radiation Protection</td>
<td>2</td>
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<tr>
<td>Additional graduation requirements</td>
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Internship

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DMI 68 Clinical Educ in DMI</td>
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<tr>
<td>DMI 69 Clinical Educ in DMI</td>
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<tr>
<td>DMI 100 Review of Radiologic Tech</td>
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<tr>
<td>Total Units</td>
<td>56</td>
</tr>
</tbody>
</table>

Recommended electives: Courses in keyboarding, computer science, HLTH 10, 25, 27, 33, 53, 64, and 67*

* These health courses teach current health issues faced by the local patient population.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

DMI 49. Introduction to Radiologic Technology (3)

Open to all students who may be interested in a career in Radiologic Technology and required of students accepted into either the Diagnostic Medical Imaging or the Radiation Oncology Technology programs.

History and discovery of uses of medical radiation; careers in radiology; educational preparation for those careers; function of health care units utilizing radiologic technology; associated imaging modalities of radiologic technology; medical ethics for radiologic technologists; sources of radiation; review of simple mathematics crucial for developing radiographic techniques; elementary principles of radiation protection; medical terminology; career advancement and mobility. CSU

DMI 50A. Introduction to Medical Radiography (3)

Lec-3, field trips

Open to all students who may be interested in a career in Radiologic Technology. CSU

Recommended electives: Courses in keyboarding, computer science, HLTH 10, 25, 27, 33, 53, 64, and 67*

DMI 50B. Radiologic Physics and Equipment (2)

Lec-2, lab-2

Prereq.: Admission to the curriculum in Radiologic Technology; Completion/concurrent enrollment in DMI 49.

Introduction to radiological physics, film exposure and film processing. CSU

DMI 51A. Radiographic Anatomy and Positioning (4)

Lec-4, lab-3, field trips

Prereq.: ANAT 25, DMI 49, 50A, and RADL 52.

Intended to be taken concurrently with DMI 50B and 51B.

Preliminary steps in radiography. Anatomy and positioning of extremities, thorax, vertebral column, pelvic and shoulder girdles, thoracic viscera, abdomen, gastrointestinal, biliary, and genitourinary tracts. CSU

DMI 51B. Radiographic Exposure Factors (2)

Lec-2, lab-1

Coreq.: DMI 50B and 51A.

Theoretical and practical application of exposure factors. Emphasis is placed on the students' ability to analyze the quality of a recorded
image and to improve the image. Film critique of experiments and of the department’s film file. CSU

DMI 54. Vascular and Interventional Procedures (2)
Lec-2
PREREQ.: DMI 63; COMPLETION/CONCURRENT ENROLLMENT IN DMI 64 OR 66
Emphasis on vascular radiography (including cerebral angiography, abdominal angiography, thoracic aortography, lymphangiography, femoral arteriography, peripheral angiography), related equipment, patient care, interventional radiography, and trends of techniques and equipment in vascular radiography. CSU

DMI 55. Skull Radiography and Research Project (2)
Lec-2, field trips
COREQ.: DMI 62, 64, OR 66
Anatomy of the head and facial bones, topical landmarks, radiographic positioning and technical factors, radiographic equipment and usage, pathological conditions, patient care, discussion of CT and MRI imaging of the head. Research/writing project with presentation by each student on a radiographic topic. CSU

DMI 56. Pathology (2)
Lec-2
COREQ.: DMI 62, 64 OR 66
Discussion and illustration of the normal variations and abnormal changes because of disease as manifested by X-rays. Description of the modifications of standard and special techniques necessary to obtain adequate diagnostic X-ray studies of the various diseases. CSU

DMI 62. Clinical Education in Diagnostic Medical Imaging (2) sp, su
Conf-16 sp (7 wks at 40 hrs su)
PREREQ.: DMI 51A AND 51B
Practical experience in the radiology department of a hospital. Students must perform all radiographic goals as stated in the course objectives. CSU

DMI 63. Intermediate Diagnostic Procedures (2)
Lec-2, lab-1
COREQ.: DMI 62, 64, OR 66
Basic theories underlying many diagnostic imaging procedures. Relationship of clinical indications, special precautions, quality assurance, equipment, and positioning. Introduction to the use of computers in radiology. CSU

DMI 64. Clinical Education in Diagnostic Medical Imaging (2) fa, su
Conf-16 fa (7 wks at 40 hrs su)
PREREQ.: DMI 62
A continuation of the clinical experience. Students must perform all radiographic goals as stated in the course objectives. CSU

DMI 65. Advanced Imaging Procedures (2)
Lec-2
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN DMI 64 OR 66
Principles of computed tomography and magnetic resonance imaging, radiography of infants and children (immobilization techniques and alleviation of fear); radiography of the female reproductive system; dynamic imaging. CSU

DMI 66. Clinical Education in Diagnostic Medical Imaging (2)
Conf-16
PREREQ.: DMI 64
A continuation of the clinical experience. At the completion of the course, the student must have completed a minimum of 840 clock hours of clinical experience and be able to perform all radiographic goals as stated in the course objectives. CSU

DMI 68. Clinical Education in Diagnostic Medical Imaging (4) fa, sp
Conf-40
PREREQ.: DMI 66
Clinical performance of internship objectives. Bi-weekly on-site rotating conferences by the faculty. CSU

DMI 69. Clinical Education in Diagnostic Medical Imaging (4) su
Conf-40
PREREQ.: DMI 66
Students commencing internships in the summer will take DMI 69 before 68.
Clinical performance of internship objectives. Bi-weekly on-site rotating conferences by the faculty. CSU

DMI 100. Review of Radiologic Technology (1)
Lec-3.5 (5 wks)
COREQ.: DMI 68 OR 69
Designed to prepare students for the certification examination given by the American Registry of Radiologic Technologists and for the examination for certification given by the California Radiation Health Branch. Career planning resources. CSU

DMI 120. Ultrasound Physics and Instrumentation (2)
Lec-2, field trips
Introduction to the physical principles of ultrasound. Analysis of the routine parameters of a diagnostic ultrasound beam; utilization of ultrasound scanners for the production of ultrasound waves used to interact with tissue; biological safety and risks. CSU

DMI 122. Sectional Anatomy for Sonographers (2)
Lec-2, lab-1, field trips
Introduction to the related anatomy and physiology of the abdomen and pelvis as it appears in sagittal, coronal, and transverse sections on ultrasound scans. Emphasis on normal anatomy as visualized on sonograms. CSU

DMI 123. OB/GYN Sonography (2)
Lec-2
Identification of sectional anatomy used in OB/GYN scanning, both normal and abnormal, as it appears in sagittal, coronal, and axial scans. Field trips as required. CSU

DMI 125. Ultrasound Clinical Education (6)
Lab-35
PREREQ.: HAVE COMPLETED AN ALLIED HEALTH PROGRAM WITH A DIRECT PATIENT-CARE COMPONENT
COREQ.: ENROLLMENT IN ULTRASOUND LECTURE COURSE.
Course is designed to give the student appropriate time in the clinical setting to become adept at scanning, while understanding the principles of quality assurance, patient care and the integration of clinical findings with patient history. CSU
Disabled Students Courses

Announcement of Courses

General Information
It is recommended that students with disabilities meet with a DSPS counselor.

All courses that begin with DSPS are designed for, but not limited to, individuals with disabilities.

CREDIT, NON-DEGREE APPLICABLE COURSES:

DSPS A. Computer Adaptations (1)
Lab-3 CR/NC only
The content of DSPS A varies. A student with a disability may repeat DSPS A if it is needed for the continued success of the student in his/her CCSF classes, and the student has demonstrated progress using the supports learned in DSPS A.

DSPS M. Diagnostic Learning (2)
Lec-1, lab-3 CR/NC only
COREQ.: ENROLLMENT IN AT LEAST ONE OTHER CCSF COURSE
Repeat: as needed for students with documented disabilities for the continued success of the student in his/her CCSF classes and if the student has demonstrated progress using the support learned in DSPS M
Not open to students who have completed LERN M.
An individualized course designed for students who have a documented disability but open to all students, similar in content to DSPS O except that DSPS M is designed for those students who have support and intervention needs which require more intensive daily assistance in one or more major skill areas or classes in a particular semester.

DSPS O. Diagnostic Learning (1)
Lab-3 CR/NC only
COREQ.: ENROLLMENT IN AT LEAST ONE OTHER CCSF COURSE
Repeat: The content of DSPS O varies. A student may repeat DSPS O if it is needed for the continued success of the student in his/her CCSF classes, and the student has demonstrated progress using the supports learned in DSPS O.
Students who have completed LERN O may not enroll in DSPS O.
An individualized course designed for students with cognitive disabilities, but open to all students. Focus is on instruction and practice of learning strategies related to support needed for one to two current CCSF classes. Students are assisted in using compensation strategies to use on assignments from their classes.

DSPS P. Perspectives on Disability Rights (1)
Lec-2 (9 wks) CR/NC only
Students who have completed LERN P may not enroll in DSPS P.
Disability, education, and employment rights. Acquire skills to understand rights and obligations to accommodations as provided under The Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973. Students with disabilities develop self-management and self-advocacy skills related to their accommodation rights and learn more about recent legislation related to disability rights.

DSPS Q. Main Idea Strategies for Reading and Writing (1)
Lec-2 (9 wks) CR/NC only
Designed specifically for students with learning disabilities who are in English L, 90, 92, 94, 96, or any student in content courses involving reading and writing who wants to improve his or her reading comprehension skills and basic written expression skills.
Examination of the prerequisite language and reasoning skills necessary for identifying the main idea in addition to textbook reading study skills.

DSPS R. Improvement of Receptive and Expressive Language (3)
Lec-3, conf-1 CR/NC only
Not recommended for students enrolled in or who would be eligible for beginning level ESL classes.
Designed for students experiencing difficulties in multiple level tasks that require inner language functions such as concentration, listening, taking notes and organizing. Increasing skills in organizing inner language, auditory and written information and producing organized verbal and written language.

DSPS S. Strategies for Problem Solving (2)
Lec-2 (9 wks) CR/NC only
Develop and practice creative and analytical thinking and problem-solving strategies for academic and personal growth. Strategies include task analysis, information processing, memory strategies, mind-body awareness, creative problem-solving, etc. Designed for students with learning disabilities but open to all students.

P E 566. Personal Defense and Safety Awareness (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Assault prevention and personal defense skills designed to increase safety awareness. Basic physical defense skills are taught with an emphasis on streetwise safety strategies and the psychology of assault prevention. CSU/UC

NONCREDIT COURSES

DSPS 4009. Vocational Skills for the Disabled
Development of necessary skills to obtain entry-level employment. Through participation in actual work situations, students learn basic work skills, work behaviors and interpersonal skills necessary for obtaining and holding a job. Emphasis is on developing each student’s maximum potential for work.

DSPS 4014. Arts and Crafts for the Disabled
Arts and crafts for all disabilities. Introduces basic art concepts and crafts skills. Students create projects using materials and processes increasingly more challenging as the course progresses and their abilities permit. Adaptive equipment and techniques introduced as needed.

DSPS 4017. Drama for the Disabled
Developmentally and physically disabled students learn to explore and develop abilities in creative self-expression. Through participation in a variety of dramatic experiences, students develop their communication skills, increase coordination and sensor-motor communication skills and learn to function as group members. Process may lead to dramatic productions.

DSPS 4022. Computer Skills – Disabled (180 hrs)
Introduction to microcomputer applications for disabled students who desire entry-level clerical work. Introduces word processing, spreadsheet and database concepts using popular business software through lecture, lab and individualized instruction. Students create, edit, manipulate and print their own documents. May include the use of adaptive equipment such as screen enlargement or voice output.
DSPS 4023. Job Search Skills, Disabled Lab
Students with disabilities who are unable to benefit from a regular vocational program meet in small group workshops for one to ten hours per week. Hours and times are based on Student Educational Contract (SEC). Appropriate assistance is given in developing attitudes, self-confidence, and vocational competencies to locate, secure and retain employment. Field experiences with local employers, job training groups, and local organizations may be required.

DSPS 4024. Prevocational Skills
Extended individual social, basic survival, and independent living and work skills for students with development disabilities students who need these skills to enter a work training program or sheltered employment.

DSPS 4027. Acquired Brain Impairment - Academic Retraining
Academic instruction is provided for students with acquired brain impairments, such as stroke and head trauma. Designed to help students achieve their maximum performance in order to succeed on the job and/or in educational settings. Retraining is provided for individuals and small groups in reading, writing, spelling, mathematics and study skills, according to each student’s Student Educational Contract (SEC).

DSPS 4028. Acquired Brain Impairment - Cognitive Retraining
Students with an acquired brain impairment, such as stroke and head trauma, learn about basic neuroanatomy and how different injuries can affect how the brain functions. Introduction to memory strategies, techniques in visualization, time management and organizational skills. Students participate in activities involving following directions, problem-solving, memory, long-term planning and reasoning skills in accordance with Student Educational Contract (SEC). Personal, social, vocational and educational changes and adjustments are addressed.

DSPS 4029. Educational Assessment - Disabled
Individual and/or small group assessment of learning strengths and weaknesses to determine eligibility to programs and/or accommodations for disabled adults. May include eligibility for services as a learning disabled adult and/or the development of a Student Educational Contract (SEC). Students will attend 1-5 sessions.

DSPS 4031. Program for Learning Disabled (18-180 hrs)
Academic instruction is provided for students with learning and other cognitive disabilities but is open to all students. Designed to help students achieve their maximum performance in order to succeed on the job and in educational settings. Small group instruction is provided in math, reading, writing, and spelling according to each student’s educational contract (SEC).

DSPS 4033. Acquired Brain Impairment - Language Reintegration
For students experiencing receptive and/or expressive language disorders (aphasia) resulting from stroke or other acquired brain impairments. Emphasis on auditory comprehension, thought organization, oral expression and writing. Individualized and group instruction is provided according to each Student Educational Contract (SEC).

DSPS 4035. High Tech Computer Access for the Disabled (450 hrs)
A laboratory course for the disabled introducing adaptive computer equipment and software for development of vocational, academic and daily living skills. Computer assisted instruction in cognitive and academic skills. Word processing, spreadsheet, database, graphics, Internet, and e-mail in accessible formats.

DSPS 4037. Speech and Language Skills
Strategies to alleviate communication deficits are provided for students with diagnosed speech, language and/or hearing disorders. Individual and small group instruction. Intake assessment is provided.

DSPS 4038. Community Living Skills
Using lecture, demonstration, roleplaying discussion exercise, field experience and the expressive arts, students with disabilities will develop and utilize skills needed for successful participation in the community.

DSPS 4042. Active Job Search
Designed for all students with disabilities who are job ready and need placement services and advanced job search strategies. Tailoring resumés, cover letters, and applications. Interviewing techniques and job search planning/management. Field experiences to local businesses, employers, and organizations may also be required.

DSPS 4050. Life Skills for the Disabled (90-270 hrs)
Designed for students identified as developmentally delayed learners who want to improve their basic life skills for vocational purposes and are unable to benefit from instruction offered in regular classes. Small group instruction is offered in money handling skills, computer basics, community resources, and personal responsibility in preparation for entry level jobs and daily living. Students with reading levels below third grade may experience difficulty. Designed to be completed in two years (as long as the student is making measurable progress).

DSPS 4302. High School, GED, and Basic Skills for Disabled Students (90-450 hrs)
Designed for students with disabilities who want to earn a high school diploma or GED or who want to improve their basic skills for vocational or higher education purposes and are unable to benefit from instruction offered in regular classes. Small group instruction is offered in money handling skills, computer basics, community resources, and personal responsibility in preparation for entry level jobs and daily living. Students with reading levels below third grade may experience difficulty. Course may be repeated as long as students are making measurable progress and/or until requirements are met. Students who want to earn a high school diploma or GED must meet certain eligibility criteria. They are also eligible for special test-taking accommodations.

DSPS 4303. Adaptive Physical Education (Adaptive Yoga)
Designed for students with physically disabling conditions who want to improve and maintain their physical and mental well-being and who are unable to benefit from instruction offered in mainstream P.E. classes.

blind/Visually Impaired

DSPS 4101. Communication - Blind/Visually Impaired
Through adapted exercises in writing, spelling, handwriting, vocabulary building, speaking and listening, students improve skills to compensate, in part, for visual loss.

DSPS 4104. Crafts - Blind/Visually Impaired
Various crafts and ceramics for students who are blind or visually impaired. Emphasis on skills which enhance daily life. Crafts include knitting, crocheting, sewing, macrame, beadwork, weaving, painting, printmaking and ceramics.
**Deaf/Hard of Hearing**

**DSPS 4210. Management of Hearing Loss**
Instruction and practice in speechreading and other adaptive behavioral strategies. Acquaints students with appropriate assisting devices and available services for the hearing impaired. Accepting and coping with hearing loss is a fundamental objective. Appropriate for hearing impaired individuals and interested professionals.

**DSPS 4212. ASL/ESL Skills Development for the Deaf**
This course is intended for deaf and hard of hearing students who desire to improve their English writing skills. The course provides exposure to written English and American Sign Language, focusing on the functional needs of the students.

**DSPS 4214. American Sign Language I**
A beginning course in American Sign Language for persons desiring to communicate with deaf and hard of hearing persons. Course work includes an introduction to Deaf Culture, expressive and receptive fingerspelling and grammatical structures which are introduced in the contexts of communication activities.

**DSPS 4215. American Sign Language II**
An intermediate course in sign language for the hearing impaired or persons desiring to communicate with the deaf or hard of hearing. Continuation of the students' work in manual communication skills, with emphasis on daily communication problems and colloquial expressions.

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**Earth Sciences**

**Announcement of Courses**

**General Information**
The Earth Sciences Department offers day and evening courses that advance students toward degrees in both the natural and social sciences. Credit earned is transferable, and most courses satisfy specific graduation requirements at four-year universities. For more information, visit our website: [www.ccsf.edu/Earth](http://www.ccsf.edu/Earth).

**CREDIT, DEGREE APPLICABLE COURSES:**

**Geography**

**GEOG 1. Physical Geography (3)**
Lec-3, field trips
An introduction to the Earth's physical environment. Processes and patterns of weather and climate, the development of landforms, plant and animal distributions, and the interpretation of maps. Attention given to the physical environment and natural hazards of California and the Bay Area. CSU/UC/CAN GEOG 2

**GEOG 1L. Physical Geography Laboratory (1)**
Lab-3, field trips
**PREREQ:** COMPLETION/CONCURRENT ENROLLMENT IN GEOG 1
The study of weather and climate, tectonic processes, and landforms. Emphasis on the interpretation of weather maps, climatic data, aerial photographs, and topographic maps. CSU/UC

**GEOG 4. Cultural Geography (3)**
Lec-3, field trips
An introduction to patterns in the contemporary human landscape. Topics include dynamics of population growth, migration, systems of agriculture, the legacy of colonialism, uneven economic development, the historical development and spread of religion and language. CSU/UC/CAN GEOG 4

**GEOG 7. Economic Geography (3)**
Lec-3, field trips
An introduction to economic geography. Topics include patterns and processes of urbanization, industrialization, and the interlinked global economy. Contemporary issues such as international business and changing patterns of manufacturing in the United States. CSU/UC

**GEOG 49. National Parks—Their Geology and Geography (3)**
Lec-3, field trips CR/NC avail.
A survey of the national parks and monuments with emphasis on the western United States. An introduction to their discovery and development; appreciation of their particular beauties, natural phenomena, and historic significance. CSU

**GEOG 91-92-93. Geography Work Experience (1-2-3)**
Repeat: max. 6 units
Off-campus work may include employment or volunteer service in a geography-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU

**GEOG 186. Introduction to Geographical Information Systems (GIS) Applications (2)**
Lec-1, lab-3
Foundation course for the use of GIS software. History, structure, uses, hardware and software requirements, and basic operation of GIS. Introduces Global Positioning Systems (GPS) as they relate to GIS. CSU

**Geology**

**GEOL 5. General Geology (4)**
Lec-3, lab-3, field trips
*Not open to students who have completed GEOL 10*
An introduction to the materials and processes which form our planet. A look at the Earth with an eye toward understanding its physical aspects. Rocks and minerals; continents and ocean basins; construction and destruction of the landscape; mountains, earthquakes, global tectonics. Geological methods, tools, and information sources. CSU/UC

**GEOL 10. Introduction to Geology (3)**
Lec-3, field trips
*Not open to students who have completed a course in general geology*
An introduction to the basic concepts of earth science and their relationships to people. Topics include minerals, rocks, volcanoes, earthquakes, streams, glaciers, geologic hazards, mineral resources, and plate tectonics. Emphasis on the geologic features of western North America. CSU/UC/CAN GEOL 6 (CAN GEOL 2 = GEOL 10+10L)
GEOL 10L. Introduction to Geology Laboratory (1)
Lab-3, field trips
**Prerequisite:** Completion/concurrent enrollment in GEOL 10
Introduction to the materials of the Earth, with emphasis on the recognition of common minerals and rocks, especially those common to California; study and interpretation of topographic and geologic maps. CSU/UC (CAN GEOL 2 = GEOL 10+10L)

GEOL 11. Historical Geology (3)
Lec-3, field trips
Origin of the Earth and its development through geologic time. The formation and destruction of mountain ranges and ocean basins. The evolution of plants and animals as seen through the fossil record. Emphasis on the geologic history of North America. CSU/UC

GEOL 18. Geology of California (3)
Lec-3, field trips
An introduction to California from a geologic viewpoint. The rocks and minerals, the geologic features, and the economic geology of California. The geologic history and importance of each natural province of California. CSU/UC

GEOL 20. Exploring the West (1)
Field trip-3 days and orientation CR/NC avail.
**Prerequisites:** GEOL 5, 10, 11, 18 or 21
Repeat: max. 4 units
Field excursion to a selected locality of geologic interest in the West, mainly California. Emphasis on the geologic history of the area as reflected by present geologic features. Localities include: Yosemite National Park; Lassen National Park; Mono Basin; Lake Tahoe and vicinity; northern and southern Mother Lode regions; Central Coast Ranges and San Andreas Fault; Coast Range north and south of San Francisco Bay; and special areas. CSU

GEOL 21. Geology of the Bay Area (3)
Lec-3, field trips CR/NC avail.
Introduction to the geology of the Bay Area. Field trips emphasizing the physical, historical, engineering, and economic geology of the region. CSU

GEOL 25A-25B. Geology of Gems (3-3)
Lec-3, field trips CR/NC avail.
A many-faceted approach to the study of gemstones. All of the major and many minor gem materials examined from the viewpoints of discovery, geology, mineralogy, and use. CSU

GEOL 41-42-43. Current Topics in Earth Sciences (1-2-3)
Lec-1/2/3, and/or lab-3/6/9, field trips CR/NC avail.
One and two-unit courses are less than a semester in duration.
Exploration of topics of current interest in earth sciences. CSU (UC upon review)

GEOL 91-92-93. Geology Work Experience (1-2-3)
Work-5,10,15 CR/NC avail.
Repeat: max. 6 units
Off-campus work may include employment or volunteer service in a geology-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU

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**Oceanography**

OCAN 1. Oceanography (3)
Lec-3, field trips
Not open to students who have completed OCAN 10.
The ocean environment. Physical, chemical, biological, and ecological aspects of the ocean, including the origin and extent of the oceans; nature of ocean crust; causes and effects of currents, waves, tides; biogeochemical cycles; plant and animal life in the sea; marine ecology. CSU/UC

OCAN 1L. Oceanography Laboratory (1)
Lab-3, field trips
**Prerequisite:** Completion/concurrent enrollment in OCAN 1
Not open to students who have completed OCAN 10.
Exploration of the ocean environment. Nautical and bathymetric charts; ocean floor features, sediments, and rocks; physical and chemical properties of seawater; beach deposition and erosion; interactions of currents, waves, and tides; marine life, ecology, and communities. CSU/UC

OCAN 10. Introduction to Oceanography (3)
Lec-2, lab-3, field trips
The ocean environment. Physical, chemical, biological, and ecological aspects of the sea, including the origin and extent of the oceans; nature of ocean basins; causes and effects of currents, waves, tides; plant and animal life in the sea; marine ecology and pollution. CSU/UC

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**Paleontology**

PALE 1. Introduction to Paleontology (3)
Lec-2, lab-3
An introduction to the record of past life. The evolution of plants and animals and their role in the interpretation of the history of the Earth. CSU/UC

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**Economics**

Announcement of Courses

(See also courses in “Business Administration” and “Business.”)

**CREDIT, DEGREE APPLICABLE COURSES:**

ECON 1. Principles of Macroeconomics (3)
Lec-3 CR/NC avail.
An introduction to the general principles, terminology, and methods of economics with emphasis on macroeconomics. General topics include: economic institutions, national income analysis, employment theory, money and banking, monetary and fiscal policy, and economic growth. CSU/UC/CAN ECON 2

ECON 3. Principles of Microeconomics (3)
Lec-3 CR/NC avail.
**Prerequisite:** ECON 1
A continuation of the introduction to the general principles and terminology of economics with emphasis on microeconomics. General topics include: supply and demand theory, utility, production, costs, revenues, market structures, income distribution, international trade, and comparative economic systems. CSU/UC/CAN ECON 4
ECON 5. Introductory Statistics (4)
Lec-5 CR/NC avail.
PREREQ.: MATH 92, 860, OR DEMONSTRATION OF MATH 860 EXIT SKILLS OR 2ND YEAR HS ALGEBRA
No credit for this course if another statistics has been completed.
Introduction to statistical method, with emphasis on the analysis of statistical data—their gathering, classification, presentation, and interpretation. Empirical and theoretical frequency distributions with emphasis on measures of central tendency and variation, probability, sampling, estimation, hypotheses testing, correlation and regression analysis, and nonparametric statistics. CSU/UC

ECON 10. Economic History of the United States (3)
Lec-3 CR/NC avail.
May be taken in place of HIST 17A or 17B.
A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development. CSU/UC

ECON 25. Women in the Economy (3)
Lec-3 CR/NC avail.
An introduction to women’s roles in the U.S. economy, including varying experiences related to race, ethnicity, and class. Examines women’s occupations and earnings; women’s household activities and how they affect paid work; women as consumers; public policy regarding women’s work and poverty; and current special topics. Applies and contrasts mainstream and political economic theories within a feminist perspective. Meets American Cultures requirement at UC, Berkeley. CSU/UC

ECON 30. Economics of the African American Community (3)
Lec-3 CR/NC avail.
An introduction to the principles of Black political economy. Black employment, employment discrimination, Black capitalism, the Black underclass, homelessness, and community economic development. Examination of the empirical link between race, class and income distribution. CSU/UC

Engineering and Technology

Announcement of Curricula

General Information

Engineering and industrial practice in the United States is based to a considerable extent on the team concept. Engineers, scientists,
Courses Required for the Major in Engineering

Recommended First Semester

Course                                      | Units
---                                         |---
ENGN 10A Intro to Engn: The Profession      | 1
ENGN 10B Intro to Engn: Softw Tools & Desgn | 2
MATH 110A Calculus I                        | 4
English Composition                         | 3
CHEM 101A or 103A General Chemistry        | 4 or 5
Additional GE Requirements†                | 2

Subsequent Semesters

Additional Major Requirements‡:
ENGN 20 & 20L Circuit Analysis & Lab        | 4
ENGN 38 Intro to Comp for Engrs            | 3
MATH 110B Calc II                          | 4
MATH 110C Calc III                         | 4
MATH 125 Diff Eq                           | 3
PHYC 4A & 4AL Mech and Relativity          | 4
PHYC 4B & 4BL Elect & Magnetism            | 4
PHYC 4C & 4CL Waves, Optics, & Thermo      | 4
Additional GE Requirements†                | 12

Total Units                                | 58-59

* It is recommended that you complete ENGL 1A if you plan to transfer to a four-year school.
† Consult the catalog for specific requirements and courses available to satisfy the graduation requirements for the Associate of Science Degree. So as to not duplicate course work, it is recommended that you try to satisfy the requirements of the transfer institution as well as those of City College.
‡ If you wish to substitute another class because of specific requirements of the transfer institution you will attend, consult with the Engineering Department Advisor.

NOTE: Four-year universities may have additional course requirements for completion of lower division. Consult the Transfer Center and the Engineering Advisor for additional information. Other technical courses that transfer in engineering include CHEM 10IB; ENGN 1A, 1B, 24, 36, 37, 45; MATH 115, 120, 130; PHYC 4D and 4DL.

Engineering Technology Program

General Information

In the Engineering Technology Programs, City College trains students for employment as engineering technicians - persons who work with or under the directions of engineers and perform duties requiring a combination of the theoretical knowledge of an engineer and some of the skills of a craftsman.

The College offers two-year curricula in engineering technology in two fields: Electronics Engineering Technology and Mechanical Engineering Technology. The curricula in these fields comprise the Engineering Technology Programs. Students should be aware that any change in major, such as a change from one technical curriculum to another or from one program to another, requires additional time for the completion of their revised educational objectives.

Prerequisites. High school prerequisites are one-year courses in elementary and advanced algebra, geometry, trigonometry, mechanical drawing, and physics. A one-year course in high school chemistry is highly recommended for students intending to transfer to a bachelor degree program in Engineering Technology. Students who have not completed the required high school courses may take them at City College of San Francisco.

Students should possess a minimum level of competency in English communication skills. The completion of English as a Second Language 79 is recommended.

Broad Preparation for Employment. Because emphasis in the Program is on both fundamental engineering theory and basic industrial practices, graduates may qualify for employment in many fields: CAD operator, production planning and control, manufacturing, testing, inspection, sales, installation, maintenance, or servicing. Each curriculum in engineering technology includes courses in subjects common to all branches of engineering. In general, these subjects include the following: graphics, mathematics, orientation to engineering, and physics. Through this related study, students obtain a better understanding of the work in their majors and develop a broad technical background.

General Education. The curricula also include instruction in general education so that students may satisfy the College graduation requirements in this area.

Associate in Science Degree and Major. The Engineering Technology Program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the curricula with final grades of C or higher in their major technical courses also receive the Associate in Science degree in Electronic Engineering Technology or Mechanical Engineering Technology. The Major may be considered a recommendation by the faculty of the Engineering and Technology Department which, in conjunction with the Career Development and Placement Center, will aid the graduate in finding a position.

Transfer to Other Colleges and Universities. Students in the Engineering Technology Programs may either enter industry upon graduation or transfer to a four-year institution to earn a bachelor’s degree in engineering technology. Several campuses of the California State University such as the Sacramento, Long Beach, and Pomona campuses, as well as private institutions, such as DeVry University, offer graduates this opportunity. Engineering Technology students may also choose to transfer to a bachelor degree program in industrial technology offered at several campuses of the California State University, such as the San Francisco, San Jose, and Chico campuses. The time required for completion of curricula open to graduates at these schools is normally two additional years. Students who intend to transfer should consult their advisers and the section in this catalog entitled “Transfer Information.”

Common Core. All students in Engineering Technology initially enroll in the following common core courses:

First Semester

Course                                      | Units
---                                         |---
ENGN 10A Intro to Engn: The Profession      | 1
ET 50 Technical Math                        | 4
ET 104 Intro. to Engineering Drawing & Manuf.| 3
ELEC 101 Electronics I: Electronic Measurements | 4
PHYC 2A/2AL Intro Physics                   | 4

Subsequent Courses

PHYC 2B/2BL Intro Physics                   | 4
MATH 100A Calculus                          | 3
SPCH 12 Fund of Oral Comm or equivalent     | 3
Additional Requirements (General Ed)         | 10
Technical Courses or Electives based on specific program ........................................24
Total Units ..................................................60

Electronic Engineering Technology

In the curriculum in Electronic Engineering Technology, a two-year course of study, the Engineering and Technology Department offers students training for employment by offering instruction in digital/microprocessor and communication electronics. Students in this curriculum complete the common core courses (see preceding Common Core). Specialization is offered throughout the second through the fourth semesters. The program adviser works closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree in Electronic Engineering Technology.

Training in the Major. Training in the first year is designed to provide students with a sound working knowledge of the theory of direct- and alternating-current circuits common to both electrical and electronic applications and the basic principles of amplifiers, solid-state devices, digital techniques, circuits, and systems. In the second year, the student completes a course in advanced electronics, including course work in RF (radio frequency) and microwave circuits, microprocessors and non-sinusoidal circuits.

Employment. Students who complete the curriculum satisfactorily are qualified for positions as technicians engaged in research and development; and in manufacturing, testing, installing, and maintaining electronic equipment. Positions to which graduates may advance after obtaining experience and further training include those of production supervisor, sales engineer, field engineer, and test engineer.

Major. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Associate of Science degree in Electronic Engineering Technology.

Courses Required for the Major in Electronic Engineering Technology

Course ........................................... Units
ELEC 102A Electronics II: Basic Active Ana Cir ........3
ELEC 102B Electronics II: Basic Digi Cir & Meas 3
ELEC 103A Electronics III: Inter Ana Cir & Meas.3
ELEC 103B Electronics III: Inter Digi Cir & Meas 3
ELEC 104A Electronics IV: Ana & Digi Comm .........3
ELEC 104B Electronics IV: Micro-control Intf........3
Technical Electives ........................................6
Total Units .....................................................24

Technical Electives must be selected from the following:
ENGN 38 Intro to Technical Drawing ....................1
ENGN 38 Intro to Computing for Engineers ..........3
ET 83 Engineering Drafting ..................................3
ET 86 Intro to CAM .............................................2
WELD 140 Manufacturing Processes ..................3
WELD 144 Welding Processes ..............................3
ET 186 Intro to Geog Info Systems (GIS) .............2
WELD 145 Intermediate Welding Processes ..........3
WELD 146 Manuf Blueprint Reading ....................3
Total Units .....................................................24

Up to 6 units of course work can be taken from courses not on the above list if you get approval of the program advisor. These could include electronics courses, engineering courses or courses in other departments.

Mechanical Engineering Technology

In the curriculum in Mechanical Engineering Technology, a two-year course of study, the Engineering and Technology Department offers students specialized training for employment as engineering technicians engaged in research, design, operation, maintenance, testing, or sales. Students in this curriculum complete the common core courses (see preceding Common Core). Specialization is offered from the second through the fourth semester. The programs adviser works closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree in Mechanical Engineering Technology.

Training in the Major. Training in the first year is designed to provide students with a sound working knowledge of the principles of engineering drawing, applied mathematics, electrical circuits, physics, manufacturing methods, and computers. In the second year, students complete courses in computer-aided design (CAD), and computer-aided manufacturing (CAM).

Employment. Students who complete the curriculum satisfactorily are qualified for positions as estimator-designer, field engineer, assistant operating engineer, mechanical or research technician, junior test engineer or engineering sales representative. Positions to which graduates may advance after obtaining experience and further training include those of senior estimator-designer, field engineer, operating engineer, manufacturing engineer, technical supervisor, or sales engineer.

Major. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Associate of Science degree in Mechanical Engineering Technology.

Students majoring in Mechanical Engineering Technology must take a total of 24 elective units from the following list.

Technical Elective Courses for the Major in Mechanical Engineering Technology

Course ........................................... Units
CAD 180 Intro to Technical Drawing ..................1
CAD 181 Intro to Comp Aided Drafting-CAD I .......3
CAD 182 Inter Comp Aided Drafting-CAD II ........3
CAD 183 Adv Comp Aided Drafting-3D Mod ........3
CAD 184 Structural CAD Drafting ......................3
CAD 187 HVAC/ Pipe CAD Design ....................3
CAD 188 Adv CAD-Customizing and AutoLISP....3
CAD 191 Adv CAD-Rendering & Animation .......3
CAD 192 Adv CAD-CAD Based Multimedia ......3
ENGN 24 Design Graphics ..............................3
ENGN 38 Intro to Computing for Engineers ..........3
ET 83 Engineering Drafting ..............................3
ET 86 Intro to CAM .............................................2
WELD 140 Manufacturing Processes ..................3
WELD 144 Welding Processes ..............................3
ET 186 Intro to Geog Info Systems (GIS) .............2
WELD 145 Intermediate Welding Processes ..........3
WELD 146 Manuf Blueprint Reading ....................3
Total Units .....................................................24

Up to 6 units of course work can be taken from courses not on the above list if you get approval of the program advisor. These could include electronics courses, engineering courses or courses in other departments.

Engineering-Related Occupations

Certificate Curricula

General Information
The Certificate Programs in Engineering-Related Occupations con-
Engineering and Technology 191


Admission. Enrollment in these curricula is open to those who:

1. Want to add to their knowledge of and skills in engineering-related occupations, and
2. Want to improve their competence in these fields in order to prepare for advancement. Students are required to satisfy prerequisites before admission in certain courses in the curricula; however, instructors will accept equivalent experience in lieu of various prerequisites.

Application for Certificate. To apply for a certificate in one of the curricula below, contact the Engineering and Technology Department office, Science Hall, Room 148, phone (415) 239-3505.

Credit Toward Graduation. All credit that students earn in obtaining the Certificate of Completion in any of the curricula may be applied toward satisfaction of the requirements for graduation from College.

Air-Conditioning and Refrigeration

Students may obtain the Certificate of Completion in Air-Conditioning and Refrigeration by completing the following courses with the average final grade of C (2.00 grade point average) or higher. (The Engineering and Technology Department may require students who have had limited training and experience in air-conditioning and refrigeration to complete additional courses before awarding the Certificate of Completion.)

Courses Required for the Certificate of Completion in Air-Conditioning and Refrigeration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 135A Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 135B Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 135C Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 139C Engr’d. Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

Engineered Plumbing Systems

Students may obtain the Certificate of Completion in Engineered Plumbing Systems by completing the following courses with the average final grade of C or higher. (The Engineering and Technology Department may require students who have had limited training and experience in dealing with engineered plumbing systems to complete additional courses before awarding the Certificate of Completion.)

Courses Required for the Certificate of Completion in Engineered Plumbing Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 139A Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139B Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139C Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

Basic Electronics

Learning Outcomes

Students will develop an understanding of the fundamental principles of electronics and will be able to apply this knowledge and understanding to perform tests, troubleshooting and repair of analog and digital electronic circuits and instruments.

Students may obtain the certificate of Completion in Basic Electronics by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Completion in Basic Electronics

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 50 Technical Math................................</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Electronic Measurements</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102A Electronics II: Basic Act Ana Cir .......</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102B Electronics II: Basic Digi Cir &amp; Meas ..</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13</td>
</tr>
</tbody>
</table>

Intermediate Electronics

Students may obtain the Certificate of Completion in Intermediate Electronics by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Completion in Intermediate Electronics

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103A Electronics III: Inter Ana Cir &amp; Meas 3</td>
<td></td>
</tr>
<tr>
<td>ELEC 103B Electronics III: Inter Digi Cir &amp; Meas 3</td>
<td></td>
</tr>
<tr>
<td>ELEC 104A Electronics IV: Ana &amp; Digi Comm .......</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 104B Electronics IV: Micro-control Intf ......</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

Computronic Technology

Students may obtain the Certificate of Completion in Computronic Technology by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Completion in Computronic Technology

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 60 Electronics I-DC/AC Cir Analysis ............</td>
<td>4</td>
</tr>
<tr>
<td>ET 53 Computers in Engineering Technology ......2</td>
<td></td>
</tr>
<tr>
<td>ET 54 Microcomputer Setup, Maint &amp; Repair ........</td>
<td>2</td>
</tr>
<tr>
<td>ET 55 Advanced Microcomputer Repair...............</td>
<td>2</td>
</tr>
<tr>
<td>Total Units</td>
<td>10</td>
</tr>
</tbody>
</table>

Personal Computer Repair Technology

Students may obtain the Certificate of Completion in Personal Computer Repair Technology by completing the following courses with a grade of C or higher in each course. A minimum of three of the courses must be taken at City College of San Francisco.
## Drafting: Option I - CAD/CAM

Students may obtain the Certificate of Completion in CAD/CAM by completing the following courses with a grade of C or higher in each course. (Students are expected to have basic drafting and manufacturing processes skills. If not, they should enroll in ET 104.)

### Courses Required for the Certificate of Completion in CAD/CAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 86 CAM I</td>
<td>2</td>
</tr>
<tr>
<td>WELD 140 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

## Drafting: Option II - Computer Aided Drafting (CAD)

### Learning Outcomes

Students in the CAD program will develop the skills to effectively and efficiently develop drawings using the AutoCAD software program. These skills are acquired in drawing and editing tasks essential for employment in architectural, engineering, construction and manufacturing industries. The students also develop a strategic understanding of which software or technique is most effective for a particular goal, learn how to draw and dimension precisely, become familiar with CAD standards and their purpose, and will have a significant amount of practice creating a wide variety of 2-dimensional and 3-dimensional models.

Students may obtain the Certificate of Completion in Computer Aided Drafting by completing the following courses with a grade of C or higher in each course.

### Courses Required for the Certificate of Completion in Computer Aided Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 180 Intro to Technical Drawing</td>
<td>1</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
<tr>
<td>AND three courses from the following:</td>
<td></td>
</tr>
<tr>
<td>CAD 183 Adv Comp Aided Drafting-3D Mod</td>
<td>3</td>
</tr>
<tr>
<td>CAD 184 Structural CAD Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CAD 187 HVAC/Pipe CAD Design</td>
<td>3</td>
</tr>
<tr>
<td>CAD 188 Adv CAD-Customizing &amp; AutoLISP</td>
<td>3</td>
</tr>
<tr>
<td>CAD 191 Adv CAD-Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>CAD 192 Adv CAD-CAD Based Multimedia</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

## Manufacturing and Metal Fabrication

This certificate program is designed to provide the students with a broad range of skills related to industries utilizing welding, machining, and fabrication processes. This training program also prepares students to enter several trade union apprentice programs.

Students may obtain the Certificate of Completion in Manufacturing and Metal Fabrication by completing the following courses with a grade of C or higher. A minimum of three of the courses must be taken at City College of San Francisco.

### Courses Required for the Certificate of Completion in Manufacturing and Metal Fabrication

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 104 Intro to Engin Drawing and Manu</td>
<td>3</td>
</tr>
<tr>
<td>WELD 140 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 144 Welding Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 146 Manufacturing Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

## Combination Welding

### Noncredit Program

**Program Goal.** Prepares students for welding plate, pipe, and sheet metal. Includes the study of electric arc, metal inert gas, tungsten inert gas, shield and oxyacetylene welding techniques.

**Admission Requirements.** High school diploma, GED, or high school proficiency certificate. Demonstration by exam of an 8th grade reading, math, and language level. Remedial courses may be taken concurrently as needed. For more information call 267-6570.

**Core Course** | **Hours/Weeks**  
--- | ---  
TIWE 9676 Combi Weld (4 sect of 270 hr) | 15/18  
SECY 9356 Bus Math (as needed) | 5/18  
SECY 9346 Effective Bus Comm (as needed) | 5/18  
**Total Hours** | **450**

**Elective Courses.** To be discussed with a counselor.

**Requirements for Completion.** Completion of required courses with grade C or higher. Credit by petition is available.

## Announcement of Courses

### Computer Aided Drafting (CAD)

**CREDIT, DEGREE APPLICABLE COURSES:**

**CAD 180. Introduction to Technical Drawing (1)**  
Lec-.5, lab-1.5  
Introduction to engineering and technical drawing techniques, the systems of drawings and their applications in drafting, and the basic shape description of products. Technical sketching; dimensioning; sections and applications of orthographic projection standards in technical documents. CSU

**CAD 181. Introduction to Computer Aided Drafting - CAD I (3)**  
Lec-2, lab-3  
**Prereq.:** CAD 180, or ET 104, or 1 yr HS DRAFTING or CONSENT OF INSTRUCTOR
Students must have an understanding of orthographic projection, isometric drawing techniques and dimensioning according to ANSI standards.

Introduction to CAD hardware and software operations and their applications in drafting; basic shape description, display, editing, dimensioning and plotting. CSU/UC

Formerly ET 181.

**CAD 182. Intermediate Computer-Aided Drafting - CAD II (3)**

Lec-2, lab-3

**PREREQ.: CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 200 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)**

Industrial application of AutoCAD drawing editor on large-scale projects. Various topics include model layout, plotting to scale, blocks, external referenced files, attributes and extraction of “non-graphic” data stored within the drawing files, the control of display to reduce regeneration time, three-dimensional coordinate system, 3D wire-frame and surface modeling, the operation of various hard-copy output devices including pen plotting and printer plotting. CSU

Formerly ET 182.

**CAD 183. Advanced Computer Aided Drafting - 3D Modeling (3)**

Lec-2, lab-3

**PREREQ.: CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 200 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)**

Introduction to three-dimensional (3D) modeling, application of computer aided drafting software for the creation of wireframe, surface, and solid modeling. CSU

Formerly ET 183C.

**CAD 184. Structural CAD Drafting (3)**

Lec-2, lab-3

**PREREQ.: ARCH 52A, CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 200 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)**

Structural design theory. Use of Computer Aided Drafting (CAD) to generate steel and concrete details. CSU

Formerly ET 184.

**CAD 187. HVAC/Pipe CAD Design (3)**

Lec-2, lab-3

**PREREQ.: ARCH 52A OR CAD 181 OR EQUIVALENT TRAINING**

HVAC and Piping system design theory. Introduction to computer generated documents to specify HVAC (Heating, Ventilation and Air Conditioning) and piping systems layout and details. This course will have a mechanical design emphasis, introducing terms and component equipment common to these systems. Emphasis will be placed on the standards used for process pipe and HVAC industry drawings. Design theory will include the determination of equipment sizes. CSU

Formerly ET 187.

**CAD 188. Advanced Computer Aided Drafting – Customizing and AutoLISP (3)**

Lec-2, lab-3

**PREREQ.: CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 100 HOURS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)**

An introduction to the customization and automation of AutoCAD for the application to any specific discipline. Emphasis is on the improvement of drawing productivity by enhancing AutoCAD’s capabilities. The course will include creating various menus, creating custom macros, instruction on the use of existing AutoLISP programs and introduction to programming in AutoLISP. CSU

**CAD 191. Advanced Computer-Aided Drafting - Rendering and Animation (3)**

Lec-2, lab-3

**PREREQ.: CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 100 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)**

Introduction to computer generated rendered images and animation. CSU

Formerly ET 183D.

**CAD 192. Advanced Computer Aided Drafting - CAD Based Multimedia (3)**

Lec-2, lab-3

**PREREQ.: CAD 181 OR EQUIVALENT COURSE WORK OR 100 HRS OF INDUSTRIAL WORK EXPERIENCE IN BASIC AUTO/CAD**

Overview of extensions of CAD-based graphics into various types of media, including illustration, rendering, animation, and output to an interactive presentation, print, and web page design. CSU

**Electronics**

**CREDIT, DEGREE APPLICABLE COURSES:**


Lec-2, lab-3

**PREREQ.: ET 108A OR MATH 835 OR DEMONSTRATION OF ET 108A OR MATH 835 EXIT SKILLS**

This course covers the construction and analysis of basic electronic circuits including capacitors and inductors. The student will learn to use the multi-meter to measure DC and AC voltages and currents in resistive series/parallel circuits and the oscilloscope to measure AC and pulsed waveforms, and phase and time delay measurements. The student will also learn the use of computer simulation software to analyze circuits. CSU

**ELEC 102A. Electronics II: Basic Active Analog Circuits and Measurements (3)**

Lec-2, lab-3

**PREREQ.: ELEC 101 OR DEMONSTRATION OF ELEC 101 EXIT SKILLS**

This course covers diode characteristics, DC power supplies, bipolar transistors, simple one-stage amplifiers, constant current sources, and transformers. The student will learn the intermediate use of the oscilloscope and multi-meter. There will be an emphasis on electronic projects. CSU

**ELEC 102B. Electronics II: Basic Digital Circuits and Measurements (3)**

Lec-2, lab-3

**PREREQ.: ELEC 101 OR DEMONSTRATION OF ELEC 101 EXIT SKILLS**

This course covers Boolean logic concepts, flip-flops, memory, counters and clocks, display decoders and timers. The student will learn the analysis of digital logic principles by building and testing basic functional digital electronics kits. CSU

**ELEC 103A. Electronics III: Intermediate Analog Circuits and Measurements (3)**

Lec-2, lab-3

**PREREQ.: ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS**

This course is an introduction to modern analog electronic circuits, including field effect transistor basics, analog amplifiers, and operational amplifiers. CSU
ELEC 103B. Electronics III: Intermediate Digital Circuits and Measurements (3)  
Lec-2, lab-3  
**PREREQ.:** ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS  
This course covers hardwired digital logic systems and is an introduction to programmable logic devices. CSU

ELEC 104A. Electronics IV: Analog and Digital Communications Electronics (3)  
Lec-2, lab-3  
**PREREQ.:** ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS  
This course covers analog and digital communications systems, antennas, and serves as an introduction to microwave signals. CSU

ELEC 104B. Electronics IV: Micro-controller Interfacing (3)  
Lec-2, lab-3  
**PREREQ.:** ELEC 102A AND 102B OR DEMONSTRATION OF ELEC 102A AND 102B EXIT SKILLS  
This course covers micro-controller interfacing, driver programs, input sensors and output electrical and electro-mechanical devices. CSU

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**Engineering**

**CREDIT, DEGREE APPLICABLE COURSES:**

ENGN 1A. Measurements and Plane Surveying (3)  
Lec-2, lab-3  
**PREREQ.:** MATH 95 OR ET 50 OR EQUIVALENTS (EA. CONCUR.)  
Theory and practice in linear and angular measurements. Equipment and methods used in common surveying measurements. Treatment of errors in measurements in surveying and other areas of engineering. CSU/UC/CAN ENGR 10

ENGN 1B. Plane Surveying (3)  
Lec-2, lab-3  
**PREREQ.:** ENGN 1A  
Theory and practice of various engineering surveying techniques including control surveys, practical astronomy, triangulation, topographic surveys, route surveys, land surveys, GPS surveys, stadia methods, state plane coordinates, photogrammetry, error analysis, curve layouts, and EDM methods. CSU

ENGN 10A. Intro. to Engineering: The Profession (1)  
Lec-2  
The history and development of engineering as a profession. Engineering disciplines, educational requirements, transfer school information, success strategies, professional ethics, current and projected activities in the various branches of engineering. CSU/UC

ENGN 10B. Intro. to Engineering: Software Tools and Design (2)  
Lec-1, lab-3  
**PREREQ.:** MATH 855; 92; AND 95  
This course introduces the student to team oriented engineering design and problem solving processes as well as the use of computers in the solution of a wide variety of engineering problems. The course makes use of a variety of software applications including commercial spreadsheets such as Microsoft Excel and a graphics program such as Matlab in solving problems. Throughout the course, emphasis will be given to technical communications, teamwork, engineering design and problem solving methodologies. CSU

ENGN 20. Introduction to Circuit Analysis (3)  
Lec-3  
**PREREQ.:** ENGN 10B, MATHEMATICS 110C AND PHYC 4B, BOTH OF WHICH MAY BE TAKEN CONCURRENTLY AND CONCURRENT ENROLLMENT OR COMPLETION OF ENGN 20L  
Introduction to circuit analysis to determine the natural, forced and complete responses of zero, first and second-order networks and systems. Standard circuit-analysis techniques will be covered including Kirchhoff’s Laws, loop and nodal analysis, Thevenin’s Theorems, generalized impedance and admittance techniques and phasor methods. CSU/UC/CAN ENGR 12 (CAN ENGR 6 = ENGN 20+20L)

ENGN 20L. Introduction to Circuit Analysis Laboratory (1)  
Lab-3  
**PREREQ.:** ENGN 10B; CONCURRENT ENROLLMENT OR COMPLETION OF ENGN 20  
Laboratory experiments in circuit analysis. CSU/UC (CAN ENGR 6 = ENGN 20+20L)

ENGN 24. Design Graphics (3)  
Lec-1.5, lab-4.5, field trips  
**PREREQ.:** ET 50 OR MATH 95 OR HS TRIGONOMETRY; ET 104 OR 1 YR. HS MECHANICAL DRAWING  
Introduction to technical sketching, design, and engineering graphics; development of visualization skills by using computer aided drafting (CAD) software in conjunction with orthographic and presentation graphics; emphasis on computer aided design and graphical analytical methods with solutions to three-dimensional problems involving points, lines, surfaces, and solids. CSU/UC/CAN ENGR 2

Lec-3  
**PREREQ.:** ENGN 10B; PHYC 4A; AND MATH 110C, WHICH MAY BE TAKEN CONCURRENTLY  
An introductory course in applied mechanics (Statics); designed to meet the professional needs of students majoring in engineering. CSU/UC/CAN ENGR 8

ENGN 37. Engineering Mechanics - Dynamics (3) sp  
Lec-3  
**PREREQ.:** ENGN 10B, 36  
An introductory course in Dynamics including both Kinematics (the description of a rigid body’s position, velocity and acceleration) and Kinetics (the relationship between the forces acting on a rigid body and its velocity and acceleration). Also includes the topics of work, energy, impulse and momentum. CSU/UC

ENGN 38. Introduction to Computing for Engineers (3)  
Lec-3, conf-1  
**PREREQ.:** ET 51 OR MATH 100A OR COMPLETION/CONCURRENT ENROLLMENT IN MATH 110A  
Engineering problem-solving using computer programming. Problem-solving strategies, algorithm development and structured programming design. Solution of a variety of engineering problems from evaluating a simple function to modeling and simulation. Applications from mechanical, electrical and civil engineering. CSU/UC

ENGN 45. Materials Science (3) fa  
Lec-2, lab-3  
**PREREQ.:** COMPLETION OF ENGN 10B, CHEM 101A OR 103A, PHYC 4A-4AL  
Advise: Completion/concurrent enrollment in CHEM 101B and PHYC 4B-4BL
An introductory course in the fundamental science of materials used by engineers. Emphasis is placed on understanding the structure and properties of materials. Standard material properties are defined and explained. The processing and applications of materials are also covered. Finally, a strategy is developed for the selection and use of these materials. CSU/UC/CAN ENGR 4

**ENGN 48L. Introduction to Engineering and Technology - Laboratory (1)**
Lab-3 CR/NC avail.
Repeat: max. 4 units
This is a project-oriented, hands-on course to introduce students to the practices and methodologies used in Engineering and Technology. Work will be in four areas: electronics, computer aided drafting, mechanical construction and fabrication and technical mathematics. CSU

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## Engineering Technology

**CREDIT, DEGREE APPLICABLE COURSES:**

**ET 50. Technical Mathematics (4)**
Lec-4
Prereq.: HS INTERMEDIATE ALGEBRA AND TRIGONOMETRY OR MATH 92 OR 90 AND 95; OR ET 108B
Applied mathematics designed to develop ability to solve problems. Practical application of algebra, geometry, and trigonometry to basic problems in the applied sciences, including the study of alternating current circuitry with emphasis on periodic functions, vector analysis, logarithms, and exponential functions. CSU

**ET 51. Advanced Technical Mathematics (4) sp**
Lec-4
Prereq.: ET 50
Instruction in applied mathematics and physical science designed to develop the student’s ability to solve fundamental engineering problems in mechanics and electronics. Introduction to analytical geometry, statistics, and calculus. CSU

**ET 53. Computers in Engineering Technology (2)**
Lec-1, lab-3
An introduction to DOS and Windows operating systems, and to their use in running application programs. This course will also cover some computer architecture and programming and is a useful lead-in to computer hardware troubleshooting. CSU

**ET 54. Microcomputer Setup, Maintenance, and Repair (2)**
Lec-1, lab-3
Advis: Completion of a course in electronics or computer programming
This is a practical, hands-on course covering hardware maintenance of MS-DOS (PC, XT, AT, 386, 486, and Pentium) computers. Each student will have at least one computer to take apart, examine, test, diagnose, and load an operating system and other programs. CSU

**ET 55. Advanced Microcomputer Repair (2)**
Lec-1, lab-3
Prereq.: ET 54
Repeat: max. 6 units
This second course in PC hardware will concentrate on troubleshooting, interfacing, and upgrading of MS-DOS and Windows (PC, XT, AT, 386, 486 and Pentium) computers. A more detailed look at memory subsystems, interrupts, and memory and port addressing. SCSI, CD ROMs, sound cards, tape and disk backup systems, the hardware of local area networks, and methods of obtaining technical information. When time and hardware are available, Apple Macintosches will also be studied. CSU

**ET 60. Electronics I - DC and AC Circuit Analysis (4)**
Lec-2, lab-6
Prereq.: Completion/concurrent enrollment in ET 50
Principles of direct and alternating current circuit analysis; electrical and magnetic fields applied to capacitance and inductance; emphasis on basic laws. Complementary laboratory work emphasizing circuit connections, instruments and measurements. CSU

**ET 83. Engineering Drafting (2)**
Lec-1, lab-3
Prereq.: CAD 181
CAD applications in advanced mechanical drafting. CSU

**ET 86. Introduction to Computer-Aided Manufacturing - CAM I (2)**
Lec-1, lab-3
Prereq.: ET 104
Introduction to computer numerical control, training in G and M codes. Hands-on training on the CNC machines. Testing, debugging, and running programs. Includes processes used to describe product geometry in computer terms, modern practices in tolerancing, HVAC and piping. CSU

**ET 104. Introduction to Engineering Drawing and Manufacturing (3)**
Lec-1.5, lab-4.5
Development of detailed drawings (electrical, electronic, and mechanical) for the fabrication of individual projects. Sheet metal shop practices; use of hand tools; measurement and layout techniques. Printed circuit board design and fabrication. Machine tools and machine shop operations. CSU

**ET 108A. Practical Mathematics I (3)**
Lec-2.5, lab-1.5
Arithmetic, elementary algebra, and geometry emphasizing their application in real world problems. Laboratory work in which students can apply mathematical techniques to physical applications. ET 108A=CDEV 108A

**ET 108B. Practical Mathematics II (3)**
Lec-2.5, lab-1.5
Fundamentals of trigonometry and advanced algebra emphasizing their applications in real world problems. Laboratory work in which students can apply mathematical techniques to physical applications. CSU

**ET 108B-CDEV 108B
ET 122S. Lead in Construction, Supervisor/Contractor (1.5)**
Lec-32 (total hrs), lab-9 (total hrs), field trips CR/NC avail.
Preparation for interim certification as CA lead in construction supervisor/contractor. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations and work practices; insurance and liability; record keeping; contract preparations, specifications, and administration; community relations. CSU

**ET 122W. Lead in Construction, Worker (1)**
Lec-22 (total hrs), lab-12 (total hrs), field trips CR/NC avail.
Preparation for interim certification as CA lead in construction worker. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations, and work practices. CSU

**ET 135A. Fundamentals of Air-Conditioning and Refrigeration (2)**
Lec-1.5, lab-1.5
One of a series of three courses [See also ET 135A and 135C.] designed to accommodate engineering students with varying backgrounds and work experience who wish to learn the basic concepts of air-conditioning and refrigeration. Emphasis on practical engineering problems.

The psychrometrics of air and water-vapor mixtures, basic elements of air-conditioning, and psychrometric processes. Use of psychrometric instruments and psychrometric chart graphical analysis of the processes. CSU

**ET 135B. Fundamentals of Air-Conditioning and Refrigeration (2)**

Lec-1.5, lab-1.5

One of a series of three courses. [See also ET 135A and 135C.] Cooling loads, heat transfer equipment, air handling equipment, and the design of air-conditioning systems. Application of air-conditioning equipment, components, and control system of the air-conditioning system in the laboratory. Instruments and instrumentation for measuring air flow. CSU

**ET 135C. Fundamentals of Air-Conditioning and Refrigeration (2)**

Lec-1.5, lab-1.5

One of a series of three courses. [See also ET 135A and 135B.] The refrigeration cycle, refrigeration systems, heat transfer components, and control systems. Laboratory work in operational characteristics; analysis of refrigeration system; and methods of measuring pressure, temperature, and flow rates within the system. CSU

**ET 139A. Engineered Plumbing Systems (3)**

Lec-3

Flow of liquids in drainage piping, sizing drainage systems, flow of air in vent piping, sewer systems, national and local codes, specifications and case problems. CSU

**ET 139B. Engineered Plumbing Systems (3)**

Lec-3, field trips

Pressurized water, automatic fire sprinkler, wet and dry standpipe, fuel gas in buildings. Centrifugal pumps, national and local plumbing and fuel gas codes, specifications and case problems. CSU

**ET 139C. Engineered Plumbing Systems (3)**

Lec-3

Review of plumbing, engineering design, codes, and specifications. Special projects in the field of plumbing engineering design. Copper system design. CSU

**ET 186. Introduction to Geographical Information Systems (GIS) Applications (2)**

Lec-1, lab-3

This is a foundation course for the use of GIS software. It covers the history, structure, uses, hardware and software requirements, and basic operation of GIS. It also introduces Global Positioning Systems as they relate to GIS. CSU

ET 186 = GEOG 186

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**Welding**

**CREDIT, DEGREE APPLICABLE COURSES:**

**WELD 140. Manufacturing Processes (3)**

Lec-1.5, lab-4.5

Repeat: max. 9 units

Elementary machine-tool practice, with special emphasis on the use of the lathe engine, horizontal and vertical milling machines, and drill press. CSU

Formerly ET 140.

**WELD 144. Welding Processes (3)**

Lec-1.5, lab-4.5

Repeat: max. 9 units

Classroom instruction and laboratory practice in joining metal by welding. This course is designed to provide the safe and operational uses of the basic welding processes including oxy/fuel welding, plasma cutting and physical testing of welds. This course provides students with cutting and welding skills relevant to industry standards, welding certification requirements and general purposes. CSU

Formerly ET 144.

**WELD 145. Intermediate Welding Processes (3)**

Lec-1.5, lab-4.5

PREREQ.: WELD 144

Repeat: max. 6 units

Classroom instruction and laboratory practice in joining metal by intermediate and advanced welding techniques. This course is designed to provide the safe and operational uses of the intermediate welding processes. This course provides students with cutting and welding skills relevant to industry standards, welding certification requirements and general purposes. Emphasis is on preparation for meeting State Welding Certification requirements. CSU

Formerly ET 145.

**WELD 146. Manufacturing Blueprint Reading (3)**

Lec-3

This course introduces basic skills in reading blueprints for both fabrication and manufacturing. Related math and the uses of measuring tools will be covered in this course. Weld symbols, basic lines and views, basic joints for welded fabrications are introduced. CSU

Formerly ET 146.

**NONCREDIT COURSES:**

**TIWE 9676. Combination Welding**

Advised: TRST 4601

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 (smaw), 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)**

Advised: ESLN 3800; TRST 4601

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.
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 I score (before April 1995) of 510 or higher, or a verbal SAT I score (after April 1995) of 590 or higher, or a score of 660 or higher 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  
CR/NC only  
**PREREQ.: ESL 130 OR PLACEMENT IN ENGL K**  
Repeat: max. 9 units  
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.**  
**Advis: Typing experience**  
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 L OR PLACEMENT IN ENGL 1A, OR A VERBAL SAT I SCORE OF 510 OR HIGHER, OR A VERBAL SAT I SCORE (AFTER APRIL 1995) OF 590 OR HIGHER, OR A SCORE OF 660 OR HIGHER 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.**

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.

Continued instruction and practice in writing and reading. Emphasis on reading expository prose and literature as a basis for writing.

**ENGL 93. Introduction to Academic Writing and Reading**
Lec-3  
**PREREQ.: PLACEMENT IN ENGL 93**  
Training and practice in academic essay writing and analytical reading. Emphasis is on learning to read and write pre-collegiate argumentative prose.

CREDIT, DEGREE APPLICABLE COURSES:

**ENGL 94. Intermediate Training in Expository and Argumentative Reading and Composition (3)**
Lec-3  
**PREREQ.: ENGL 92 OR ESL 160 OR 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 93 OR 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 VERBAL SAT I SCORE (BEFORE APRIL 1995) OF 510 OR HIGHER, OR A VERBAL SAT I SCORE (AFTER APRIL 1995) OF 590 OR HIGHER, OR A SCORE OF 660 OR HIGHER 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 2 (CAN ENGL SEQ A = ENGL 1A+1B)

**ENGL 1B. University-Parallel Reading and Composition (3)**
Lec-3, field trips  
**CR/NC avail.**  
**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 4 (CAN ENGL SEQ A = ENGL 1A+1B)

ENGL 8. Words (3)
Lec-3 CR/NC avail.
PREREQ.: ESL 160 or 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 CR/NC avail.
PREREQ.: ENGL L 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, 93 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
PREREQ: ENGL 93 or 94 or PLACEMENT in ENGL 96
Repeat: max. 9 units
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.
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 93 or higher

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.
Advise: Completion/concurrent enrollment in ENGL 90 or higher, or ESL 150 or 72 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.
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

ENGL 34B. 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

ENGL 35A-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 6
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
PREREQ.: ENGL 1A
Advise: ENGL 1B
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 evaluate, 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/ENG 20

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/ENG 8
ENGL 46B. Late-Seventeenth to Mid-Nineteenth Century. CSU/UC/ENG 8
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. Transformations of Myth Through Time. CSU
ENGL 48K. The Bible as Literature. CSU
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/UC

ENGL 49A-O. Selected Topics (3 ea.)
Lec-3 CR/NC avail.
Not open to students who are enrolled in or who have completed the same ENGL 49 topic.
No part of the ENGL 49 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 49A. James Joyce. CSU
ENGL 49B. Detective Fiction. CSU
ENGL 49C. Science Fiction and Fantasy. CSU
ENGL 49D. George Eliot/Marian Evans. CSU
ENGL 49E. Virginia Woolf and Her World. CSU
ENGL 49G. Work and Influence of Mark Twain. CSU
ENGL 49H. The Story of English. CSU
ENGL 49I. Transformations of Myth Through Time. CSU
ENGL 49K. The Bible as Literature. CSU
ENGL 49L. The Mystery: East and West. CSU
ENGL 49M. The Literature of Consciousness. CSU
ENGL 49N. The Literature of AIDS. CSU
ENGL 49O. Biography. CSU

ENGL 50. Myth and Literature (3)
Lec-3 CR/NC avail.
Advise: 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 upon review)
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 re-discovered 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

CREDIT, NON-DEGREE APPLICABLE COURSES:

ESL 75. Intermediate Editing and Grammar Review (2)
Lec-3 CR/NC only
PREREQ.: COMPLETION OF ESL 130 WITH A GRADE OF C OR HIGHER OR PLACEMENT IN ESL 140 OR HIGHER
Advise: Concurrent enrollment in ESL 140 or 150
Repeat: max. 4 units
Review and practice of intermediate grammatical patterns in academic writing, with a focus on the paragraph level; application of editing-proofreading strategies and skills to improve the quality and accuracy of written college work. Recommended for ESL 140 or 150 students who want additional practice in these skills.

ESL 85. Advanced Editing and Grammar Review (2)
Lec-3 CR/NC only
PREREQ.: COMPLETION OF ESL 150 OR ENGL 92 WITH A GRADE OF C OR HIGHER OR PLACEMENT IN ESL 160 OR 82 OR ABOVE
Advise: Concurrent enrollment in ESL 160 or 82
Repeat: max. 4 units
Review and practice of advanced grammatical patterns in academic writing for students whose native language is not English; application of editing-proofreading strategies and skills to improve the quality and accuracy of written college work. Recommended for ESL 160 or 82 or ENGL 94 or 96 students whose first language is not English who want additional practice in these skills.

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 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. Pre-college reading materials, 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 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. 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 CR/NC avail.
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 142. High-Intermed. Listening/Speaking (2)
Lec-3 CR/NC avail.
Prereq.: Placement in ESL 142 or 62 or completion of ESL 132 or 56.
Academic listening and speaking skills and strategies. Oral communication activities and oral presentations with vocabulary and grammatical structures appropriate to the high-intermediate level.

ESL 150. Advanced Academic ESL (5)
Lec-5, Lab-1 CR/NC avail.
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).

ESL 160. High-Advanced Academic ESL (4)
Lec-4, lab-1 CR/NC only
Prereq.: ESL 150 or Placement in ESL 160
Advanced academic reading skills and strategies. Practice in various forms of composition and research necessary for college work. High-advanced level vocabulary and grammar study. CSU/UC

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 66. Advanced Listening and Reading (3)
Lec-3 CR/NC avail.
Prereq.: Placement in ESL 140 or 150 or 160 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 79. Advanced Speaking and Pronunciation (3)
Lec-3 CR/NC avail.
Prereq.: Placement in ESL 150 or 160 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 CR/NC avail.
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 work. ESL 71 may be taken concurrently. CSU/UC

ESL 170. ESL College Reading and Composition (3)
Lec-3
Prereq.: ESL 160 or Placement in ESL 170
Advanced academic reading skills and strategies, with an emphasis on critical reading of expository prose. Practice in various forms of composition and research necessary for college work, with attention to the development of grammatical accuracy and a college writing style. 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, tele-
phone 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 Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ESLV 3804</td>
<td>VESL Clerical Procedures</td>
<td>180</td>
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<tr>
<td>ESLV 3801</td>
<td>Voc English-as-a-Second Language</td>
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<tr>
<td>OR ESLV 3819</td>
<td>Social Communication</td>
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<tr>
<td>AND ESLV 3829</td>
<td>Computer Voc. ESL</td>
<td>180</td>
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<tr>
<td>SECY 9374</td>
<td>Keyboarding-All Levels</td>
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<tr>
<td>OR SECY 9375</td>
<td>Clerical Keyboarding OR</td>
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<tr>
<td>ESLV 3804</td>
<td>Practical ESL Lang. Skills Keyboard</td>
<td>180</td>
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<tr>
<td>SECY 9354</td>
<td>Business Machines/10-Key</td>
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<tr>
<td>OR SECY 9341</td>
<td>Bus Math with Spreadsheets .90</td>
<td>90</td>
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<tr>
<td>ESLV 3821</td>
<td>Introduction to Micro</td>
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<tr>
<td>OR COMP 9857</td>
<td>Microcomp Bus Appl</td>
<td></td>
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<tr>
<td>Electives (Selected from below)</td>
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**Elective Courses:**

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<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>COMP 9857</td>
<td>Microcomp Bus Appl (if ESLB 3821 before)</td>
<td>90</td>
</tr>
<tr>
<td>COMP 9901</td>
<td>Databases—Beginning</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 3823</td>
<td>Practical Engl on the Job II</td>
<td>90</td>
</tr>
<tr>
<td>WOPR 9486</td>
<td>Word Processing—Beginning</td>
<td>45</td>
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</tbody>
</table>

**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 nwpms; 5% error rate).

For entry requirements, application procedures, and financial assistance consult counseling offices at the following campuses where this program is offered: 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.

**Learning Outcomes**

Upon completion of the noncredit ESL program, non-native speakers of English will have the language skills necessary to achieve a variety of social, academic, and vocational goals. Skills include ability to: 1) understand oral communication in a variety of contexts; 2) speak on a variety of topics in social and work-related contexts, 3) use increasingly complex grammatical patterns, 4) use word analysis, vocabulary development strategies and reading strategies to read and comprehend authentic texts on familiar topics, and 5) write a variety of correspondence and produce coherent short pieces of writing. Learners acquire the basic language, social, and problem-solving skills to participate as responsible citizens and competitive workers.

**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)**

Advise: 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

**ESLB 3821. Introduction to Computers for ESL - Intermediate (90 hrs)**

Advise: Completion of ESLN 3400

Introduction to computer skills for intermediate level ESL students. Overview of computer components and terminology. Introduction to applications such as word processing, Internet, e-mail, spreadsheets, presentation and other software. English reading, writing, speaking and listening skills are developed through a variety of computer projects and interactive classroom work.

**ESLB 3822. Keyboarding for ESL Students (180 hrs)**

Advise: Completion of ESLN 3100

Reinforcement of language skills through introduction to keyboarding 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 appropriate ESL levels.

**ESLB 4821. Introduction to Microcomputers for ESL (45 hrs)**

Advise: 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 4822. ESL Language Skills/Keyboarding (90 hrs)**

Advise: 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)**

Advise: Native language literacy and completion of ESLN 3010 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)**

Advise: 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)
Advisement: 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.

ESLF 3000. Native Language Literacy (180 hrs)
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)
Advisement: Completion of ESLN 3500 (Intermediate Low 5) 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)
Advisement: Completion of ESLN 3600 (Intermediate Low 6) 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)
Advisement: Completion of ESLN 3100 (Beginning Low 1) 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 3005. Writing with a Computer - Intermediate (90 hrs)
Advisement: Completion of ESLN 3400 or equivalent language ability
Writing skills and the computer skills necessary to compose on a computer are taught. All parts of the writing process - brainstorming, writing outlines, revising and editing. Computer terminology, word processing, spreadsheet documents, drawing and navigating the Internet are included.

ESLF 3006. Computer Assisted ESL - Intermediate (180 hrs)
Advisement: Completion of ESLN 3400 or equivalent language ability
Intermediate level ESL listening, speaking, reading and writing skills expanded and developed through more extensive group computer projects in an interactive classroom environment. Instruction includes computer terminology and development and application of computer skills to a variety of projects.

ESLF 3007. Computer Assisted ESL - Beginning Low (90 hrs)
Advisement: Completion of ESLN 3010 or equivalent language ability
Beginning level ESL listening, speaking, reading and writing skills are expanded and developed through group computer projects in an interactive classroom environment. Aural development, oral readiness and reading readiness are stressed. Computer terminology and basic computer skills are included.

ESLF 3008. Computer Assisted ESL - Beginning High (90 hrs)
Advisement: Completion of ESLN 3200 or equivalent language ability
Beginning level ESL listening, speaking, reading and writing skills expanded and developed through group computer projects. Aural development, oral readiness and reading readiness stressed. Computer terminology and basic computer skills.

ESLF 3011. English Through Song Lyrics (90 hrs)
Advisement: Completion of ESLN 3300 (Beginning Low 3) or equivalent language ability
Using English-language music to learn listening, reading, writing, and conversational skills and grammar, and to develop awareness of American culture.

ESLF 3012. Listening - Beginning Low (90 hrs)
Advisement: Literate in native language
Beginning low listening comprehension is developed. This course develops basic listening skills. Students learn frequently spoken words, phrases, simple learned expressions and questions.

ESLF 3013. Speaking - Beginning Low (90 hrs)
Advisement: Literate in native language
Speaking skills for Beginning low ESL students. Communicate survival needs using very simple learned phrases and sentences. Engage in limited conversations.

ESLF 3014. Pronunciation - Beginning Low (90 hrs)
Advisement: Completion of ESLN 3020
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation are introduced.

ESLF 3015. Writing - Beginning Low (90 hrs)
Advisement: Literate in native language
Beginning low writing skills developed. Basic mechanics such as punctuation and capitalization are emphasized. Most content is dictated, substituted, completed or copied from other sources. Writing intended primarily to facilitate and reflect learning of spoken language.

ESLF 3016. Reading - Beginning Low (90 hrs)
Advisement: Completion of ESLN 3020
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation are introduced.

ESLF 3017. Computer Assisted ESL - Beginning High (90 hrs)
Advisement: Completion of ESLN 3200 (Beginning Low 2) or equivalent language ability
Beginning High listening comprehension skills are emphasized. Learners comprehend spoken English containing some unfamiliar words when used in familiar contexts and can participate in simple conversations.

ESLF 3018. Speaking - Beginning High (90 hrs)
ESLF 4347. Speaking - Beginning High (45 hrs)
Advisement: Completion of ESLN 3200 (Beginning Low 2) or equivalent
High Beginning speaking skills are emphasized in this course. Learners communicate about basic needs and common activities and participate in basic conversations in routine social situations.

**ESLF 3348. Reading - Beginning High (90 hrs)**
*Advisement: Completion of ESLN 3200 (Beginning Low 2) 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. Learners read some authentic materials dealing with everyday topics.

**ESLF 3349. Writing - Beginning High (90 hrs)**
*Advisement: Completion of ESLN 3200 (Beginning Low 2) or equivalent language ability*
Beginning High writing skills are emphasized. Use of correct mechanics and formatting are expanded. Learners generate sentences into short, loosely organized paragraphs related to survival skills and personal topics. Short messages or notes are produced.

**ESLF 3566. Listening - Intermediate Low (90 hrs)**
*Advisement: 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)**
*Advisement: 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)**
*Advisement: Completion of ESLN 3400 or equivalent language ability*
Intermediate reading skills practiced and developed, 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)**
*Advisement: 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 3581. Vocabulary Power (180 hrs)**
*Advisement: Completion of ESLN 3400 (Beginning Low 4) or equivalent language ability*
Focus on building vocabulary skills in English through a variety of highly motivating and communicative activities to improve oral and written fluency in English at an intermediate level.

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

**ESLF 3585. Accelerated Grammar (180 hrs)**
*Advisement: Completion of ESLN 3400 (Beginning High 4) or equivalent language ability*
Practice in writing all types of grammatical structures and in using all the tenses and forms of English at the Intermediate level.

**ESLF 3786. Listening - Intermediate High (90 hrs)**
*Advisement: 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)**
*Advisement: 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)**
*Advisement: 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)**
*Advisement: Completion of ESLN 3600 or equivalent language ability*
Compositions produced as response to a variety of authentic sources including movies, TV and news stories. Emphasis on development, organization and style.

**ESLF 3790. Telling Stories for ESL Students (90 hrs)**
*Field trips*
*Advisement: Completion of ESLN 3600 (Low Intermediate 6) or equivalent language ability*
Focus on the creative use of the English language through performance exercises, the telling of various tales from different cultures, and the oral creation of original stories to improve narrative and communication skills at the high intermediate level.

**ESLF 3791. ESL Through Story-Based Video and TV (90 hrs)**
*Advisement: Completion of ESLN 3600 or placement in ESLN 3700 or higher*
Development of intermediate listening and speaking skills through viewing of story-based videos and TV programs, e.g., episodes of soap operas, sitcoms, and dramas.

**ESLF 4006. Computer Assisted ESL (90 hrs)**
**ESLF 5006. Computer Assisted ESL (45 hrs)**
*Advisement: 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 4007. Computer Assisted ESL - Beginning Low (45 hrs)**
*Advisement: 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 4008. Computer Assisted ESL - Beginning High (45 hrs)**
*Advisement: 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.

**ESL, Noncredit General**

**ESLF 3010. ESL Literacy-A (180 hrs)**
*Advisement: 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)
Adviser: 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)
Adviser: Literate in native language
Beginning Low 1 students develop language skills and a general understanding of the content in simple written and spoken English. Students practice language for daily survival and participate in common social exchanges. Students learn to copy and print simple sentences.

ESLN 3105. Beginning Low 1 (90 hrs)
Adviser: Literate in native language
Beginning Low 1 English language skills. Students are introduced to language for daily survival and common social conversations. Students learn to print learned material.

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)
Adviser: 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)
Adviser: 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)
Adviser: Completion of ESLN 3100 or equivalent language ability
Beginning Low 2 students further develop and expand their knowledge of beginning Low English skills. Students learn language for daily needs and limited participation in common social conversations. Aural development, oral readiness, and reading readiness are stressed. Simple writing practice is introduced.

ESLN 3205. Beginning Low 2 (90 hrs)
ESLN 4205. Beginning Low 2 (45 hrs)
Adviser: Completion of ESLN 3100 or equivalent language ability
Builds on basic language skills from Beginning Low 1. Aural development, 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)
Adviser: Completion of ESLN 3200 (Beginning Low 2) or equivalent language ability
Beginning high basic level English skills. Comprehend spoken English in familiar contexts. Communicate about basic needs and routine activities and participate in basic conversations about routine social situations. Generate sentences related to survival skills and personal topics.

ESLN 3350. Beginning High 3-4 Intensive (180 hrs)
Adviser: Completion of ESLN 3200 or equivalent language ability and 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 independent skills.

ESLN 3404. Beginning High 4 (180 hrs)
ESLN 3405. Beginning High 4 (90 hrs)
Adviser: Completion of ESLN 3300 (Beginning High 3) or equivalent language ability
Further development of beginning high basic level English skills. Comprehend spoken English in familiar contexts. Communicate about basic needs and common activities and participate in basic conversations in routine social situations. Generate sentences into short, loosely organized paragraphs related to survival skills and personal topics.

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

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

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

ESLN 3580. Intermediate 5-8 Multi-level (180 hrs)
Adviser: 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)
Adviser: 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)
Adviser: 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)
Adviser: 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)
Adviser: 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)
Advisement: 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.

ESLN 3900. Advanced Low 9 (180 hrs)
Advisement: Completion of ESLN 3800
Advanced low 9 language skills. Designed to meet daily needs in familiar and unfamiliar situations, with emphasis on fluency and communication in the four language skills.

ESLN 4105. Beginning Low 1 (45 hrs)
Advisement: Completion of ESLN 3010 or equivalent language ability
Basic language skills designed to meet daily needs. Aural development, oral readiness and reading readiness are stressed.

ESL, Vocational

Grades of CR/NC are offered for ESLV courses.

ESLV 3800. Communication Skills for the Workplace (90 hrs)
Advisement: Completion of ESLN 3300
Basic verbal communication skills and cultural knowledge needed in preparation for finding employment in the United States.

ESLV 3801. Communication Skills for the Workplace (180 hrs)
Advisement: Completion of ESLN 3300
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)
Advisement: 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 ESL (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)
Advisement: 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)
Advisement: Completion of ESLN 3500 (Low Intermediate 5), TRST 4601 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. Communication Skills for Chinese cooks (90 hrs)
Advisement: Completion of ESLN 3300
Verbal communication skills for the job. English terminology for cooking utensils, supplies, common tasks, and safety in restaurants specializing in Chinese cuisine.

ESLV 3816. Communication Skills for Janitorial Workers (180 hrs)
Advisement: Completion of ESLN 3300
Students develop good verbal communication skills for janitorial work. English terminology of equipment, supplies, common tasks, and safety are included.

ESLV 3819. Social Communication (90 hrs)
Advisement: 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)
Advisement: Completion of ESLN 3600 or equivalent language ability
Verbal communication skills to handle customers, engage in small talk with co-workers, 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)
Advisement: Completion of 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. Communication Skills for Food Service/Hospitality (180 hrs)
Advisement: Completion of ESLN 3400 (Beginning High 4) or equivalent language ability
Communication skills for a job in the food service industry. English terminology of cooking utensils, supplies, common tasks, and safety in food service occupations.

ESLV 3825. VESL and Career Exploration I (45 hrs)
Advisement: 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)
Advisement: Completion of ESLN 3200 or equivalent language ability
Communication skills and vocabulary related to the areas of getting a job, personal skills evaluation, career evaluation and résumé writing.

ESLV 3827. VESL for Hotel/Service Workers (90 hrs)
Advisement: 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)
Advisement: Completion of ESLN 3600 or equivalent language ability; SECY 9388 or 25 nwpm 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 - High Intermediate (90 hrs)
Advisement: Completion of ESLN 3500
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)
Advise: 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. Communication Skills for Construction Workers (180 hrs)
Advise: Completion of ESLN 3400 (Beginning High 4) or equivalent language ability
Intermediate verbal communication skills for jobs in the construction trades. Terminology of tools, supplies, materials, tasks, and safety. Instructors and/or coordinators from vocational and apprenticeship programs (such as Carpentry, Electrical, Sheet Metal) may serve as guest speakers.

ESLV 3832. Communication Skills for Construction Workers (90 hrs)
Advise: Completion of ESLN 3200 (Beginning Low 2) or equivalent language ability
Beginning level verbal communication skills for the job and terms for tools, supplies, materials, tasks and safety in the construction field. Instructors and/or coordinators from vocational and apprenticeship programs (such as Carpentry, Electrical, Sheet Metal, etc.) may serve as guest speakers.

ESLV 3833. VESL for Child Development A (90 hrs)
ESLV 4833. VESL for Child Development A (45 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Practice in language needed by students enrolled in child development classes. Strategies for reading of simple material on childcare philosophy, trends, and practices. Familiarization with popular children’s books, nursery rhymes, finger plays and games for pre-school-age children. Academic skills focus. May be taken before or concurrently with VESL for CDEV “B.”

ESLV 3834. VESL for Child Development B (90 hrs)
Advise: Completion of ESLN 3400 or equivalent language ability
Practice in language needed by workers in the childcare field. Strategies for reading simple material on childcare philosophy, trends, and practices. Familiarization with popular children’s books, nursery rhymes, finger plays and games for pre-school-age children. Job skills focus. May be taken before or concurrently with VESL for CDEV “A.”

ESLV 3835. VESL for Banquet Servers (24 hrs)
Advise: Completion of ESLN 3500 (Intermediate Low 5) or equivalent language ability
Communicative language required for entry-level positions in banquet service. Includes language on essential banquet service terminology, banquet service etiquette, personal grooming and hygiene, and effective communication in banquet service environment.

ESLV 3836. VESL for Customer Service (90 hrs)
Advise: Completion of ESLN 3010 (Literacy A) or equivalent language ability
English language skills in preparation for work in customer service jobs. Content and communication skills focus on serving customers in retail, restaurant, financial, hotel and travel industries.

ESLV 3837. Communication Skills for New Transit Operators (90 hrs)
Advise: Completion of ESLN 3400 (Beginning High 4)
English language skills to prepare for entry into transit training. Content and communication skills for new coach, metro, and streetcar drivers in the transit system, with an emphasis on listening and speaking.

ESLV 3838. Communication Skills for Transit Operators (90 hrs)
Advise: Completion of ESLN 3400 (Beginning High 4)
English language skills for working transit operators to improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

ESLV 3839. VESL for Printing (90 hrs)
Advise: Completion of ESLN 3400 (Beginning-High 4) or equivalent language ability or permission of instructor
Language and communication skills, vocabulary, speech and idioms, necessary for a career in printing.

ESLV 3840. VESL for the Biotech Industry (90 hrs)
Advise: Completion of ESLN 3600 (Intermediate Low 6) or equivalent language ability
Introductory level lecture course covering basic scientific language and applying it to some fundamental concepts of biology. An orientation to the field of biotechnology and professional opportunities.

ESLV 4816. Practical English on the Job (Janitorial) (90 hrs)
Advise: 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 4830. VESL for Health Workers (90 hrs)
Advise: 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 health care settings, medical terminology and pronunciation. Workplace communication and interaction.

ESLV 4837. Communication Skills for New transit Operators (45 hrs)
Advise: Completion of ESLN 3400 (Beginning High 4)
Introduction to English language skills to prepare transit trainees for work. Basic communication skills for coach, metro, and streetcar drivers in the transit system.

ESLV 4838. Communication Skills for Transit Operators (45 hrs)
Advise: Completion of ESLN 3400 (Beginning-High 4)
In overview of English language skills for working transit operators is presented to help improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

ESLV 5830. VESL for Health Workers (90 hrs)
Advise: 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. Emphasis on social and cultural skills for successful interaction with patients and co-workers.
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.

Learning Outcomes

Students who satisfactorily complete the curriculum in their chosen course of study in the Environmental Horticulture and Floristry Department are qualified for employment in the environmental horticultural and floristry industries or they may transfer to a four year institution of learning to achieve a more advanced degree.

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 in the course find internship 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 apply 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 curriculum in Environmental Horticulture is 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

Degree Curricula

Commercial Cut-Flower and Greenhouse Production

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, groundskeeper, 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>O H 50 Intro to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
</tr>
<tr>
<td>O H 76 Fall &amp; Winter Plant Ident</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 58 Comm Cut-Flower &amp; Greenhouse Prod</td>
<td>3</td>
</tr>
<tr>
<td>O H 77 Spring &amp; Summer Plant Ident</td>
<td>4</td>
</tr>
<tr>
<td>R F 81 Flower &amp; Foliage I.D. &amp; Care</td>
<td>2</td>
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</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 63 Soils</td>
<td>3</td>
</tr>
<tr>
<td>O H 65 Reprod of Ornamental Plants</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>R F 82 Indoor Plant I.D. &amp; Care</td>
<td>2</td>
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</table>

Additional graduation requirements

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 60 Bus Practices in Environ Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 75 Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>O H 97 Wk Exper</td>
<td>3</td>
</tr>
<tr>
<td>O H 70A Landscaping Design or O H 71A Landscape Construction</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Total Units: 42-43

Recommended electives: ACCT 50, SMBS 135
# Landscape Gardening and Landscape Contracting

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 maintenance gardener, estate gardener, municipal gardener, landscape installer or contractor, landscape designer, nursery specialist, horticultural consultant, school or community garden coordinator, irrigation technician, landscape restoration worker, athletic field or golf course groundskeeper, or landscape consultant. Other positions include: garden sales, growers, horticultural supply sales, interior landscape technicians or supervisors, irrigation design or sales and arborist.

The course of study includes instruction in principles of landscape design and landscape construction, principles of environmental horticulture, plant identification, landscape horticulture, 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 Landscape Gardening and Landscape Contracting.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td></td>
<td>O H 50 Intro to Ornamental Horticulture</td>
<td>3</td>
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<tr>
<td></td>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
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<tr>
<td></td>
<td>O H 65 Fall and Winter Plant Ident</td>
<td>4</td>
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<tr>
<td></td>
<td>SPCH 11 Basic Publ Speak</td>
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<td>Additional graduation requirements</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
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<tr>
<td></td>
<td>O H 53A Landscape Horticulture</td>
<td>3</td>
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<tr>
<td></td>
<td>O H 63 Soils</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 75 Pest Control</td>
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<tr>
<td></td>
<td>O H 77 Spring and Summer Plant Ident</td>
<td>4</td>
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<td>Additional graduation requirements</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td></td>
<td>O H 53B Landscape Horticulture</td>
<td>3</td>
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<tr>
<td></td>
<td>O H 70A Prin of Landscaping Design</td>
<td>3</td>
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<tr>
<td></td>
<td>O H 71A Prin of Landscaping Construct</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Additional graduation requirements</td>
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</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
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<tr>
<td></td>
<td>O H 60 Bus Practices in Environ Horticulture</td>
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<td></td>
<td>O H 70B Adv Landscape Design</td>
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<tr>
<td></td>
<td>O H 71B Prin of Landscaping Construct</td>
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<tr>
<td></td>
<td>O H 97 Wk Exper</td>
<td>3</td>
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<tr>
<td></td>
<td>Additional graduation requirements</td>
<td></td>
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<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td>49</td>
</tr>
</tbody>
</table>

**Recommended electives:** ACCT 50, SMBS 135

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# Nursery and Garden-Center Operation

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 seed brokers. Graduates of this two-year course of study may also take civil-service examinations for positions as pest-control applicators 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 environmental horticulture, plant identification, the use of horticultural machines, and business practices in the environmental-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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td></td>
<td>O H 50 Intro to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 76 Fall and Winter Plant Ident</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SPCH 11 Basic Publ Speak</td>
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<td></td>
<td>Additional graduation requirements</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td></td>
<td>O H 63 Soils</td>
<td>3</td>
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<td></td>
<td>O H 75 Pest Control</td>
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<tr>
<td></td>
<td>O H 77 Spring and Summer Plant Ident</td>
<td>4</td>
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<tr>
<td></td>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O H 57A Wholesale Nursery Operations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 65 Reprod of Ornamental Plants</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPCH 11 Basic Publ Speak</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 70A Landscaping Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Additional graduation requirements</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O H 57A Wholesale Nursery Operations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 57B Retail Nursery Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 65 Reprod of Ornamental Plants</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>O H 70A Landscaping Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Additional graduation requirements</td>
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</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

**Recommended electives:** ACCT 50, SMBS 135

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# Certificate Curricula

The program of study for the Certificate of Completion in Environmental Horticulture is designed to give students both broad and specialized training for entry level 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:

**Required Core Coursework**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 50 Intro to Environmental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
</tr>
<tr>
<td>O H 60 Bus Practices in Environ Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 63 Soils</td>
<td>3</td>
</tr>
<tr>
<td>O H 75 Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>O H 76 Fall and Winter Plant Ident</td>
<td>4</td>
</tr>
<tr>
<td>O H 77 Spring and Summer Plant Ident</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speak</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Landscape Maintenance**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 53A and 53B Landscape Horticulture</td>
<td>6</td>
</tr>
</tbody>
</table>

**Nursery and Garden-Center Operation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 57A Wholesale Nursery Operations</td>
<td>6</td>
</tr>
</tbody>
</table>

**Commercial Cut-Flower Greenhouse Production**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 58 Greenhouse Operations</td>
<td>6</td>
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**Landscape Design**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 70A Principles of Landscaping Design</td>
<td>6</td>
</tr>
</tbody>
</table>

**Landscape Construction**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 71A and 71B Landscape Construction</td>
<td>8</td>
</tr>
</tbody>
</table>

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**

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSMA J* Basic Business Arithmetic</td>
<td>2</td>
</tr>
<tr>
<td>R F 80A Flower Shop Proc &amp; Basic Design</td>
<td>5</td>
</tr>
<tr>
<td>R F 81 Flower and Foliage Identification</td>
<td>2</td>
</tr>
<tr>
<td>R F 85 Introduction to Flower Arranging</td>
<td>2</td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 50 (or equivalent) Intro to Account</td>
<td>4</td>
</tr>
<tr>
<td>R F 80B Intermediate Floral Design</td>
<td>5</td>
</tr>
<tr>
<td>R F 82 Interior Plant Identification</td>
<td>2</td>
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</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>R F 80C Advanced Floral Designs</td>
<td>3</td>
</tr>
<tr>
<td>R F 86 Oriental Style Floral Arranging</td>
<td>1.5</td>
</tr>
<tr>
<td>R F 98 Work Experience</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MRKT 140 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>R F 84 Flower-Shop Oper</td>
<td>3</td>
</tr>
<tr>
<td>R F 98 Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Announcement of Courses**

**Environmental Horticulture**

CREDIT, DEGREE APPLICABLE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 50. Introduction to Environmental Horticulture (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Lec-2, lab-3, field trips

Introduction to the field of environmental horticulture: nursery and greenhouse production; landscape design, installation and maintenance; arboriculture; floristry. Career opportunities are explored in class and on field trips. Introduction to technical aspects of horticulture including plant anatomy, soils and amendments, fertilizers, composting, plant propagation, planting and transplanting, irrigation, landscape and turf maintenance, pruning, pest control, tree
care. Hands-on practice of plant propagation, planting and transplanting; pruning, preparation of growing media and other horticultural skills. CSU

**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, xeriscaping and mulches, monthly maintenance, maintenance estimates, proposals and contracts. 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 hydroseed. 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: O H 50 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. The 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 chain saw. 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 Tecumsa. 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, pest-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, 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,
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 Environmental 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, paints, stains, concrete 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
Advise: 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-3,6,9, field trips
CR/NC avail.
PREREQ.: 6 UNITS OF O 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 97. Work Experience (1-4)
Conf-1, work-5 per unit, field trips
PREREQ.: COMPLETION OF 6 UNITS IN ENVIRONMENTAL HORTICULTURE Coreq.: ENROLLMENT IN A MINIMUM OF 7 UNITS OF COURSE WORK INCLUDING THIS COURSE, AND CONSENT OF INSTRUCTOR
Repeat: max. 9 units
Field application of principles and practices taught in horticulture courses. A supervised work experience program with cooperating employers, providing students with hands-on experience and a smooth transition into commercial practice. Students acquire job experience in their chosen field of horticulture. Preparation of job applications and resumes. Interview and career development skills discussed. 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, 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
Advise: 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 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
Advise: 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 trib-
utes, 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 design. 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 use 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**

**General Information**
The Fashion Department is dedicated to teaching the requisite skills needed for success in all aspects of the fashion industry. The curricula offer students interested in careers in fashion merchandising, design and image consulting, specialized programs and training for career advancement and employment.

**Admission.** Enrollment is open to all interested students.

**Degree Curriculum**

**Degree Curriculum.** The Degree Curriculum in Fashion Merchandising, a two-year course of study, offers students an Award of Achievement (35-36 units) in Fashion Merchandising. The combination of classroom instruction coordinated with part-time off-campus employment, is designed to help students advance to mid-management positions in the retail, manufacturing and wholesaling industry.

**Fashion Merchandising**

To qualify for an Award of Achievement, students must complete the following courses: FASH 22, 42, 44, 46, 47, 48, 49, 50, 53, 60 and 61. 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.
Courses Required for the Award of Achievement 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 22 Textile Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 42 Fash Survey</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 Coord</td>
<td>3</td>
</tr>
<tr>
<td>FASH 48 Fash Show Prod</td>
<td>3</td>
</tr>
<tr>
<td>FASH 49 Fash Display</td>
<td>3</td>
</tr>
<tr>
<td>FASH 50 Bus of Modeling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 54 Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Field Work in Fash</td>
<td>1</td>
</tr>
<tr>
<td>FASH 60 Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 35-36

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

Certificate Curricula

General Information. Students enrolled in the Fashion Department may obtain a Certificate of Completion in Fashion Merchandising (37-38 units), Fashion Design (16 units), Fashion Technology (16 units) and Image Consulting (16 units) if the appropriate courses are completed with a final grade of C or higher.

Admission. Enrollment is open to all interested students who:

1. Want to add to their knowledge of and skills in fashion, and
2. Want to improve their competence in this field in order to prepare for advancement. However, students are required to satisfy prerequisites as well as complete the procedure for admission to the college.

Employment. The jobs that students receive upon graduation depend on their career goals and practical experiences. Fashion Merchandising graduates may accept positions as sales associates, retail buyers, managers, visual merchandisers, stylists, fashion show producers, special events consultants, fashion forecasters, and showroom assistants. Design training for Fashion Design and Technology graduates can lead to careers as fashion illustrators, designers, assistant designers, patternmakers, product developers and entrepreneurs.

Fashion Design

Courses Required for the Certificate of Completion in Fashion Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FASH 22 Textile Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 23 Fashion History</td>
<td>3</td>
</tr>
<tr>
<td>FASH 33 Design Portfolio in Fashion</td>
<td>1</td>
</tr>
<tr>
<td>FASH 35 Fashion Drawing</td>
<td>3</td>
</tr>
<tr>
<td>FASH 36 Principles of Fashion Design</td>
<td>3</td>
</tr>
<tr>
<td>FASH 52 Intro to the Fashion Business</td>
<td>3</td>
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</tbody>
</table>

Total Units: 16

Recommended Electives. ART 101-109, 125A, 125B, 132A-B; FASH 34, 42, 46, 63; GRPH 98A, 98B

Fashion Merchandising

Courses Required for the Certificate of Completion in Fashion Merchandising

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>FASH 22 Textile Analysis</td>
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</tr>
<tr>
<td>FASH 42 Fash Survey</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>
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<tr>
<td>FASH 47 Fash Coord</td>
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<td>3</td>
</tr>
<tr>
<td>FASH 50 Bus of Modeling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 54 Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Field Work in Fash</td>
<td>1</td>
</tr>
<tr>
<td>FASH 60 Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 37-38

Recommended Electives. ACCT 50; ART 101-108; SMBS 135; SBU 9415, 9467, 9775, 9777, 9772, 9461; FASH 23, 28, 45; MRKT 122, 140, 170; PSYC 26; SPCH 11

Fashion Technology

Courses Required for the Certificate of Completion in Fashion Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 15A Clothing Study I</td>
<td>3</td>
</tr>
<tr>
<td>FASH 15B Clothing Study II</td>
<td>3</td>
</tr>
<tr>
<td>FASH 26 Flat Pattern Design</td>
<td>3</td>
</tr>
<tr>
<td>FASH 27 Fashion Draping</td>
<td>3</td>
</tr>
<tr>
<td>FASH 33 Design Portfolio in Fashion</td>
<td>1</td>
</tr>
<tr>
<td>FASH 37 Flat Pattern Design II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 16

Recommended Electives. FASH 22, 23, 29, 34, 51, 52

Image Consulting

Courses Required for the Certificate of Completion in Image Consulting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 125A Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>SMBS 135 Own and Oper a Small Bus</td>
<td>3</td>
</tr>
<tr>
<td>FASH 45 Image Consulting</td>
<td>3</td>
</tr>
<tr>
<td>FASH 47 Fash Coord</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Fash Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 62 Work Exp in Image Consulting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 16

Recommended Electives. ART 125B; BSEN 70; FASH 22, 23, 36, 42, 46; MABS 60
Announcement of Courses

NOTE: Some courses include a materials fee.

CREDIT, DEGREE APPLICABLE COURSES:

FASH 15A. Clothing Study I (3)
Lec-2, lab-3 CR/NC avail.
Repeat: max. 6 units
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
Formerly CASC 15A.

FASH 15B. Clothing Study II (3)
Lec-2, lab-3 CR/NC avail.
PREREQ.: FASH 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
Formerly CASC 15B.

FASH 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
Formerly CASC 22.

FASH 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
Formerly CASC 23.

FASH 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
Formerly CASC 25A.

FASH 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
Formerly CASC 25B.

FASH 26. Flat Pattern Design I (3)
Lec-2, lab-3, field trips
Repeat: max. 6 units
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
Formerly CASC 26.

FASH 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
Formerly CASC 27.

FASH 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
Formerly CASC 28.

FASH 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
Formerly CASC 29.

FASH 33. Design Portfolio in Fashion (1)
Lec-1, field trips
PREREQ.: FASH 35 OR 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
Formerly CASC 33.

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

FASH 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 CASC 35 or ART 138.

FASH 36. Principles of Fashion Design (3)
Lec-3, field trips CR/NC avail.
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
Formerly CASC 36.

FASH 37. Flat Pattern Design II (3)
Lec-2, lab-3, field trips CR/NC avail.
PREREQ.: FASH 26 OR DEMONSTRATION OF FASH 26 EXIT SKILL
Repeat: max. 6 units
Continuation of techniques for pattern development, with an empha-
sis 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
Formerly CASC 37.

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 45. Image Consulting (3)
Lec-3, field trips CR/NC avail.
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 53. Fashion Forecasting (3)
Lec-3, field trips CR/NC avail.
The theories and frameworks underlying forecasting in the textile and apparel industry. The factors involved in planning and presenting the forecast. Emphasis on using print, Internet and broadcast information in competitive analysis. CSU

FASH 54. Fashion Styling (3)
Lec-3, field trips CR/NC avail.
This course explores the skills required for “styling” outfits (choosing accessories to project fashion image), whether for photography, video, film and commercials, visual merchandising or fashion shows. Emphasis on identifying the many styling images and methods used in promoting fashion. CSU

FASH 60. Field Work in Fashion Merchandising (1)
Work-10 CR/NC only
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

FASH 62. Work Experience in Image Consulting (3)
Work-15 CR/NC avail.
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

FASH 63. 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
Formerly CASC 50.

FASH 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. Emphasis is on technique, color and design. CSU
Formerly CASC 64.
FASH 65. Surface Design II (3)
Lec-2, lab-3, field trips
PREREQ.: FASH 15A OR 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
Formerly CASC 65.

FASH 66. Lingerie Design and Construction (3)
Lec-2, lab-3, field trips CR/NC avail.
Repeat: max. 6 units
Development of original designs and construction of all types of intimate apparel. Pattern-making and specialized sewing techniques emphasizing the calculations necessary for the successful production of finely calibrated garments. CSU

FASH 71. Apparel Art (2)
Lec-2, field trips CR/NC avail.
Repeat: max. 4 units
Class will present garment design possibilities in techniques including: weaving, quilting, fabric painting, appliqué, beading, felting and reconstructed fabric making. Pattern designing is emphasized. CSU
Formerly CASC 71.

NONCREDIT COURSES:

FASH 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.
Formerly CASC 6000.

FASH 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.
Formerly CASC 6003.

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

FASH 6005. Weaving – Beginning (70 hrs)
Advisors: FASH 6008 or 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.
Formerly CASC 6005.

FASH 6006. Expanded Woven Design (72 hrs)
Advisors: FASH 6005 or 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 innovative resolutions.
Formerly CASC 6006.

FASH 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. Integration of the woven structure with dyeing and surface design processes applied before, during and after weaving. Exercises to enhance confidence in color and design skills.
Formerly CASC 6007.

FASH 6008. Weaving Tapestry (72 hrs)
Integrating traditional Aubusson tapestry techniques with contemporary techniques and materials. All levels: beginning - samplers; intermediate - cartoons; advanced - approved, pre-planned pieces.
Formerly CASC 6008.

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

FASH 6025. Quiltmaking (54 hrs)
Develop/improve skills in sewing, design, pattern drafting, applique, patchwork and quilting. Beginning students construct a sampler quilt. Intermediate/advanced students work on individually designed projects.
Formerly CASC 6025.

FASH 6027. Surface Design - 3-dimensional (54 hrs)
Applications of design on fabric via painting silk screening, airbrushing, stenciling, blueprinting, marbling, and sculpting. Pattern drafting for 3 dimensional objects: figures, animals, boxes, masks, headdresses and footwear. Emphasis on color and design.
Formerly CASC 6027.

FASH 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 settings.
Relationship to commercial production of these products is emphasized. A notebook with sample woven presentations is recommended.
Formerly CASC 6040.

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

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

FASH 6052. Apparel Art Lab (35 hrs)
Formerly CASC 6052.

FASH 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.
Formerly CASC 6055.
FASH 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. Formerly CASC 9612.

**Film**

**Announcement of Curricula**

**General Information**

The Film Department is dedicated to teaching aesthetic and technical approaches to all phases of filmmaking.

Cinema has evolved over the past century as the most powerful visual language, art and craft. In our era of rapidly changing technology, with digital and electronic techniques incorporated into moving image production, the projected celluloid film image remains the state of the art, and the cinematic approach is chosen to create works of lasting value.

Our two-year Production Program enables beginning students to advance to making 16mm sound films using film, video and digital techniques. The emphasis is hands-on film production, with instruction and encouragement from our outstanding faculty of experienced professional filmmakers. Students who have completed the program will find many job sources in the San Francisco Bay Area, where the film industry is one of the largest employers.

Non-production Film classes explore historic, aesthetic and sociological values in Film History and Film Studies, and link to other departments exploring Homosexuality in Film, Black Cinema, Chicano Film, and the cinema of other countries. These courses offer Humanities credits for students of all majors.

**Learning Outcomes**

The Film Production Department provides a solid foundation in critical and creative thinking as well as production skills. Students work with evolving technologies and state-of-the-art production and post-production equipment under the guidance of a dedicated faculty. The knowledge and experience acquired in this program will prepare students to transfer to an institution of higher learning or pursue their career goals in the film industry.

**Degree Curriculum**

**Admission.** Enrollment is open to students seriously interested in pursuing a career in film production. In their first semester students may enroll concurrently in the following courses: FILM 20A/B, 24, 25, 30, 60, and 136.

**Associate in Science Degree and Award of Achievement.** The program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements receive the Award of Achievement in Film Production if they complete the program of study with a final grade of “C” or higher. Students who complete the full curriculum in accordance with the regulations of the department will receive the Award of Achievement in Film Production.

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**Film Production**

**Courses Required for the Award of Achievement in Film Production**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>FILM 20A/B Film History</td>
<td>3</td>
</tr>
<tr>
<td>FILM 24 Basic Film Prod</td>
<td>3</td>
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<tr>
<td>FILM 25 Beg Film Editing</td>
<td>3</td>
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<tr>
<td>FILM 60 Sound for Motion Pictures</td>
<td>3</td>
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<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
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</table>

Additional graduation requirements

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>FILM 30 Pre-Production Planning</td>
<td>3</td>
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<tr>
<td>FILM 55 Adv Film Editing</td>
<td>3</td>
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<tr>
<td>FILM 54 Cinematography and Lighting</td>
<td>3</td>
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<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
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</table>

Additional graduation requirements

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FILM 75 Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
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<tr>
<td>FILM 124A Film Production Wkshop</td>
<td>3</td>
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<tr>
<td>FILM 131 Directing Motion Pictures or FILM 136 Special Effects</td>
<td>3</td>
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Additional graduation requirements

<table>
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<tr>
<th>Fourth Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
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<tr>
<td>FILM 124B Film Production Wkshop</td>
<td>3</td>
</tr>
<tr>
<td>FILM 131 Directing Motion Pictures or FILM 126 Documentary Filmmaking</td>
<td>3</td>
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</tbody>
</table>

Additional graduation requirements

**Total Units: 36**

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**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/UC

**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 CR/NC avail.
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; con-
FILM 21. Introduction to Film Studies (3)
Lec-3, lab-2  
Repeatable: 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 and demonstration of narrative and non-narrative editing techniques and aesthetics. Emphasis on shooting for the edit. Formats include 8mm and 16 mm 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 covers 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  
Repeat: max. 9 units
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  
Repeat: max. 6 units
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  
Repeat: max. 6 units
Introduction to film editing techniques using current digital nonlinear 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  
Repeat: max. 6 units
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 74. Advanced Cinematography and Lighting (3)
Lec-3, lab-3, field trips  
PREREQ.: FILM 54  
Repeat: max. 9 units
Advanced operations with motion picture camera, lighting and grip equipment as they apply to different film forms (narrative, documentary, experimental), genres and styles. In-class and outside class group assigned filming exercises. Film screenings and field trips to complement class lectures, demonstrations and discussions. CSU

FILM 75. Screenwriting (3)
Lec-3, field trips  
Repeat: max. 6 units
The purpose of this class is to learn to write screenplays. Therefore the student will study film terms and formats, work with treatment, scenario and shooting scripts, analyze film and television clips, shorts, tapes, and full-length films with emphasis on understanding the writer’s perspective. Numerous writing assignments and exercises will be assigned with the intent of developing a student’s ability to write for a visual medium. CSU

FILM 76. Advanced Digital Film Editing (3)
Lec-3, lab-3, field trips  
PREREQ.: FILM 24, 25, AND 56 OR BCST 144  
Repeat: max. 9 units
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
Foreign Languages

Announcement of Curricula

(See specific course entries for American Sign Language, Chinese, French, German, Italian, Japanese, Pilipino, Russian and Spanish.)

General Information

City College offers language and culture courses in nine languages: American Sign Language, Chinese (both Cantonese and Mandarin), French, German, Italian, Japanese, Pilipino, Russian and Spanish. Besides being excellent intellectual training and meeting transfer requirements, language courses allow you to add an international dimension to your abilities including international business and international relations, help you communicate with the peoples of the world and understand their cultures. Students often major or minor in languages in conjunction with majors in other areas.

In foreign language courses, the course numbers and letters follow in sequence. A student who has completed a course with a grade of A, B, C, or CR may not re-register for the same course (unless repetition is specifically permitted), nor may he/she register for a course with a lower number or letter unless otherwise indicated.

Chinese, French, German, Japanese, and Spanish offer an advisory placement test to help students determine their level of language ability. Following consultation with the advisor in that language, the student may sign an agreement which will permit the granting of credit for the previous level course of that language, provided the student enrolls in the recommended level and completes the course with a grade of A or B. For further information contact the Foreign Language Department.

Learning Outcomes

Given the structures and vocabulary included in each course, students will be able to:

- Understand spoken and written language;
- Speak with reasonable accuracy and pronunciation;
- Develop their understanding of other cultures and customs;
- Write in the language appropriate to the level studied.

For foreign language studies abroad, contact the International Education Coordinator, 239-3778.

For short term noncredit foreign language classes, contact the Continuing Education Coordinator, 561-1860.

Certificate Curriculum

French

The Certificate of Completion in French provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in French. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.
Courses Required for the Certificate of Completion in French

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 1 Elementary French</td>
<td>5</td>
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<tr>
<td>FREN 1A, 1B Elementary French</td>
<td>3-3</td>
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<tr>
<td>FREN 2 Continuation of Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 2A, 2B Continuation of Elem French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 3 Intermediate French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 3A, 3B Intermediate French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 4 Continuation of Elem French</td>
<td>3</td>
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</tbody>
</table>

Elective Courses

FREN 10A Beginning Conversational French | 3  
FREN 10B Cont of Beg Conversational French | 3  
FREN 10C Intermediate Conversational French | 3  
FREN 10D Cont of Inter Conversational French | 3  
FREN 10E Cont of Inter Conversational French | 3  
FREN 11A, 11B Adv Conversational French | 3-3 |
FREN 20 Independent Studies | 1  
FREN 21 French for Business | 3  
FREN 22 Grammar Review and Composition | 3  
FREN 23 French Phonetics | 2  
FREN 39A, 39B, 39C French Lit in Transl | 3-3-3  
FREN 41 Culture and Civilization of France | 3  
FREN 42 Contemporary French Culture and Civ | 3  

Total Units | 15

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 239-3223. 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.
Advis: ENGL 93 or 94 or higher or ESL 160 or 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 2 (CAN FREN SEQ A = FREN 1+2)

FREN 1A-1B. Elementary French (3-3)
Lec-3, lab-2 CR/NC avail.
Advis: For FREN 1A: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course.
Prereq: For FREN 1B: FREN 1A or demonstration of FREN 1A exit skills.
Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC (CAN FREN 2 = FREN 1A+1B; CAN FREN SEQ A = FREN 1A+1B+2A+2B)
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 FREN 4 (CAN FREN SEQ A = FREN 1+2)

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.
Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. CSU/UC (CAN FREN 4 = FREN 2A+2B; CAN FREN SEQ A = FREN 1A+1B+2A+2B)
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 8 (CAN FREN SEQ B = FREN 3+4)

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 8 = FREN 3A+3B; CAN FREN SEQ B = FREN 3A+3B+4)
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 FREN 10 (CAN FREN SEQ B = FREN 3+4 or FREN 3A+3B+4)

FREN 5. Advanced French: Conversation on French Literature and Culture (3)
Lec-3, lab-2, field trips CR/NC avail.
Prereq: FREN 2B or demonstration of FREN 2B exit skills.
Advis: FREN 3 or 3B.
Reading in and discussion of French literature and culture. Exclusively oral training to acquire greater command of the spoken language through building vocabulary, improving pronunciation and expressing ideas in a more natural manner. CSU

The 15 unit sequence of French 10A-10B-10C-10D-10E permits three repeats for a total of 24 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.
Repeat: max. 12 units.
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 idiom 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
Repeat: max. 12 units
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 idiom 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
Repeat: max. 12 units
Not open to native speakers of French. Recommended for students enrolled in FREN 2 or 2A or 2B.
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 2A OR DEMONSTRATION OF FREN 10C OR 2A EXIT SKILLS
Repeat: max. 12 units
Not open to native speakers of French. Recommended for students enrolled in FREN 2B or 3A 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 10E. Continuation of Intermediate Conversational French (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FREN 10D OR DEMONSTRATION OF FREN 10D EXIT SKILLS
Repeat: max. 12 units
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, lab-1 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

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 upon review)

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.
PREREQ.: 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.
PREREQ.: 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 enter-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

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 archives, 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 exploration 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/Transgendered 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 transgendered 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 (LGBT) and homophobic people. Impact of additional minority identities (e.g., ethnicity, aging, HIV status and spirituality) on LGBT identities. Influence of psychology and psychiatry on shaping the experience of LGBT 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

GLST 76. Supporting LGBT Families in ECE (3)
Lec-3
Adviser: CDEV 67
Analysis of issues and challenges faced by lesbian, gay, bisexual
and transgender parents and their children in early childhood set-
tings and exploration of the role of early childhood educators and
programs in creating inclusive environments. CSU
GLST 76—CDEV 76

ANTH 20. Anthropology of Homosexualities (3)
Lec-3 CR/NC avail.
The roles and statuses of homosexuals in various cultures through-
out the world, drawing heavily on examples from non-Western peo-
ple, like those in Native American, Middle Eastern, African and
Asian societies. Various aspects of culture which affect homosexu-
als’ status, such as economic participation, religion, social relations-
ships, 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 peo-
ple are represented in and by the mainstream electronic media with
strong emphasis on television. CSU

BIO 15. The Biology of HIV (2) sp
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 per-
sonal health concerns. CSU/UC

HLTH 27. Men’s Health Issues (3)
Lec-3 CR/NC avail.
Consideration of physical, psychological, social and political influ-
ences 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 griev-
ance procedures and other contractual protections in a unionized
workplace. Students will participate in role-playing and other class-
room 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 bereave-
ment in terms of sociological theory. Guest speakers, film, history
and literature are integrated in an interdisciplinary approach to cul-
tural studies. CSU
Announcement of Curriculum

Certificate Curriculum

The Certificate of Completion in German provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in German. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Completion in German

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GER 1 Elementary German</td>
<td>5</td>
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<tr>
<td>GER 1A, 1B Elementary German</td>
<td>3-3</td>
</tr>
<tr>
<td>GER 2 Continuation of Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>GER 3 Intermediate German</td>
<td>5</td>
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<tr>
<td>GER 3A, 3B Intermediate German</td>
<td>3-3</td>
</tr>
<tr>
<td>GER 4 Continuation of Intermediate German</td>
<td>5</td>
</tr>
<tr>
<td>GER 4A, 4B Cont of Intermediate German</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Elective Courses

- GER 10A, 10B Beg Prac Spoken German | 3-3
- GER 10C Intermed Conversational German | 3
- GER 10D Cont of Inter Conversational German | 3
- GER 11A, 11B Adv Conversational German | 3-3
- GER 39A, 39B German Lit in Translation | 3-3

Total Units: 15

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

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

A placement test in German is available for guidance in selecting the appropriate course. For information, call 239-3223.

GERM 1. Elementary German (5)

Lec-5, lab-2 CR/NC avail.
Advises: ENGL 94 or ESL 160 or 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 GER 2 (CAN GER SEQ A = GER M 1+2)

GERM 1A-1B. Elementary German (3-3)

Lec-3, lab-2 CR/NC avail.
Prereq.: GER M 1B: GER M 1A or demonstration of GER M 1A exit skills.
Advises: ENGL 94 or higher or ESL 160 or 82 or higher or any City College or University foreign language course
Grammar, composition and reading; practice in speaking and understanding simple German. CSU/UC/CAN (CAN GER M 2 = GER M 1A+1B; CAN GER SEQ A = GER M 1A+1B+2A+2B)

GERM 1A+1B = GER M 1

GERM 2. Continuation of Elementary German (5)

Lec-5, lab-2 CR/NC avail.
Prereq.: GER M 1 or 1B or demonstration of GER M 1/1B exit skills.
Second semester course. Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC/CAN GER M 4 (CAN GER SEQ A = GER M 1+2)

GERM 2A-2B. Continuation of Elementary German (3-3)

Lec-3, lab-2 CR/NC avail.
Prereq.: For GER M 2A: GER M 1 or 1B or demonstration of GER M 1/1B exit skills.
Prereq.: For GER M 2B: GER M 2A or demonstration of GER M 2A exit skills.
Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC (CAN GER M 4 = GER M 2A+2B; CAN GER SEQ A = GER M 1A+1B+2A+2B)

GERM 2A+2B = GER M 2

GERM 3. Intermediate German (5)

Lec-5, lab-1 CR/NC avail.
Prereq.: GER M 2 or 2B or demonstration of GER M 2/2B exit skills.
Third semester course. Introduction to the reading of German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC/CAN GER M 8 (CAN GER SEQ B = GER M 3+4)

GERM 3A-3B. Intermediate German (3-3)

Lec-3, lab-1 CR/NC avail.
Prereq.: GER M 2 or 2B or demonstration of GER M 2/2B exit skills.
GERM 3A is not a prerequisite for GER M 3B. These courses may be taken non-sequentially.
Introduction to the reading of German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC (CAN GER M 8 = GER M 3A+3B; CAN GER SEQ B = GER M 3A+3B+4A+4B)

GERM 3A+3B = GER M 3

GERM 4. Continuation of Intermediate German (5)

Lec-5, lab-1 CR/NC avail.
Prereq.: GER M 3 or GER M 3A+3B or demonstration of GER M 3/3A+3B exit skills.
Extensive and intensive reading of modern German prose. CSU/UC/CAN GER M 10 (CAN GER SEQ B = GER M 3+4)

GERM 4A-4B. Continuation of Intermediate German (3-3)

Lec-3, lab-1 CR/NC avail.
Prereq.: GER M 3 or 3A+3B or demonstration of GER M 3/3A+3B exit skills.
Ger M 4A is not a prerequisite for Ger M 4B. These courses may be taken non-sequentially.
Extensive and intensive reading of modern German prose. CSU/UC
(CAN GERM 10 = GERM 4A+4B; CAN GERM SEQ B = GERM 3A+3B+4A+4B)
GERM 4A+4B = GERM 4

The 12 unit sequence of German 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
Recommended for students enrolled in GERM 2 or 2A
Third semester course. Continuation of 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 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 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.
Advise: Eligible for ENGL 1A
GERM 39A is not 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 curriculum 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.

Degree Curricula

Graphic Design

Associate in Arts Degree 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, visualizing and communicating ideas in the most effective manner possible.

The Graphic Design emphasis was created to provide students with a strong foundation in the fundamental aspects of the designer's art. Students develop creativity and ideation skills, learn the elements of communication design and then apply this knowledge to a wide range of design problems. Communication in all forms—visual, verbal and written—is stressed. 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 communications pieces to the campus community. An elective work experience course allows students to broaden their design vocabulary through supervised work in local design firms.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students are encouraged to meet with a program advisor to discuss program planning and articulation agreements for continued study.
Courses Required for the Major in Graphic Design

First Semester
Course                                      Units
GRPH 21 Visual Literacy                     3
or DSGN 101 Design Fundamentals             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
Additional graduation requirements

Second Semester
GRPH 35 Graphic Design                      3
GRPH 53A Basic Typography                   3
GRPH 78 Digital Scanning and Correction     2
GRPH 99A Digital Page Layout                 3
Additional graduation requirements

Third Semester
GRPH 36 Publication Design                  3
GRPH 53B Typographic Design                  3
GRPH 100A Digital Illustration              3
Graphic Communications electives*           2
Additional graduation requirements

Fourth Semester
GRPH 37 Advanced Graphic Design             3
GRPH 68 Design & Prepress Production Lab     3
GRPH 98A Digital Imaging                    3
Graphic Communications electives*           2
Additional graduation requirements

Total Units                                   44

*Graphic Communications Electives (Graphic Design) GRPH 68, 98B, 99B, 100B, 123A/B, 124, 133, 140, 145, 147, 148, 154, 155, 197

Print Production

Associate in Science Degree in Print Production. Print Production is a dynamic and rapidly-evolving industry, thanks to the integration of digital workflow in print manufacturing. Students seeking a degree in print production will learn both traditional and digital skills so they will be versed in the concepts and processes of the print manufacturing as it exists today. Each area of production has basic concepts introduced using traditional production methods, followed by advanced study using digital tools. All classes are taught with industry standards as 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. An elective work experience course allows students to broaden their production knowledge through supervised work in local printing firms.

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.

This course of study is designed so that students may satisfy the major requirements for graduation from the College. Prospective students are encouraged to meet with a program advisor to discuss program planning and articulation agreements for continued study.

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 work force. 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.

Digital Printing and Publishing

Courses Required for the Certificate of Completion in Digital Printing and Publishing

First Semester
Course                                      Units
GRPH 25 Intro to Graphic Arts Microcomputer  3
GRPH 27 Survey of Print Production           3
GRPH 40 Digital Printing and Publishing      3

Second Semester
CNIT 100 Intro to Computers Using PCs        3
GRPH 60 Product Finishing                    2
GRPH 69 Press Production Laboratory          3

Suggested Electives
GRPH 72A Lithographic Duplicator Operation   2
GRPH 147 Adobe Acrobat                       1

Total Units                                  20
### Production Art

#### Courses Required for the Certificate of Completion in Production Art

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRPH 21 Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>or DSGN 101 Design Fundamentals</td>
<td></td>
</tr>
<tr>
<td>GRPH 23 Orient to Design &amp; Graph Comm</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 25 Intro to Graphic Arts Microcomputer</td>
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</tr>
<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRPH 35 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 53A Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 99A Digital Page Layout</td>
<td>3</td>
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</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 53B Typographic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 98A Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 99B Advanced Digital Page Layout</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 100A Digital Illustration</td>
<td>3</td>
</tr>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 98B Advanced Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 130 Digital Prepress Seminar</td>
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</tr>
</tbody>
</table>

**Total Units** ........................................ 43

### Prepress

#### Courses Required for the Certificate of Completion in Prepress

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 21 Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>or DSGN 101 Design Fundamentals</td>
<td></td>
</tr>
<tr>
<td>GRPH 23 Orientation to Design and Grph. Comm</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 25 Intro. to Graphic Arts Microcomp</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
</tr>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 53A Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 99A Digital Page Layout</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 100A Digital Illustration</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 70A Electronic Imposition</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 98A Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 100B Advanced Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 130 Digital Prepress Seminar</td>
<td>3</td>
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</table>

**Total Units** ........................................ 36

### Press and Finishing

#### Courses Required for the Certificate of Completion in Press and Finishing

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 23 Orientation to Design and Grph. Comm</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 25 Intro. to Graphic Arts Microcomp</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 72A Offset Press Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 60 Product Finishing</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 72B Adv Offset Press Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ........................................ 16

#### 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIPL 9657 Offset Press Technology</td>
<td>576</td>
</tr>
<tr>
<td>TIPL 9660 Prepress Production</td>
<td>70</td>
</tr>
<tr>
<td>TIPL 9661 Microcomputers for Graphic Arts</td>
<td>70</td>
</tr>
<tr>
<td>SECY 9374 Keyboarding</td>
<td>90</td>
</tr>
<tr>
<td>GRPH 60 Product Finishing* – 2 Units</td>
<td>51</td>
</tr>
<tr>
<td>ESLB 3821 Intro Micros (ESL students only)</td>
<td>90</td>
</tr>
</tbody>
</table>

**Total Hours** ........................................ 947

* Credit class: requires registration and tuition

### Announcement of Courses

#### Graphic Communications

**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 course 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
Advis.: 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, folders, 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
Advis.: GRPH 60 and CNIT 100
A practical, hands-on course in digital print production. Topics include: digital print networks, preflighting, font management, file management, archiving, customer service, estimating, job programming, and file transmission. Learning through exercises, assignments 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, illustration, 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. Instruction and practice in commercial offset printing using direct feed 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
CR/NC avail.
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 equipment. Practice employing quality control devices, such as the densitometer 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 correct-
GRPH 92A. Selected Topics in Printing (1-2-3)
Lec-1, 2, 3; lab-var CR/NC avail.
Repeat: max. 2, 4, 6 units
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 91A. InDesign for Quark Users
PREREQ.: GRPH 99A; AND 98A OR 100A
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 98A. Digital Imaging (3)
Lec-3, lab-1
PREREQ.: GRPH 25 OR IDST 120
Intensive hands-on course using Adobe Photoshop. A broad understanding 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 Photoshop as a design tool. CSU

GRPH 99A. Digital Page Layout (3)
Lec-3, lab-1
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 communications; combining images and type from concept sketches; creating single and multi-page complex documents, specifying and formatting type, color separations, trapping files, color output for proofing. 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.: GRPH 98A 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
Advise: 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: resumé and portfolio development, freelancing and small business issues, fees, contracts, taxes, copyright, helpful resources and other related topics. CSU

GRPH 145. 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 197. Graphic Design Work Experience/Internship (1)
Work-5
PREREQ.: GRPH 53B AND 36
COREQ.: ENROLLMENT IN AT LEAST 7 UNITS OF COURSEWORK INCLUDING THIS COURSE AND CONSENT OF INSTRUCTOR
Repeat: max. 2 units
Application of graphic design skills and development of proficiency in a supervised work environment. CSU

GRPH 198. Production Art Work Experience/Internship (1)
Work-5
PREREQ.: GRPH 53A, 98A, 99A, AND 100A
COREQ.: ENROLLMENT IN AT LEAST 7 UNITS OF COURSEWORK INCLUDING THIS COURSE AND CONSENT OF INSTRUCTOR
Repeat: max. 2 units
Application of production art skills and development of proficiency in a supervised work environment. CSU

GRPH 199. Print Production Work Experience/Internship (1)
Work-5
PREREQ.: GRPH 25 AND 40 OR 72A
COREQ.: ENROLLMENT IN AT LEAST 7 UNITS OF COURSEWORK INCLUDING THIS COURSE AND CONSENT OF INSTRUCTOR
Advise: GRPH 60, 67
Repeat: max. 2 units
Application of print production skills and development of proficiency in a supervised work environment. CSU

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)
Advise: 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)
Advise: Concurrent enrollment in TIPL 9660
Advise: 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.

Design

DSGN 101. Design Fundamentals (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A visual design course, covering the theories, processes, vocabulary, techniques and skills common to design disciplines. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 110. Rapid Visualization (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A free-hand drawing course for the development of visual thinkers, covering processes, methods, strategies, terminology, conventions, techniques, and skills for the rapid visualization of ideas in design. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 150. Color in Design (3)
Lec-3, lab-3, field trips
Exploration and application of the historical, cultural, symbolic, professional and personal uses of color through individual and collaborative design projects. An interdisciplinary study of the basic properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial effects of color in various media. CSU/UC

Guidance

Announcement of Courses

Learning Outcomes

The following outcomes define the nature of student learning anticipated through the completion of Guidance R and Guidance T:

- Students establish personal educational goals based upon a comprehensive understanding of their personal talents and
interests, their values and beliefs, and their skills and abilities.

- Students demonstrate the ability to navigate the educational system, assessing their options and making critical choices to ensure the fulfillment of their personal educational goals.

- Students demonstrate facility in the use of available support systems to assist them with the successful attainment of their personal educational goals.

- Students demonstrate ability to monitor their personal growth and development and sustain continued achievement toward goal attainment.

CREDIT, NON-DEGREE APPLICABLE COURSES:

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 will also be addressed.

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

Health Care Technology

Announcement of Curricula

General Information

The Health Care Technology Department offers a variety of vocational programs to prepare students for employment in the health-care profession. Please see individual program areas for specifics regarding registration, certification, licensure and/or degree status.

Learning Outcomes

Programs within the Health Care Technology Department prepare individuals for employment in both in-hospital and pre-hospital careers. Students successfully completing programs shall attain the knowledge and competency based skills required to pass certification or licensure examinations.

Certificate Curricula

CVT/Echocardiography Technician

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/Echocardiography Technician Program and successful advising appointment.

Prerequisite: Anatomy 14 or 25; may be a corequisite

Courses Required for the Certificate of Completion in CVT/Echocardiography Technician

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>
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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>

Total Units 26.5

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

EKG Technician

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.

Courses Required for the Certificate of Completion in EKG Technician

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>

Total Units 8

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

Emergency Medical Technician

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.

Courses Required for the Certificate of Completion in Emergency Medical Technician

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<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>
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</tbody>
</table>

Total Units 13
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 collect, store, process, retrieve, analyze, disseminate, maintain and communicate information related to research, planning, provision, financing, and evaluation of health care services. A career as a health information professional offers a unique opportunity to be a member of the health care team and combine an interest in health information, business, and computer information systems.

The U.S. Bureau of Labor predicts a 46% shortage of credentialed Health Information professionals by the year 2010 (>90,000 jobs). Increasing legislation and computerization of health information allows more career opportunities for trained health information technicians. Projected to be one of the most fastest growing occupations. For more information call 561-1900.

Accreditation. This 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). Graduates of the Associate Degree in Health Information Technology program are eligible to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

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 160 or 82 or more advanced.
3. Attend a HIT orientation session. Allows students a chance to ask questions about requirements and structure of the program.
4. Certain programs have prerequisites that must be met prior to enrollment in individual classes.

Credit by Examination. Refer to College Catalog
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 examination 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.

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

Second Semester
Course Units
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

Third Semester
Course Units
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

Fourth Semester
Course Units
HIT 75 Organization and Supervision.......................2
HIT 76 Basic CPT...........................................2
HIT 77B Professional Practice II............................3
HIT 78 Reimbursement Methods in HIT....................2

Total Units ..................................................46
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>
</tbody>
</table>
| ENGL 90 Basic Comp & Reading I or ESL 72 Inter Comp and Reading or ESL 150 Adv Academic ESL | |}

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

<table>
<thead>
<tr>
<th>First Semester Course</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>
</tbody>
</table>
| ENGL 90 Basic Comp & Reading I or ESL 72 Inter Comp and Reading or ESL 150 Adv Academic ESL | |}

<table>
<thead>
<tr>
<th>Second Semester 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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First Semester Course</th>
<th>Units</th>
</tr>
</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>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
</tbody>
</table>
| ENGL 90 Basic Comp & Reading I or ESL 72 Inter Comp and Reading or ESL 150 Adv Academic ESL | |}

<table>
<thead>
<tr>
<th>Second Semester Course</th>
<th>Units</th>
</tr>
</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 Care</td>
<td>2</td>
</tr>
<tr>
<td>HIT 73A Basic ICD-9-CM Coding</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester 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 knowledge 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 Certificate of Completion in Medical Transcription

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANAT 14 Intro to Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HCT 67 Computer Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIT 55C Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 57 Disease Process</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

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.

Courses Required for the Certificate of Completion in Health Information Technology

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

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

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 73B Advanced ICD-9-CM-Coding</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 75 Organization and Supervision</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIT 74 Quality Assessment and Improvement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 76 Basic CPT</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HIT 77B Professional Practice II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HIT 78 Reimbursement Methods in HIT</td>
<td>2</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>46</td>
</tr>
</tbody>
</table>

Medical Assisting Program

Degree Curricula

(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 160 or 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 tuberculin test and a physical examination which indicates that they are in good physical and mental health before enrolling in MED 49. Students must complete HIT 71 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 field. Students who have elected the Option in Medical Office Assisting work without compensation 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 without compensation 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 require-
ments 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.

### Medical Office Assisting

Students must be eligible for ENGL 92 or ESL 160 or 82 and must be able to type 40 nwpm for a five-minute period with a 10 percent error rate or less.

**Courses Required for the Award of Achievement in Medical Office Assisting**

**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)**

- HCT 61 Introduction to Health Care ........3
- HCT 66 Medical Typing/Transcription ........4
- HIT 50A Medical Terminology I ..................3
- HIT 57 Disease Process ..........................3
- HIT 73A Basic ICD-9-CM Coding ..................2
- MED 56 Administrative Procedures ..............3

Additional graduation requirements

**Spring Semester (18+ units)**

- HIT 55A Medical Transcription I .................2
- HIT 76 Basic CPT .....................................2
- MED 70 Bookkeeping/Insurance Procedures .......3
- MED 71 Computers for the Medical Office ......1.5

Additional graduation requirements

**Summer Semester (5 units)**

- MED 83 Administrative Internship ...............5

**Fall Semester (10+ units)**

- HIT 55B Medical Transcription II ...............3
- MED 72 Advanced Insurance Billing ...............3
- MED 73 Advanced Medical Manager ...............2

Additional graduation requirements

**Total Units ........................................50.5**

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

### Certificate Curricula

#### Medical Office Assisting

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 160 or 82 and must be able to type 40 nwpm for a five minute period with a 10 percent error rate or less.

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.

**Courses Required for the Certification of Completion in Medical Office Assisting**

**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 or ANAT 25 General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>and PHYS 1 Introductory Human Physiology or PHYS 12 Intro to Human Physiology</td>
<td>5-4</td>
</tr>
</tbody>
</table>

**Fall Semester**

<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>MED 56 Administrative Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>
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
Total Units ..............................................52-53

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**Medical Biller**

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.

Students must be able to type 45 nwpm for a five minute period with a 10 percent error rate or less.

**Courses Required for the Certificate of Completion in Medical Biller**

**Suggested Sequence of Courses:**

**Spring Semester**

<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>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 76 Basic CPT</td>
<td>2</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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<tr>
<td>Bisma G, H, J Basic Bus Arith</td>
<td></td>
</tr>
<tr>
<td>or MATH E Basic Math with Prob Solv*</td>
<td>2 or 3</td>
</tr>
<tr>
<td>or MATH E1 Basic Math (Indiv)</td>
<td></td>
</tr>
</tbody>
</table>

**Fall 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 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 72 Adv Insurance Billing</td>
<td>3</td>
</tr>
<tr>
<td>MED 73 Adv Medical Manager</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading I</td>
<td></td>
</tr>
<tr>
<td>or ESL 82 Adv Comp</td>
<td></td>
</tr>
<tr>
<td>or ESL 160 High-Adv Acad ESL</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Total Units .........................................34.5-36.5

*Based on placement scores

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**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 may 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 the Certificate of Completion in Medical Receptionist**

**Suggested Sequences of Courses**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Anat and Phys</td>
<td>4</td>
</tr>
<tr>
<td>or ANAT 25 Gen Human Anatomy</td>
<td></td>
</tr>
<tr>
<td>and PHYS 1 Introductory Human Physiology</td>
<td></td>
</tr>
<tr>
<td>or PHYS 12 Intro to Human Physiology</td>
<td>5 or 4</td>
</tr>
<tr>
<td>HIT 61 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED 56 Administrative Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCT 66 Medical Typing</td>
<td>4</td>
</tr>
<tr>
<td>HIT 50B Medical Terminology II</td>
<td>2</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>
</tr>
<tr>
<td>HLTH 12 Basic Life Support/First Aid</td>
<td>1</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 85A Medical Receptionist Externship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .........................................31.5-32.5

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**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 the Certificate of Completion in Pharmacy Technician**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTC 101 Theory I</td>
<td>9</td>
</tr>
<tr>
<td>PHTC 102 Clinical I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTC 103 Theory II</td>
<td>9</td>
</tr>
<tr>
<td>PHTC 104 Clinical II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .........................................24

**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.

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**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**

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

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

## Announcement of Courses

**CREDIT, DEGREE APPLICABLE COURSES:**

### Echocardiography

Students must submit an application and be accepted into the CVT Program prior to registration.

**ECHO 1. Echocardiography Technician I (8)**

Lec-6, lab-6  
**Prerequisites:** ANAT 14 or 25; ESL 160 or 82 or ENGL 92  
**Corequisites:** 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  
**Prerequisites:** ECHO 1 and CVT 101  
**Corequisites:** 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  
**Prerequisites:** ANAT 14 or 25; ESL 160 or 82 or ENGL 92  
**Corequisites:** 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  
**Prerequisites:** CVT 101 and ECHO 1  
**Corequisites:** 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  
**Prerequisites:** Completion of a Cardiovascular Technician (CVT)/Echocardiography Technician (ECHO) Program  
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

**CVT 104. Venous Ultrasound (3)**

Lec-2, conf-1, field trips  
**Prerequisites:** CVT/ECHO Program  
Repeat: max. 6 units  
Cerebrovascular Ultrasound will focus on the ultrasound imaging of upper and lower venous system with emphasis on identifying normal venous vascular, venous pathology and ultrasound imaging techniques used to identify abnormalities. CSU

**CVT 105. Vascular Technology - Cerebrovascular Ultrasound (3)**

Lec-2, conf-1, field trips  
**Prerequisites:** CVT/ECHO Program  
Repeat: max. 6 units  
Cerebrovascular Ultrasound will focus on the ultrasound imaging of the carotid arteries, vertebral and subclavian arteries. Content will include identifying the normal cerebrovascular system, arterial pathology, and ultrasound imaging techniques used to identify abnormalities. CSU

## EKG Technician

**EKGT 101. EKG Technician I (4)**

Lec-3, lab-3  
**Prerequisites:** 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

**EKGT 102. EKG Technician II (4)**

Lec-3, lab-3  
**Prerequisites:** EKGT 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  
**Prerequisites:** 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. CSU
EMT 101A-101B = EMT 101

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 101A-101B = EMT 101

EMT 102. EMT I - Clinical (1)
Conf-4
COREQ.: EMT 100 OR 101
May be repeated.
Emergency Medical Technician I – Clinical (EMT-1 Clinical) is taught in conjunction with EMT-1 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-1 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**

Students must submit an application and be accepted into the Paramedic Program prior to registration.

EMT-P 120. Paramedic Theory - 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 100.

EMT-P 121. Paramedic Theory - Roles and Responsibilities (2)
Lec-36 (total hrs), field trips
PREREQ.: EMT-P 120
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
Formerly EMT-P 101.

EMT-P 122. Paramedic Theory - Drugs, IV, Airway (2.5)
Lec/conf-42 (total hrs), field trips
PREREQ.: EMT-P 121
Basic principles of pharmacology, drug classifications, action of drugs, clinical uses, administration of drugs, and advanced airway techniques. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics. CSU

EMT-P 123. Paramedic Theory - Trauma (4)
Lec/conf-72 (total hrs), field trips
PREREQ.: EMT-P 122
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 124. Paramedic Theory - PHTLS (1)
Lec/conf-32 (total hrs), field trips
PREREQ.: EMT-P 123
Pre-Hospital Trauma Life Support (PHTLS) certification course. CSU

EMT-P 125. Paramedic Theory - Cardiac (4.5)
Lec/conf-84 (total hrs), field trips
PREREQ.: EMT-P 124
Prehospital evaluation and management 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, rapid defibrillation, and utilization of cardiac monitoring in the clinical setting. Advanced Cardiac Life Support Certification (ACLS). CSU
Formerly EMT-P 105.

EMT-P 126. Paramedic Theory - Endocrine/Nervous (4)
Lec/conf-76 (total hrs), field trips
PREREQ.: EMT-P 125
Overview of the anatomy and physiology of the endocrine and nerv-
EMT-P 127. Paramedic Theory - Special/Abdominal (5)  
Lec/conf-100 (total hrs), field trips  
**PREREQ.: EMT-P 126**  
Emphasis on evaluation and in-hospital management of a patient presenting with altered mental state, non-traumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious disease, and environmental emergencies. CSU  
Formerly EMT-P 107.

EMT-P 128. Paramedic Theory - Repro/Pedi (4)  
Lec/conf-76 (total hrs), field trips  
**PREREQ.: EMT-P 127**  
Focus on prehospital evaluation of pediatric, obstetrical, and gynecological emergencies. Emphasis on special considerations in treating a pediatric patient, including medico-legal, psychological, and emotional needs of the pediatric patient and patient’s family. Instruction on Pediatric Advanced Life Support (PALS) according to the standards of the American Heart Association. Emphasis on normal childbirth in the pre-hospital and Labor and Delivery setting and pre-hospital obstetrical emergencies. Focus on gynecological injuries and diseases in the pre-hospital and clinical setting. CSU  
Formerly EMT-P 108.

EMT-P 129. Paramedic Theory - Special Systems (5)  
Lec/conf-100 (total hrs), field trips  
**PREREQ.: EMT-P 128**  
Emphasis on evaluation and in hospital management of patients presenting with behavioral emergencies. Emphasis on the special medical needs of the geriatric patient. focus on ambulance operations to include hazardous incidents. CSU  
Formerly EMT-P 109.

EMT-P 130. Paramedic - Clinical/Field Internship (12)  
Conf-60 (total hrs), lab-480 (total hrs), field trips  
**PREREQ.: EMT-P 129**  
Clinical internship and field 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 Intensive Care Unit, Labor and Delivery Trauma, Operating Room Anesthesia and Pediatric Clinic. CSU  
Formerly EMT-P 110.

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 160 or 82 or ENGL 92**  
**Advisory: EMT 100 or 101**  
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  
**Advisory: 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, poisoning, 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, including psychological and emotional needs of the patient and the patient’s family. CSU

ERT 115. Advanced Phlebotomy Technician (1)  
Lec-1  
Advanced Phlebotomy Technician is open to experienced phlebotomists with at least 1,050 hours on-the-job experience only. The course is based upon the required curriculum mandated by Laboratory Field to satisfy the 20 hours of advanced classroom instruction required for the experienced phlebotomist to complete prior to taking the state certification exam in Phlebotomy. 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

HCT 103. Terrorism and Health Issues (1)  
Lec-1  
Introduction to nuclear, biological, and chemical hazards and self-preparedness plans to mitigate any negative health impact. Emphasis on health consequences of various types of terrorist threats and/or actions and appropriate health safety response. Students will also be directed to resources that can further develop their ability to cope with domestic terror events. CSU

HCT 104. Traditional Chinese Medicine (TCM) Fundamentals (3)  
Lec-3  
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 105. Traditional Chinese Medicine (TCM) Pharmacology (3)  
Lec-3  
Traditional Chinese Medicine (TCM) Pharmacology explores the medicinal Pharmocopia. Class will emphasize the proper and accurate identification of the prepared substances (i.e. dried, calcined, tinctured, etc.) CSU

HCT 106. Medical Typing/Transcription (4)  
Lec-2, lab-6  
Prereq.: Typing Speed of 40 wpm  
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 medicolegal requirements are integrated into the preparation and correction 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

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, radiology, pathology, psychiatric, and autopsy reports; emphasis on cardiovascular, 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 importance 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 OR 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, radiology and pathology, and assessment reports. Medical transcription provides practice in applying principles of medicolegal responsibilities 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 organization, management, and supervision. Study of management of human resources in various health care settings. Fundamentals of budgeting, personnel performance evaluations, and quality improvement. Emphasis on typical situations encountered in supervision. 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 CR/NC only
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
Advis: Placement in MATH 840 or completion of BSMA G, H, J or MATH E or E1
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 56. Administrative Procedures (3)
Lec-3, lab-2
COREQ.: HCT 61
Instruction in medicolegal ethics; professional liability; verbal, non-verbal, 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 MediCal 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 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 85A. Medical Receptionist Externship (3)
Conf-7, work-168 (6 wks) CR/NC only
Prereq.: MED 56, 70, 71; AND HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, medical administrative assistants, 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 reception procedures. 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 93 or 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 packaging of unit dose, IV additives, and chemotherapeutic admixtures. CSU

**Psychoneuroimmunology**

PNI 101. Psychoneuroimmunology - Bodymind (2)
Lec-3 (12 wks)
Advis: 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)
Advis: 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 practices, unionization, workers’ rights and current concerns. A thorough analysis of health care industry labor relations. CSU

**Noncredit Courses:**

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.

**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**

AIIHC 9183. Unit Coordinator
Advis: TRST 2400
Practical skills and techniques in transcribing and processing of medical orders; maintaining chart forms; requisitioning diets, therapy, laboratory tests, and medications; and admission and discharge of patients. Emphasis on communication skills pertinent to patient care.
**Health Science**

**Announcement of Curricula**

**General Information**

The Health Science Department is committed to promoting individual, family and community health, advocating for social justice and the elimination of health inequalities. The Department offers a wide range of courses and vocational training programs designed to:

- Provide students with academic training in the inter-disciplinary field of Health Science.
- Meet associate degree and transfer requirements.
- Train students for careers in public health.
- Diversify the health workforce.

The Department offers four vocational certificate programs for students interested in health-related careers, including the:

- Community Health Worker Certificate, a 17-unit course of study;
- Drug and Alcohol Studies Certificate, a 31-unit course of study;
- Health Care Interpreter Certificate, a 15-unit course of study;
- HIV/STD Prevention Education Certificates, three 10-unit certificates with an emphasis in Outreach, Case Management and Facilitation.

**Certificate Curricula**

**Community Health Worker**

The curriculum for the Community Health Worker Certificate is designed to prepare individuals for work in community-oriented health and social service fields. Community Health Workers (CHW) provide health education, information and referrals, and advocacy in both clinic and community settings. The program emphasizes health education and promotion as well as specific competencies for working with underserved and/or linguistically isolated communities.

The San Francisco Department of Public Health accepts the CHW Certificate as equivalent to six out of twelve months of experience required for hiring Health Workers.

**Admission.** Admission to the program is based on:

1. The completion of prerequisite course HLTH 59, “Introduction to Community Health Work” (1 unit), with a grade of C or higher, OR documented successful experience as a Community Health Worker.
2. Submission of a written application

For more information, to request an application or a form for documenting work experience, write to Health Science Department or call (415) 239-3220 or come to Cloud Hall, Room 363.

**Requirements for the Certificate of Completion.** The Certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher or Credit.

**Credit toward Graduation.** Credits earned in obtaining the Certificate of Completion in Community Health Work may also be applied toward satisfaction of City College graduation requirements.

In addition, nine units from the CHW Certificate satisfy graduation requirements for a Bachelor’s Degree in Health Education at San Francisco State University.

**Courses Required for the Certificate of Completion in Community Health Worker**

**Suggested Sequence of Courses**

**First Semester (fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 60* CHW Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 62 Prep for Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 64 Health Ed and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

| Total Units          | 17    |

*Note: HLTH 60 and HLTH 61 were once each a 5 unit class. HLTH 60 became HLTH 60 and HLTH 62, and HLTH 61 became HLTH 61 and HLTH 63.

**Second Semester (spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 61* CHW Field: Health Services</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 63 CHW Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

| Total Units          |       |

**Students must complete four units from the following list of electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 10 Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 11A Pediatric CPR and First Aid</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 12 Health Provider BLS/First Aid</td>
<td>1</td>
</tr>
<tr>
<td>or HLTH 14 Adv First Aid &amp; Emerg Care</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 20 Sexual Well Being</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 25 Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 26 Women’s Health: Adv Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 27 Men’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 30 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 42 Intro to Social Mktg for Hlth</td>
<td>1</td>
</tr>
</tbody>
</table>
The Drug and Alcohol Certificate is accredited by the California Association for Alcohol and Drug Educators (CAADE). The curriculum for the Certificate in Drug and Alcohol Studies is designed to prepare individuals for work in the addiction field. The program emphasizes a public health approach that addresses community, social, and individual factors of addiction while providing certificate candidates with a strong background in treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy.

**Admission Requirements**

1. Successful completion of HLTH 100, “Introduction to Alcohol and Drug Studies” (1 unit) with a grade of C or higher. This unit does not apply towards the certificate.

2. Consultation with the Drug and Alcohol Studies staff.

**Requirements for the Certificate of Completion.** The Certificate requires completion of 31 units. Each course must be completed with a final grade of C or higher or Credit. Students are required to complete the classes in sequence. Students must complete 240 hours of fieldwork through our program prior to completion.

**Credit Towards Graduation.** Credits earned in obtaining the Certification of Completion in Drug and Alcohol Studies may be applied toward satisfaction of City College graduation requirements.

**Required Introductory Course.** HLTH 100 - Introduction to Drug and Alcohol Studies (1)

**Courses Required for the Certificate of Completion in Drug and Alcohol Studies**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 30 Drugs and Society</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 70 Physiological Effects of Addiction</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 72 Specific Populations and Addiction</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 74 Criminology and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 75 Treatment Modalities</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 78 Fieldwork Prep: Ethical &amp; Legal Issues</td>
<td>2</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 73 Case Mgmt/Indiv Intervention Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 79A Beginning Field Work</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 83 Addiction Counseling Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 76 Group Facilitation</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 77 Multiple Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 79B Advanced Field Work</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units** 31

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies prior to Fall 2004, HLTH 100 will be waived.

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies prior to Fall 2002; we will honor the following equivalencies:

- For HLTH 62A Fieldwork Prep, we will recognize HLTH 78 Fieldwork Prep.
- For HLTH 64 Health Education and Prevention, we will recognize either HLTH 77 Multiple Diagnosis, or HLTH 74 Criminology and Addiction.
- For students who took one of the following:
  - PSYC 1 General Psychology
  - PSYC 10 Abnormal Psychology
  - SOC 1 Introduction to Sociology

  We will recognize HLTH 77 Multiple Diagnosis
- For students who took HLTH 62B Beginning Field Work, we will recognize HLTH 79A
- For students who took HLTH 63A Advanced Field Work, we will recognize HLTH 79B

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies during the Fall 1998-Spring 1999 semesters, we will honor the following equivalencies:

- For students who took HLTH 60A D/A Skills, we will recognize HLTH 73 Case Management/Individual Intervention Skills.
- For students who took HLTH 61 CHW Field: Health Services, we will recognize PSYC 1 General Psychology or SOC 1 Introduction to Sociology.
- For students who took HLTH 62 Prep for Field Experience, we will recognize HLTH 62A Field Work Prep: Ethical & Legal Issues.
- For students who took HLTH 63 CHW Field Experience, we will recognize HLTH 62B Beginning Field Experience.

**Health Care Interpreter**

The curriculum for the Health Care Interpreter Certificate is designed to train bilingual and bicultural students to develop the awareness, knowledge and skills necessary for effective language interpretation in health care settings. Through academic preparation, practical skills training and service in community based health care settings and educational organizations, certificate candidates learn: a) roles and responsibilities of a health care interpreter; b) basic knowledge of common medical conditions, treatments and procedures; c) insight in language and cultural nuances for specific communities; d) application of interpreting skills in English and language of service.

**Admission Requirements**

Admission is based on:

1. Attend required orientation
2. Submission of written application
Requirements for Certificate of Completion
Each course must be completed with a grade of C or higher or Credit.

Courses Required for the Certificate of Completion in Health Care Interpreter
Course Units
HLTH 80 Interpreting in Health Care I ..................6
HLTH 81 Interpreting in Health Care II ..................6
HLTH 82 Field Exp in Health Care Interpreting ....3
Total Units ..................................................15
Recommended courses prior to enrollment or during the first semester:
Course Units
HIT 51 Basic Medical Terminology .....................1
ANAT 14 Intro to Human Anat and Physiology ....3
PHYS 12 Intro to Human Physiology ..................3
For more information call the Health Science Department at (415) 452-5158.

HIV/STD Prevention Education Certificates in Specialty Skill Areas

Certificate Curricula
The HIV/STD Prevention Education Program offers certificates in the specialty areas of Outreach, Case Management, and Facilitation. Each certificate focuses on a specific skill set supported by core curriculum in HIV and STD prevention, and health education and promotion. Graduates are qualified for employment in the HIV/STD field and work in a variety of community-based, public and private health and social service settings. In addition, these certificates have been designed to combine course work with the Community Health Worker, Drug and Alcohol Studies, and Sexual Health Educator Programs.

Admission. Open enrollment

Requirements for the Certification of Completion. Each certificate requires completion of 10 units. Each course must be completed with a final grade of “C” or higher or Credit.

Credit Toward Graduation. Credits earned in obtaining the HIV/STD Prevention Education Specialty Skill Certificates may also be applied toward satisfaction of City College graduation requirements.

HIV/STD Prevention Education Specialty Skill Certificates.
Students are encouraged to combine all three HIV/STD Specialty Skill Certificates as appropriate to their interests and abilities for a more complete skill set. Students are also encouraged to combine the HIV/STD Specialty Certificates with the Community Health Worker, Drug and Alcohol Studies, and/or Sexual Health Educator Certificate programs in their course of study to broaden their range of skills, knowledge, and career/employment opportunities.

HIV/STD Prevention Education: Outreach Skills

Courses Required for the Certificate of Completion in HIV/STD Prevention Education: Outreach Skills
Course Units
HLTH 67 HIV/STD Prevention Ed .........................3
HLTH 64 Health Ed and Prevention ......................3

HIV/STD Prevention Education: Case Management Skills

Courses Required for the Certificate of Completion in HIV/STD Prevention Education: Case Management Skills
Course Units
HLTH 67 HIV/STD Prevention Ed .........................3
HLTH 64 Health Ed and Prevention ......................3
HLTH 73 Case Mgmt/Individual Intervention ....3
HLTH 91C Hepatitis ABC’s ...............................1
Total Units ..................................................10

HIV/STD Prevention Education: Facilitation Skills

Courses Required for the Certificate of Completion in HIV/STD Prevention Education: Facilitation Skills
Course Units
HLTH 67 HIV/STD Prevention Ed .........................3
HLTH 64 Health Ed and Prevention ......................3
HLTH 76 Group Facilitation ...............................3
HLTH 91C Hepatitis ABC’s ...............................1
Total Units ..................................................10

Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSE:
HLTH E. Successful Communication/Health Occupations (1)
Lec-3 CR/NC avail.
Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging.
Advise: ESL 72 or 150
Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

CREDIT, DEGREE APPLICABLE COURSES:
HLTH 5. Community Health (4)
Lec-4, field trips
An analysis and investigation of the organization, responsibilities, functions, utilization, delivery, and dynamics of our public and private community health care systems. Current health problems, crises, and trends and human behavior patterns. Factors that control and influence the various levels of health and health care systems. A holistic approach to community health. CSU/UC
HLTH 7. Introduction to Careers in Health (2)
Lec-2 CR/NC avail.
A survey of opportunities in health careers with special emphasis on those offered by City College of San Francisco (see Catalog). Lectures include pertinent information on various career opportunities, educational preparation, current salaries, job mobility, and advancement potential. Guest lectures from professionals in the various health careers are a major part of this course. CSU
HLTH 10. Health and Aging (3)
Lec-3
An overview of the health aspects of aging and the changes and problems which take place as a result of the aging process. Demographic theories of aging; attitudes toward aging/stereotyping, normal biological and physiological changes, common pathological changes, mental disturbances, sexuality, nutrition, medication and substance abuse. Social aspects of aging, multicultural perspective, and methods of intervention. CSU

HLTH 11A. Pediatric CPR and First Aid (0.5)
Lec-8 (total hrs) CR/NC avail.
Repeat: max. 1.5 units
Not open to students who are enrolled in or who have completed HLTH 21 within the last two years.
Instruction in the practice of universal/standard precautions and pediatric CPR and first aid. Emphasis on identification and care for secondary survey conditions of common traumatic, medical and environmental emergencies involving children. American Heart Association “Pediatric Heartsaver CPR” and City College of San Francisco Pediatric First Aid cards will be awarded to those who qualify. Course fulfills the partial requirement of AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11B. Pediatric Preventive Health Education (0.5)
Lec-8 (total hrs) CR/NC avail.
Instruction in the recognition and management of preventive health practices, prevention policies and injury prevention in the childcare setting. A City College of San Francisco Pediatric Preventive Health Education certificate of attendance will be awarded to those who qualify. Course fulfills the partial requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11C. First Aid Care for Ill Children (0.5)
Lec-8 (total hrs) CR/NC avail.
Identification, transmission, control and care for common childhood illnesses and communicable diseases. Childcare first aid practices and procedures for the management of well children with mild illnesses, chronic health conditions and special needs. A City College of San Francisco First Aid Care for Ill Children certificate of attendance will be awarded to those who qualify. Course fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11D. Childcare Disaster Prep. (0.5)
Lec-8 (total hrs) CR/NC avail.
Training for childcare personnel on how to develop their own program plan for disaster management and emergency preparedness. Instruction in preparing for and effectively dealing with, and recovery from emergency and crisis situations. A City College of San Francisco Childcare Disaster Preparedness certificate of attendance will be awarded to those who qualify. Fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11E. Child Passenger Safety (0.5)
Lec-8 (total hrs) CR/NC avail.
Training for students in the fields of Health and/or Child Development or Childcare providers and child safety advocates on Child Passenger Safety covering the legal, practical and policy aspects of safely transporting children. Includes an overview of Child Passenger Safety regulations, appropriate selection and installation of restraint systems, resources and development of an agency child transportation policy. CSU

HLTH 12. Health Providers BLS/First Aid (1)
Lec-16 (total hrs) CR/NC avail.
Repeat: max. 3 units
Instruction and practice in the identification and care of life threatening and serious traumatic, medical, and environmental emergencies including respiratory and cardiac emergencies for adults, children, and infants. Emphasis is also on control of life threatening emergencies such as bleeding and shock. Identification and care of serious secondary survey conditions and situations involving special populations such as children and the elderly. American Heart Association “Healthcare Provider CPR/AED” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU

HLTH 13. Standard First Aid (0.5)
Lec-8 (total hrs) CR/NC avail.
Repeat: max. 1.5 units
Current trends in standard first aid and adult cardiopulmonary resuscitation. Emphasis also on the ability to handle life threatening injuries, the performance of a secondary survey, and activation of the emergency medical services system. American Heart Association “Adult Heartsaver CPR” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU

HLTH 14. Advanced First Aid/Emerg. Care (2)
Lec-2, field trips CR/NC avail.
Satisfies requirements for public safety personnel as stated in Title 22, Division 9, California Code of Regulations.
Emergency care procedures for victims of injuries or medical emergencies. Instruction includes cardiopulmonary resuscitation with mask ventilation, emergency childbirth, burn care, environmental emergencies, wound care, poisonings, emergency treatment of drug overdose, bone and joint injuries and other traumatic emergencies. American Heart Association “Healthcare Provider CPR/AED” and City College of San Francisco Advanced Level First Aid cards will be awarded to those who qualify. CU/UC

HLTH 15. Basic Life Support Recertif (0.5)
Lec-8 (total hrs) CR/NC avail.
Prereq.: HLTH 12, 14 or 17, or an American Red Cross, or an American Heart Association Healthcare Provider CPR/AED course within the last two years. Valid certification card must be presented in the first hour of instruction.
Repeat: max. 1.5 units
An updated presentation of the newest techniques in cardiopulmonary resuscitation with an emphasis on current trends. Instruction also on the ability to handle other types of injuries, as well as performance of a secondary survey and activation of the emergency medical services. An American Heart Association Healthcare Provider CPR/AED Recertification card will be awarded to those who qualify. CSU

HLTH 17. Public Safety - First Responder (3)
Lec-3 CR/NC avail.
Instruct public safety personnel who may arrive first to medical emergencies. Training will provide public safety personnel with the knowledge and basic skills necessary to recognize when a citizen is experiencing a medical emergency, activate the Emergency Medical System, conduct a primary and secondary survey, and provide a formal report of the victim’s condition to arriving Advanced Life Support Personnel. CSU
HLTH 18. Community Disaster Prep. (1)
Lec-18 (total hrs) CR/NC avail.
Training in community disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguishing equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of attendance will be awarded to those who qualify. CSU

HLTH 20. Sexual Well Being (2)
Lec-2 CR/NC avail.
Investigation into the current role of sexually transmitted diseases in public and personal life. Emphasis on prevention and risk assessment and the development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 21. CPR, Childcare Health and Safety Education (3)
Lec-3 CR/NC avail.
Training for childcare personnel to develop the knowledge and skills needed to provide first aid care for victims of traumatic, medical and environmental emergencies. Instruction includes Adult and Pediatric CPR, advanced level first aid, childcare health practice policies, prevention of childhood injuries, management of well children with mild illnesses, chronic health conditions and special needs. Course fulfills the AB 243 mandated Health and Safety Training requirements established by the State EMS Authority for Childcare Providers. CSU

HLTH 25. Women's Health Issues (3)
Lec-3, field trips CR/NC avail.
Advisory: ESL 72 or 150 or ENGL 90 or placement in ESL 160 or 82 or ENGL 92
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 26. Women's Health: Advanced Issues (3)
Lec-3, field trips CR/NC avail.
Advisory: HLTH 25, 27 or 53; and ESL 160 or 82 or ENGL 92
In-depth analysis of women's health issues. Focus includes: tailoring health advice to individual needs, body image and self-esteem, stress management, alternative health practices, public policy and advocacy, emerging trends and careers in women's health, Internet research, and current controversies. CSU

HLTH 27. Men's Health Issues (3)
Lec-3 CR/NC avail.
Advisory: ESL 72 or 150 or ENGL 90 or placement in ESL 160 or 82 or ENGL 92
This course considers the physical, psychological, social and political influences on the health of men. Its purpose is to provide a basis for men with diverse ethnic backgrounds an sexual orientations to make health life choices. CSU/UC

HLTH 30. Drugs and Society (3)
Lec-3, field trips CR/NC avail.
Prerequisite: HLTH 100
Exploration of the nature and extent of the chemical “problem” in today's world. This course is designed to increase awareness, dispel myths and nurture critical thinking on numerous issues related to chemical use/misuse/dependency and society. CSU

HLTH 33. Health Science (2)
Lec-2
Advisory: ESL 62 or 140 or placement in ESL 72 or 150, OR completion of or concurrent enrollment in ENGL 90
Not open to students who have completed HLTH 53.
An interdisciplinary, introductory, and integrative presentation of natural and social science material relevant to psychological, social, and physical well-being, and the prevention of disease and injury. Emphasis on the nature of being human, the use and abuse of drugs including alcohol, human sexuality, the control of reproduction, intimacy and the family, optimum nutrition, fitness, disease, genetic and environmental health factors, consumer health practices, and coping with aging and dying. CSU

HLTH 35. Holistic Health Practices (3)
Lec-3 CR/NC avail.
A comprehensive examination and comparison of allopathic and holistic health in contemporary and future health care. An analysis and exploration of conventional methods of healing, holistic health philosophies, principles and methods of therapy, including acupuncture, acupressure, homeopathy, chiropractic, herbal medicine, and other healing systems. Includes a survey of health and healing practices among various ethnic cultures living in the United States. This is an introductory class and not intended to diagnose or treat medical problems. CSU

HLTH 41. Survey and Management of Stress (1)
Lec-2 (8 wks) CR/NC avail.
A survey of the stress process, major stressors and management of stress. An analysis of the stress experience. Exploration of many common and effective management approaches, methods and relaxation techniques. CSU

HLTH 42. Introduction to Social Marketing for Health (1)
Lec-1 CR/NC avail.
An overview of the field of social marketing - the application of commercial marketing techniques to promote public health. Students will review concepts of social marketing, and analyze examples of local and international campaigns which use social marketing principles to promote the health of specific communities. The class will select a health topic of mutual interest, and identify key steps for the development of social marketing materials which address the issue. CSU

HLTH 45. AIDS: The Epidemic (1)
Lec-2 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

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5 CR/NC avail.
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion; emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life; practice of basic Tai Chi Chuan forms (Yang Style). CSU/UC

HLTH 53. Health Science (3)
Lec-3 CR/NC avail.
Advisory: ESL 72 or 150 or eligible for ESL 160 or 82, OR ENGL 92 (concur.)
Not open to students who have completed HLTH 33.
Critical analysis of individual and societal issues and problems involving the promotion and maintenance of a psychological, social, and physical state of well-being, based on relevant natural and social science skills and knowledge. Topics include: mental health and illness, stress management, use and abuse of drugs, including alcohol and tobacco, sexuality, birth control, pregnancy, nutrition, fitness, disease and accident prevention, consumer and environmental health and related areas, aging, and coping with death and dying. CSU/UC

HLTH 59. Introduction to Community Health Work (1)
Lec-3 (6 wks), field trips
“Who are Community Health Workers (CHWs) and what do they do?” Introduction to the roles of CHWs through class discussions, guest speakers, and class field trips. Development of practical skills such as on-the-job solution-oriented problem solving, and organizational and time management skills. CSU

HLTH 60. CHW Skills (3)
Lec-3, field trips CR/NC avail.
PREREQ.: ACCEPTANCE INTO CERTIFICATE PROGRAM
COREQ.: HLTH 62
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. Skill development will focus on health counseling and education, data collection and documentation, communication skills, case management, and giving referrals. CSU

HLTH 60A. D/A Skills (3)
Lec-3, field trips CR/NC avail.
PREREQ.: ACCEPTANCE INTO CERTIFICATE PROGRAM
COREQ.: HLTH 62
Skill development will focus on communication skills and in techniques used for health advising, intake interviewing, data collection, documentation, and referrals. Students will practice essential intervention skills needed to work in substance abuse agencies and community settings, and develop appropriate strategies in the intake process and recording of information in the substance abuse field. CSU

HLTH 61. CHW Field: Health Services (3)
Lec-3, field trips CR/NC avail.
PREREQ.: HLTH 60
COREQ.: HLTH 63
Exploration of the history, philosophy and development of the community health work field. Skill development will focus on advocacy, community involvement, program planning, case study analysis, and observation and reporting techniques. Overview of health delivery systems, identify new programs and careers in the emerging field of community health. CSU

HLTH 62. Prep for Field Experience (2)
Lec-2 CR/NC avail.
COREQ.: HLTH 60
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and communities of diverse backgrounds. Developing job readiness skills and communications skills for use in a health team, preparing students to enter into their field experience as a Community Health Worker. CSU

HLTH 63. CHW Field Experience (2)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 61
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. This course provides field experience as a Community Health Worker, enabling students to practice skills learned in HLTH 61. CSU

HLTH 64. Health Education and Prevention (3)
Lec-3
Exploration of principles of community health education and outreach. Topical presentations will explore prevention strategies and education programs appropriate to different populations and communities. CSU

HLTH 67. HIV/STD Prevention Education (3)
Lec-3, field trips CR/NC avail.
Education and skills training in peer education to help diverse populations to reduce their risk of infection with sexually transmitted diseases (STDs), especially HIV/AIDS; STD/HIV prevention activities are conducted among CCSF students as members of Project SAFE with volunteer work in community-based organizations. CSU

HLTH 68. HIV/STD Outreach Skills (3)
Lec-3, field trips CR/NC avail.
Advis: HLTH 67 or HIV/STD prevention experience
Education and training in advanced issues in HIV/STD peer education, such as events production, in-depth analysis of STD transmission and risk reduction, and careers in public health; conduct peer education activities as members of CCSF’s Project SAFE; emphasis on putting skills into practice. CSU

HLTH 69. HIV/AIDS Peer Education: Directed Practice (3)
Lec-3, field trips CR/NC avail.
Advis: HLTH 68; discuss with instructor: 2 yrs work experience in HIV/STD prevention needed to possibly waive prerequisite
Repeat: max. 9 units
Specialized education and directed practice for trained HIV/AIDS Peer Educators. Emphasis on utilizing skills in producing and participating in STD and HIV/AIDS prevention activities at CCSF and in the community, serving as mentors for beginning Peer Educators, updating information and skills. CSU

HLTH 70. Physiological Effects of Addiction (2)
Lec-2 CR/NC avail.
PREREQ.: HLTH 100
This course provides an understanding of basic physiology and pharmacology including how chemicals are metabolized, the effects of chemicals on basic nutrition and sexuality (including pregnancy), treatment implications and new medical research, the semantics of addiction, and the relationship between brain chemistry and craving. CSU

HLTH 71. Selected Topics in Addictions (1)
Lec-16 (total hrs) CR/NC avail.
Repeat: May vary with topical courses
Investigation of current important substance abuse concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting the substance abuse field.

HLTH 71A. Ethics and Legal Issues. CSU

HLTH 71C. Drug and Alcohol Referral Techniques. CSU

HLTH 72. Specific Populations and Addiction (3)
Lec-3, field trips CR/NC avail.
This course is a comprehensive, integral, and interdisciplinary approach in examining substance use and abuse within marginalized populations. Exploration of interrelated quality of life issues that influence and contribute to substance use and misuse. CSU
HLTH 73. Case Management/Individual Intervention (3)
Lec-3, field trips CR/NC avail.
PREREQ.: HLTH 74 AND 75; AND COMPLETION OF OR CONCURRENT ENROLLMENT IN HLTH 78
Skill development will focus on communication skills and techniques used for client-centered health advising, intake and data collection processes, documentation and referrals, with ethical considerations regarding the scopes of practice and competency for clinicians and agencies. Students will develop the skills needed to work in behavioral health agencies, including community settings, and develop appropriate strategies in a holistic process of managing cases for diverse populations. CSU

HLTH 74. Criminology and Addiction (3)
Lec-3, field trips CR/NC avail.
PREREQ.: HLTH 30, 70, AND 72
A comprehensive examination of various theories of addiction and their application to incarcerated populations, men, women, and youth. An analysis and exploration of theories of incarceration, diversity, prevention of gang involvement, criminal behavior and recovery from addiction. CSU

HLTH 75. Treatment Modalities (3)
Lec-3, field trips CR/NC avail.
PREREQ.: HLTH 30, 70, 72
Exploring the differing models of treatment. Basic clinical strategies, and interventions will be analyzed and practiced. The course will focus on developing clinical interviewing, assessment and treatment planning skills, with emphasis in cultural appropriate and case conceptualization. CSU

HLTH 76. Group Facilitation (3)
Lec-3 CR/NC avail.
PREREQ.: HLTH 73, 79A, 83 (FOR DRUG & ALCOHOL CERTIFICATE STUDENTS ONLY); HLTH 64, 67, 91C (FOR HIV/STD CERTIFICATE STUDENTS ONLY)
Introduction to group dynamics and facilitation skills for people working in the fields of addiction and HIV/STD prevention education. Students will gain theoretical understanding of group facilitation concepts, observe group dynamics, experience group membership and practice learned facilitation skills. CSU

HLTH 77. Multiple Diagnosis (3)
Lec-3, field trips CR/NC avail.
PREREQ.: HLTH 73, 79A, AND 83
This course will help students to identify common pre-existent or concurrent psychiatric disorders that may surface with substance use. CSU

HLTH 78. Field Work Prep: Ethics and Legal Issues (2)
Lec-2, field trips CR/NC avail.
PREREQ.: HLTH 30, 70, 72
This course prepares students to enter into their field experiences in substance abuse. Exploration of issues related to ethical and legal responsibilities for Drug & Alcohol Counselors. CSU

HLTH 79A. Beginning Field Work (2)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 74, 75, AND 78
Training substance abuse workers to provide effective, efficient and appropriate services to underserved clients and diverse communities. Providing students with hands on learning experiences in settings involving all aspects of the recovery process. CSU

HLTH 79B. Advanced Field Work (2)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 73, 79A, 83
This course provides students with hands-on learning experiences in settings involving all aspects of the recovery process. CSU

HLTH 80. Interpreting in Health Care I (6)
Lec-6, field trips CR/NC avail.
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis include the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, insight in language and cultural nuances for specific communities necessary in the art of interpretation. CSU

HLTH 81. Interpreting in Health Care II (6)
Lec-6, field trips CR/NC avail.
PREREQ.: HLTH 80
Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in HLTH 80 covering specialized health care service areas such as genetics, mental health, and death and dying. Emphasis on the development of cultural competency in the community and workplace and careers in interpretation. CSU

HLTH 82. Field Experience in Health Care Interpreting (3)
Conf-2, work-8 CR/NC avail.
PREREQ.: HLTH 81
Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Field work experience on application of knowledge and technical interpreting skills learned in HLTH 80 and 81. CSU

HLTH 83. Addiction Treatment Skills (2)
Lec-2, field trips CR/NC avail.
PREREQ.: HLTH 74 AND 75; AND COMPLETION OF OR CONCURRENT ENROLLMENT IN HLTH 78
An examination of specific aspects of individual and family chemical dependency counseling in residential and outpatient treatment. We will explore the use of individual sessions, family sessions, relapse prevention and motivational interviewing. CSU

HLTH 89A-89B-89C-89D. Independent Study (0.5-1-2-3)
Ind st-2.5, 5, 10, 15 CR/NC avail.
Repeat: max. 2, 4, 8, 12 units
Designed to provide students an opportunity to extend their health education knowledge and practice-related skills through independent study. Student enrollment by arrangement with instructor. CSU

HLTH 90. Selected Topics in Health Science (0.5-1-2-3)
Lec-0.5, 1, 2, 3 CR/NC avail.
Repeat: if no subject repeat
Investigation of current important health concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting health and social service providers. CSU

HLTH 90A. Healthworker: Homeless Issues
HLTH 90B. Harm Reduction and Health
HLTH 90C. Trauma and Recovery: An Introduction
HLTH 91B. Health Education: Introductory Asthma
HLTH 91C. Hepatitis ABC's

HLTH 94. Transgender Health: An Overview (.5)
Lec-8 (total hrs) CR/NC avail.
An examination of the health status and needs of transgender peo-
ple. Designed to enhance the knowledge and skill of those preparing
to or already working in health, public health or allied helping pro-
fessions. CSU

HLTH 95. Transgender Health: Working with Clients and
Communities (1)
Lec-1 CR/NC avail.
A critical analysis of the health status of transgender people. The
course is designed to provide knowledge, resources, and skills nec-
essary to working effectively in the health, public health and allied
helping profession with transgender clients and communities. CSU

HLTH 96. Transgender Health: Public Health Strategies (2)
Lec-2 CR/NC avail.
This course will use a public health framework to provide a critical
analysis of the health status of transgender people. Students will
analyze factors contributing to morbidity and mortality, as well as
strategies for promoting the health of transgender clients and com-

HLTH 100. Introduction to Drug and Alcohol Studies (1)
Lec-1, field trips CR/NC avail.
This course provides an overview of the Drug and Alcohol counsel-

NONCREDIT COURSES:

HLTH 5000. Adult Cardiopulmonary Resuscitation
(CPR) (8 hrs)
Adult cardiopulmonary resuscitation training for the lay rescuer
who will respond to cardiac emergencies in the community setting.
Course content consists of the chain of survival, early recognition
and management of a victim with a heart attack, rescue breathing,
one-rescuer CPR and relief of airway obstruction. An American
Heart Association “Adult Heartsaver CPR” participation card will
be awarded to those who qualify.

HLTH 5001. First Aid Care (8 hrs)
First aid training for the lay rescuer who will learn how to identify
and care for victims of common traumatic, medical and environ-
mental emergencies in the community setting. Instruction includes
the performance of a secondary survey and the activation of the
emergency medical services system. A City College of San
Francisco First Aid card will be awarded to those who qualify.

HLTH 5010. Effective Stress Management (27 hrs)
A survey of the stress process, major stressors and management of
stress. An analysis of the stress experience. Exploration of many
common and effective management approaches, methods and relax-
ation techniques.

HLTH 5018. Tai Chi for Health (36-270 hrs)
Tai Chi Chuan is a stylized form of movement that promotes both
mental and physical well-being. This course is an introduction to the
Chinese style of exercises known as Tai Chi Chuan, and it will teach
the student Yang style Tai Chi form.

HLTH 5019. Social And Mental Health (27 hrs)
Course content identifies the impact of societal definitions of mental
health on the individual, the historical development and modifica-
tion of these definitions, and the integration of societal, individual,
and group systems to promote mental health information.

HLTH 5024. AIDS Awareness Workshop (3 hrs)
Updates of issues relating to AIDS Awareness. Each three-hour
workshop will present current information highlighting an aspect of
the AIDS epidemic, such as epidemiology of emerging affected pop-
pulations, particular needs of particular populations, risk reduction,
harm reduction, application of models of behavior change for safer
sex, documentation of behavior change, setting appropriate goals,
safer sex paraphernalia, new technologies for HIV testing, the latest
in AIDS treatment. Emphasis will be on continuing education needs
of HIV antibody risk assessment and disclosure counselors.

HLTH 5025. Drug Abuse: Cultural Issues (24 hrs)
Exploration of the historical, political and cultural context of drugs.

HLTH 5026. Substance Abuse (24 hrs)
Exploration of the nature and extent of substance abuse.

HLTH 5027. Adult Children from Dysfunctional
Families (27 hrs)
Discussion of the nature and causes of problems of adult children
from dysfunctional families. Special emphasis on how these prob-
lems affect the individual and relationships. Explores recovery
process and issues such as shame and low self-esteem.

HLTH 5029. Addiction - Individual and Society
Addresses the scope and impact of addiction problems; the nature of
addiction; its physical and psychological effects on individuals, and
the socio-cultural aspects of addictive behavior.

HLTH 5030. The Addictive Person (27 hrs)
An exploration of health psychology issues related to the psycho-
logical, developmental and social aspects of ongoing recovery of
adults from addictive beliefs and behaviors. Aimed particularly at
meeting the needs of women and men of ethnic and sexual diversity.
Topics include: the nature of addiction, description and characteris-
tics of different addictions across ethnic/racial and sexual minorities
(gay, lesbian, and bisexuals). Treatment models for the addictive
person and stages of recovery.

HLTH 5033. The Codependent Person (27 hrs)
Overview of the characteristics of a codependent. Course content
includes discussion of the nature, causes, and treatment of codepen-
dence. The course is directed to those interested in understanding
codependents’ search for self and identity throughout the life-span.

HLTH 5034. Anger and Conflict in Recovery (27 hrs)
Informational overview which looks at and discusses the emerging
issues of anger, aggression and conflict for people in recovery from
substance abuse or dependency. This course meets the needs of
women and men of ethnic and sexual diversity. Course content
includes understanding distortions of anger, dealing with blocks to
anger, and techniques to express anger in an assertive manner.

HLTH 5036. Burn-out, Renewal and Caregivers (12 hrs)
Identifies the problems of burn-out and setting limits for people in
service positions, caregivers, ACOAs, and for people involved with
someone with a terminal illness.

HLTH 5037. Social and Mental Health/Gay options (27 hrs)
A forum for discussing issues of concern in the gay men’s
community, presenting a variety of groups, organizations and
resources from that community.
HLTH 5041. Spiritual Aspects of Recovery (27 hrs)
Exploration of health psychology issues related to the psychological, developmental and social aspects of ongoing recovery of adults from addictive behaviors.

HLTH 5042. Couples in Recovery (27 hrs)
Informational overview which looks at and discusses the impact of communication patterns and conflict on sex, love and romance for recovering couples. Meeting the needs of women and men of ethnic and sexual diversity.

HLTH 5100. Successful Communication/Health Occupations (90 hrs)
Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging.
Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

HLTH 5113. Childcare Asthma Health Ed. (4 hrs)
Training for childcare personnel on how to care for children with asthma and provide a safe, healthy and supportive environment for children with asthma. A City College of San Francisco Child Care Asthma Education certificate of attendance will be awarded to those who qualify. This course fulfills the partial continuing education requirement of the AB243 mandated Health and Safety Training established by the State EMS Authority for Child Care Providers.

HLTH 5114. Passenger Safety for Children (8 hrs)
Training for parents, caregivers, childcare personnel and other safety advocates on Child Passenger Safety regulations, child passenger resources, the legal and practical aspects of safely transporting children, and appropriate selection and installation of restraint systems.

HLTH 5115. Disaster Prep. in Childcare (8 hrs)
Training in disaster management and emergency preparedness in the childcare setting. Instruction in the development, implementation and evaluation of a childcare disaster preparedness program. A City College of San Francisco Childcare Disaster Preparedness certificate of attendance will be awarded to those who qualify. Fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers.

HLTH 5118. Neighborhood Disaster Prep. (18 hrs)
Neighborhood training in disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguish equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of attendance will be awarded to those who qualify.

HLTH 5410. Organization of Health Services (8 hrs)
Overview of the financing and organization of health services in the United States. This course is designed for recent immigrants who have health professional training. The course will address the major functional components of the health system, including financing, health insurance, care delivery systems, the “safety net”, and issues of cost, quality and access.

HLTH 5420. Public Health and Society (8 hrs)
Introductory overview of the health and wellness in the United States. This course is designed for recent immigrants who have health professional training. Content areas include: public health; the determinants of health; American values about health and health care services; measuring health status and disparities; and the history and evolution of biomedicine.

HLTH 5430. Health Professions and Practice (8 hrs)
Overview of health care practice and professional culture. This course is designed for recent immigrants who have health professional training. The course will describe the major health professions and occupations, educational pathways, the organization and culture of their practice, licensure and other regulations affecting professional practice and the delivery of health services.

HLTH 5440. Contemporary Health Issues (8 hrs)
Introductory overview of major health, health services and policy issues in the United States. This course is designed for recent immigrants who have health professional training. The course will focus on cost, quality, access and equity issues including such topics as the uninsured, health status disparities, medical errors, health care “consumers”, and public health issues. Specific attention will be paid to contemporary issues in San Francisco and California.

HLTH 5500. HIV/AIDS: Issues for Health and Social Service Professionals (8 hrs)
Overview of HIV/AIDS Issues for Health and Social Service Professionals including basic information on transmission, prevention and treatment. The focus of the course will be on psychosocial assessment and legal/ethical issues. The course is designed to meet the CEU requirement for Social Workers and other health professionals.

History

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HIST 1. The United States Since 1900 (3)
Lec-3
An in-depth history of the United States since 1900, with emphasis on the more important political, economic, social, artistic, and cultural aspects of American life and on the role of the United States in world affairs. CSU/UC

HIST 3A-3B. The People's Century (3-3)
Lec-3 CR/NC avail.
This course surveys the history of our times, offering insight into the turbulent events of these 100 years. Emphasis will be placed on the social and political upheaval of the times, including war and revolution - and great expectations. Also illustrates how and why the 20th century was shaped as much by the masses and the force of the common people as by the elite and powerful. CSU/UC

HIST 4A-4B. Western Civilization (3-3)
Lec-3
HIST 4A not prerequisite to 4B
HIST 4A. Development of Western Civilization from ancient times through the Reformation. The emergence of civilization in the Near East; Greek and Roman contributions, development of Christianity, Byzantine influences, the Middle Ages, and the intellectual and religious changes of the Renaissance and Reformation. CSU/UC/CAN HIST 2 (CAN HIST SEQ A = HIST 4A+4B)
HIST 4B. Development of Western Civilization since the Reformation and into the twentieth century. The emergence of modern Europe, overseas expansion of European civilization,
HIST 5. Europe Since 1900 (3)
Lec-3
A survey of developments since 1900 with emphasis on European and world relationships since 1914. The political-economic-social effects on Europe of the World Wars and the power blocks. The reason for current European attitudes. CSU/UC

HIST 9. Immigrants in American History (3)
Lec-3    CR/NC avail.
Comparison of selected Asian, European and Latino groups in the United States from colonial times to the present. Students examine and compare economic, social, and cultural contributions of immigrant communities; evaluate immigration and naturalization policies; and discuss issues of acculturation and ethnic identity. Meets American Cultures requirement at U.C. Berkeley. CSU/UC

HIST 10 (CAN HIST SEQ B = HIST 17A+17B)

HIST 12A-12B. United States Women's History (3-3)
Lec-3    CR/NC avail.
HIST 12A not prerequisite to 12B
An in-depth study of the experiences, roles and contributions of women in the political, economic, social and cultural developments of the United States across racial, ethnic, and class lines. CSU/UC
  HIST 12A. Pre-colonial period through the 1880’s.
  HIST 12B. From 1890 to the present.

HIST 15A-15B. The Indian in North America (3-3)
Lec-3    CR/NC avail.
HIST 15A not prerequisite to 15B
The Indian in North American history. CSU/UC
  HIST 15A. Emphasis on Indians east of the Mississippi starting with the period of European colonization, continuing with the establishment of American domination and the removal policy, and ending with their participation in the Civil War.
  HIST 15B. Emphasis on the life styles of Indians living west of the Mississippi and their wars in defense of their homelands. Governmental policies enacted toward the Indians during the twentieth century.

HIST 17A-17B. The United States (3-3)
Lec-3    CR/NC avail.
HIST 17A not prerequisite to 17B
The history of the United States from Colonial Times to the present. A survey of the more important political, economic, social, artistic, and cultural aspects of American life as well as of the role of the United States in world affairs.
  HIST 17A. Pre-colonial to the end of the Civil War.
    CSU/UC/CAN HIST 8
  HIST 17B. End of the Civil War to the present. CSU/UC/CAN HIST 10 (CAN HIST SEQ B = HIST 17A+17B)

HIST 18A-18B. History of Latin America (3-3)
Lec-3    CR/NC avail.
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from colonial times to present. CSU/UC

HIST 20. History of Mexico (3)
Lec-3    CR/NC avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican American/Chicano (3)
Lec-3    CR/NC avail.
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. CSU/UC

HIST 31. Introduction to the History of England (3)
Lec-3    CR/NC avail.
English history, culture and art from Norman times to the present. CSU/UC

HIST 32. History of Russia (3)
Lec-3    CR/NC avail.
The history of modern Russia with attention given to the religious, literary, artistic, political, and other cultural influences which shaped the country in the nineteenth century. Later emphasis is on the social and intellectual ferment leading to the Bolshevik Revolution and the subsequent development of the Soviet Union. CSU/UC

HIST 34. History of Japan (3)
Lec-3    CR/NC avail.
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)
Lec-3    CR/NC avail.
HIST 35A not prerequisite to 35B
Intellectual, social, political, and economic development of China from ancient times to the present. Emphasis in second semester on twentieth century China, concentrating on the rise of nationalism and Communist rule on the Mainland. CSU/UC
  HIST 35A. Ancient times to approximately 1900.
  HIST 35B. 1900 to present.

HIST 36. History of Southeast Asia (3)
Lec-3    CR/NC avail.
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 37. History of the Philippines (3)
Lec-3    CR/NC avail.
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

HIST 38. The Antebellum South in American History (3)
Lec-3    CR/NC avail.
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3    CR/NC avail.
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC
HIST 40. California (3)
Lec-3 CR/NC avail.
A search for meaning in the forces, events, and lives that have shaped the present-day destiny of the Golden State and the Pacific Slope, beginning with the Spanish conquistadors and the period of exploration, extending through the ‘49er era and statehood, and including present-day political, social, and economic trends. CSU/UC

HIST 41A-41B. The African American in the United States (3-3)
Lec-3 CR/NC avail.
The political, social, artistic, and cultural history of the African American in the United States, from the African heritage to the present. CSU/UC
HIST 41A. From the African heritage through the Civil War.
HIST 41B. From the Reconstruction to the present.

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3 CR/NC avail.
The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. CSU/UC

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 people from diverse racial, ethnic, and class backgrounds. CSU/UC

HIST 46. Independent Studies in History (1)
Ind st-5 Repeat: if no subject repeat, max. 2 units
An individualized reading or research program. CSU (UC upon review)

HIST 47A-47B-47C-47D. Discussions in History (1-1-1-1)
Lec-1 CR/NC avail.
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC upon review)

HIST 48. African History (3)
Lec-3 CR/NC avail.
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence, and nationalism. CSU/UC

HIST 49. History of San Francisco (3)
Lec-3, field trips CR/NC avail.
The growth of San Francisco from its origins as an Indian-Spanish-Mexican settlement to the metropolis of the San Francisco Bay Area. Emphasis on the role of San Francisco as the political, social, cultural, commercial, and artistic capital of the West Coast. CSU

HIST 50. United States Railroad History (3)
Lec-3, field trips CR/NC avail.
United States Railroad History covers the History and evolution of the railroad industry in North America, including the geographical expansion, technical advancements, sociological influences, government involvement, and economic impacts of the railroads and related businesses in the United States, Canada and Mexico. CSU

HIST 51-52-53. Selected Topics in History (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Selected topics in history will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under consideration.
HIST 53A. The Civil War. CSU

Home Economics
See Fashion or Consumer Education

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HUM 7. Comparative Religions (3)
Lec-3 CR/NC avail.
A survey of the world religions: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. CSU/UC

HUM 8. Philosophies of Religions (3)
Lec-3 CR/NC avail.
A study of religious philosophies through a close examination of the literature of world religions. The sacred records and the lives, works, and teachings of the great teachers of world religions. CSU/UC

HUM 11. Music, Art, and Literature: Traditional Concepts (3) fa
Lec-3, field trips CR/NC avail.
An introduction to traditional concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recording, films, as well as field trips (on the students’ own time) to museums, concerts, and plays. CSU/UC

HUM 12. Music, Art, and Literature: Contemporary Concepts (3) sp
Lec-3, field trips CR/NC avail.
An introduction to contemporary concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recordings, films, as well as field trips (on the students’ own time) to museums, concerts, and plays. CSU/UC

HUM 20. San Francisco Arts (3)
Lec-3, field trips CR/NC avail.
Special studies in San Francisco arts; local examples of architecture, art, music, and literature, with reference to geography and history. CSU

HUM 25. Women in the Arts (3)
Lec-3, field trips CR/NC avail.
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and storytelling to painting, sculpture, jazz, novels, and performance art. Recognized
“greats” as well as anonymous women of diverse cultural and ethnic backgrounds. Films, tapes, slides, and a field trip to complement class lectures and discussions. CSU/UC

HUM 35. North American Indian Contemporary Music, Art, and Literature (3)
Lec-3, field trips CR/NC avail.
A study of contemporary North American Indian literature, visual art, music, and dance. Focus on the way contemporary artists express their cultural tradition through their art works. Background for guided discussion and study provided through the use of readings, slides, tapes, films as well as field trips (on the students’ own time) to museums, concerts, and dance performances. CSU/UC

HUM 41A. Western Cultural Values (3) fa
Lec-3, field trips CR/NC avail.
Advise: ENGL 96 or placement in ENGL 1A
The evolution of Western consciousness from Paleolithic times to the Renaissance. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of their times. CSU/UC

HUM 41B. Western Cultural Values (3) sp
Lec-3, field trips CR/NC avail.
Advise: ENGL 96 or placement in ENGL 1A
HUM 41A not prerequisite to 41B.
The evolution of Western consciousness from the Renaissance to the present. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of the times. CSU/UC

HUM 48. African American Music, Art, and Literature (3)
Lec-3
A study of significant works in African American literature, philosophy, art, and music through an examination of examples and a comparison with other cultural expressions in the United States. Readings, recordings, slides, films, and field trips (to museums, exhibits, concerts, plays, etc.) as background for guided discussions, study, and writing. CSU/UC

Interdisciplinary Studies

Announcement of Curricula

Certificate Curricula

Multimedia Studies

The Multimedia Studies Program prepares students for entry-level employment in the multimedia industry. Created as a cooperative effort by many disciplines, the program offers instruction in the design, development, tools, techniques, and production of computer-based interactive multimedia. Teamwork is emphasized, reflecting the interdisciplinary work environment of the multimedia industry.

Certificate of Completion. Students may obtain a Certificate of Completion in Multimedia Studies by completing the courses in one of the concentrations listed below. Each course must be completed with a final grade of “C” or higher or credit.

Concentration in Animation

The Multimedia Studies Program Concentration in Animation combines the study of animation, art, graphics, theater and problem-solving with the tools and techniques of communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia animation. Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Completion in Concentration in Animation

First Semester
Course
IDST 120 Computer Skills for Multimedia..............3
IDST 125 Multimedia Content and Form
or DSGN 101 Design Fundamentals......................3
ART 130A Basic Drawing...................................3
TH A 143 Character Voices: Voice-Over
or BCST 120 Audio Production..........................3

Second Semester
IDST 145 Storytelling/Storybrdng for New Media..3
IDST 146 2D Animation for Multimedia
or GRPH 133 Visual Comm – Animation..............3
ART 130B Intermediate Drawing.........................3
GRPH 100A Digital Illustration..........................3

Third Semester
IDST 147 3D Imaging for Multimedia..................3
GRPH 100B Advanced Digital Illustration..............3
GRPH 98A Digital Imaging
or PHOT 60A Beginning Comp Imaging.................3
IDST 148 Game Design for Multimedia................3

Fourth Semester
IDST 150 Advanced Multimedia Production
or IDST 160 Multimed Internship/Work Exp
or IDST 151 Independent Multimed Projects ..2-3
IDST 165 Multimed Portfolio Development...........2

Total Units..................................................40-41

Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: ARCH 21; BCST 124, 125, 140, 143, 144, 146; CS 183B, 183C; DSGN 110; FILM 24, 54, 60, 136; GRPH 98B; IDST 144; PHOT 60B

Concentration in Image and Sound

The Multimedia Studies Program Concentration in Image and Sound combines instruction and practice with the concepts, techniques and technology of audio, film and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia image and sound production. Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Completion in Concentration in Image and Sound

First Semester
Course
IDST 110 Orientation to Multimedia Careers..........2
IDST 120 Computer Skills for Multimedia..............3
IDST 125 Multimedia Content and Form
or DSGN 101 Design Fundamentals ..................3
BCST 140 Video Production
  or FILM 24 Film Production
  or BCST 145 Field Video Production ..............3

Second Semester
IDST 130 Multimedia Process and Production ......3
BCST 120 Audio Production............................3
FILM 25 Beginning Film Editing
  or Electives (See below) ...........................3

Third Semester
IDST 146 2D Animation for Multimedia
  or CS 183A Multimedia Tools ........................3
BSCT 124 Digital Audio Production
  or MUS 30 Electronic Music Lab ....................3
BCST 143 Digital Video Editing
  or BCST 144 Desktop Video/Film
  or FILM 56 Intro to Digital Film Editing ..........3
CS 182 QuickTime for Webstreaming ...............3

Fourth Semester
BCST 146 Digital Video Effects
  or FILM 136 Special Effects .........................3
IDST 133 DVD Authoring ................................3
IDST 150 Advanced Multimedia Production
  or IDST 151 Independent Multimedia Proj .......2-3
IDST 160 Multimedia Internship/Work Exp
  or IDST 165 Portfolio Preparation ..................2
Total Units .............................................42-43

Electives: Students may choose elective courses from this and other
MMS concentration areas, provided that pre- and corequisites are
observed. Listed are some suggestions: BCST 140; CNIT 131;
FILM 24, 136; GRPH 98A; IDST 144, 147; MUS 29, 31; PHOT
57, 60A; TH A 116, 129, 143, 200

Concentration in Performance Arts

The Multimedia Studies Program Concentration in Performance
Arts combines the creative arts of music and theatre with the digital
tools for production in live performance. Students will be well-
versed in the creation of digital sound, music, and computerized
technologies for live theatrical performance. Each course must be
completed with a grade of “C” or higher.

Courses Required for the Certificate of Completion in
Concentration in Performance Arts

First Semester
Course  Units
IDST 110 Orientation to Multimedia Careers .........2
IDST 120 Computer Skills for Multimedia ..........3
IDST 125 Multimedia Content and Form
  or DSGN 101 Design Fundamentals .................3
MUS 28 Contemporary Music
  or TH A 1 Intro to the Theatre ........................3

Second Semester
IDST 130 Multimedia Process and Production ......3
IDST 146 2D Animation for Multimedia
  or CS 183A Multimedia Tools ........................3
MUS 30 Electronic Music Lab ..........................2
Electives (See below) ....................................3

Third Semester
MUS 31 Digital Music Studio ..........................3
TH A 145 Perform Art: New Media Workshop ......3
IDST 145 Storytelling/Storyboard for New Media ..3
Electives (See below) ....................................3

Fourth Semester
IDST 150 Advanced Multimedia Production
  or IDST 160 Multimed Internship/Work Exp
  or IDST 151 Independent Multimedia Proj ......2-3
IDST 165 Portfolio Preparation .......................2
Total Units .............................................38-39

Electives: Students may choose elective courses from this and other
MMS concentration areas, provided that pre- and corequisites are
observed. Listed are some suggestions: BCST 140; CNIT 131;
FILM 24, 136; GRPH 98A; IDST 144, 147; MUS 29, 31, 44; PHOT
57, 60A; TH A 116, 129, 143, 200

Concentration in Programming

The Multimedia Studies Program Concentration in Multimedia
Programming includes instruction and practice in specific program-
making languages and authoring tools. This course of study prepares
students for entry-level positions in computer programming in the
multimedia field. Each course must be completed with a grade of
“C” or higher.

Courses Required for the Certificate of Completion in
Concentration in Programming

First Semester
Course  Units
IDST 110 Orientation to Multimedia Careers .........2
IDST 120 Computer Skills for Multimedia ..........3
CNIT 132 Intermediate HTML and XHTML ........3
CS 160A Introduction to Unix/Linux ...............2

Second Semester
IDST 130 Multimedia Process and Production ......3
IDST 146 2D Animation for Multimedia
  or CS 183A Multimedia Tools ........................3
CS 111A Intro to Programming/Java .................3
  or CS 110A Intro to Programming ..................3
CS 113A Intro to Perl Programming .................3

Third Semester
CS 111B Programming Fundamentals I/Java .........3
CS 113B Object Oriented Perl Programming ........3
CS 183B Multimedia Programming ..................3

Fourth Semester
CNIT 133 Interactive Web Pages ......................3
IDST 150 Advanced Multimedia Production
  or IDST 160 Multimed Internship/Work Exp
  or IDST 151 Independent Multimedia Proj ......2-3
IDST 165 Portfolio Preparation .......................2
Total Units .............................................38-39

Electives: Students may choose elective courses from this and other
MMS concentration areas, provided that pre and corequisites are
observed. Listed are some suggestions: BCST 140; CS 111C, 130A,
134, 150A, 181, 182, 183C; FILM 24; GRPH 35; IDST 125, 144
### Concentration in Web Design and Graphics

The Multimedia Studies Program Concentration in Web Design and Graphics combines the study of design process and problem solving with the tools and techniques of visual communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia design and production. Each course must be completed with a grade of “C” or higher.

### Courses Required for the Certificate of Completion in Concentration in Web Design and Graphics

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 110 Orientation to Multimedia Careers</td>
<td>2</td>
</tr>
<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>IDST 125 Multimedia Content and Form</td>
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</tr>
<tr>
<td>or DSGN 101 Design Fundamentals</td>
<td>3</td>
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<tr>
<td>Electives (See below)</td>
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</table>

**Electives:**

- ARCH 21
- ART 130
- BCST 140
- CNIT 131, 132, 133
- CS 183B, 183C
- FILM 24
- GRPH 53A, 99A
- IDST 144, 147
- PHOT 51, 53, 55, 85A

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 130 Multimedia Process and Production</td>
<td>3</td>
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<tr>
<td>GRPH 35 Graphic Design</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
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<tr>
<td>or PHOT 60A Beginning Computer Imaging</td>
<td>2-3</td>
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#### Third Semester

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRPH 140 Graphic Design for New Media</td>
<td></td>
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<tr>
<td>or GRPH 145 Publishing for New Media</td>
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<tr>
<td>GRPH 98B Advanced Digital Imaging</td>
<td></td>
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<tr>
<td>or PHOT 60B Advanced Computer Imaging</td>
<td>3</td>
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<tr>
<td>IDST 146 2D Animation for Multimedia</td>
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<tr>
<td>or CS 183A Multimedia Tools</td>
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<tr>
<td>IDST 135 Web Design with Dreamweaver</td>
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#### Fourth Semester

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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 150 Advanced Multimedia Production</td>
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<tr>
<td>or IDST 160 Multimed Internship/Work Exp</td>
<td></td>
</tr>
<tr>
<td>or IDST 151 Independent Multimedia Proj</td>
<td>2-3</td>
</tr>
<tr>
<td>IDST 165 Portfolio Preparation</td>
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</tbody>
</table>

**Total Units:** 38-40

*Electives: Students may choose elective courses from this and other MMS concentration areas, provided that pre- and corequisites are observed. Listed are some suggestions: ARCH 21; ART 130; BCST 140; CNIT 131, 132, 133; CS 183B, 183C; FILM 24; GRPH 53A, 99A; IDST 144, 147; PHOT 51, 53, 55, 85A

### Concentration in Web Production (Fast Track)

The Multimedia Studies Program Concentration in Web Production is a fast track program that combines the production of web site graphics and web site programming. Upon completion of this program, students will be prepared for entry-level positions in web site production. Each course must be completed with a grade of “C” or higher.

### Courses Required for the Certificate of Completion in Concentration in Web Production (Fast Track)

#### First Semester*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>IDST 125 Multimedia Content and Form</td>
<td></td>
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<tr>
<td>or DSGN 101 Design Fundamentals</td>
<td>3</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 146 2D Animation for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>or CS 183A Multimedia Tools</td>
<td></td>
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<tr>
<td>CNIT 131 Internet Basics and Beginning HTML</td>
<td>3</td>
</tr>
<tr>
<td>IDST 130 Multimed Proc and Production</td>
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<tr>
<td>GRPH 98A Digital Imaging</td>
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<tr>
<td>or PHOT 60A Beginning Computer Imaging</td>
<td>2-3</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 144 Current Topics in Web Site Production</td>
<td>2</td>
</tr>
<tr>
<td>CNIT 132 Intermediate HTML and XHTML</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 100A Digital Illustration</td>
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</table>

**Total Units:** 22-23

*Equivalency for both first semester courses is available, by exam for IDST 120 and portfolio review for IDST 125.

### Concentration in Web Programming (Fast Track)

The Multimedia Studies Program Concentration in Web Programming is a fast track program that combines web site scripting and programming languages with design/animation tools that allow interactivity. Upon completion of this program, students will be prepared for entry-level positions in web site programming. Each course must be completed with a grade of “C” or higher.

### Courses Required for the Certificate of Completion in Concentration in Web Programming (Fast Track)

#### First Semester*

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 120 Computer Skills for Multimedia</td>
<td>3</td>
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<tr>
<td>CNIT 131 Internet Basics and Beginning HTML</td>
<td>3</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>IDST 146 2D Animation for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>or CS 183A Multimedia Tools</td>
<td></td>
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<tr>
<td>CNIT 132 Intermediate HTML and XHTML</td>
<td>3</td>
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<tr>
<td>CS 110A Intro to Programming</td>
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<tr>
<td>or CS 111A Intro to Programming/Java</td>
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#### Third Semester

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CS 183B Multimedia Programming</td>
<td>3</td>
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<tr>
<td>CNIT 133 Interactive Web Pages</td>
<td></td>
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<tr>
<td>CS 110B Programming Fundamentals I</td>
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<tr>
<td>or CS 111B Programming Funda I/Java</td>
<td>3</td>
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</table>

**Total Units:** 24

*Equivalency is available by exam for IDST 120.

### Sexual Health Educator

The curriculum for the Sexual Health Educator Certificate will train students as paraprofessionals in safe and healthy sexuality including violence prevention and intervention, HIV/STD prevention, and the promotion of mature intimate relationships.
The integrated program offers students an opportunity to identify various markers of sexual health, which will enable them to promote healthy and safer sexual relationships in their client populations. They will be able to teach others to negotiate sexual situations with more confidence, knowing their limits, recognizing danger zones, assessing risk factors, and respecting their own and their partners’ needs.

Through academic preparation, practical skills training, and service to the CCSF community, certificate candidates will learn how to a) provide accurate timely information; b) apply behavior change theory to real-life situations; c) create and provide sexual health education events (interactive presentations; health fairs; guest lectures and video screenings; publicity campaigns); d) provide general sexual health advice that is sensitive to diverse cultures and sexual orientations; e) make appropriate agency referrals. Students will also learn to recognize and address cofactors which increase the risk of AIDS/HIV infection such as alcohol and drug use, sexual abuse and assault, low self-esteem and poor communication skills. Finally, students will identify and address signs to look for in an abusive personality, strategies for leaving an abusive relationship, and rape prevention techniques as well as characteristics of a healthy, mature, non-violent intimate relationship.

Requirements for the Certificate of Completion. The certificate requires completion of 15 units, which can be completed in two semesters. Each course must be completed with a final grade of C or higher or Credit.

Credit toward Graduation. Credit earned to obtain the Certificate of Completion satisfies the G2 and H2 graduation requirements, and coursework is transferable to the California State University.

Credit toward Community Health Worker Certificate. Three of the courses required for the Sexual Health Educator Certificate meet the elective requirement for the CHW program.

Courses Required for the Certificate of Completion in Sexual Health Educator

Fall Semester
Course | Units
--- | ---
IDST 54 The Politics of Sexual Violence | 3
IDST 17 Human Sexuality | 3
HLTH 67 HIV/STD Prevention Ed | 3

Spring Semester
IDST 55 Ending Sexual Violence: Peer Ed | 3

Elective Courses (3 units from the following courses)
SOC 25 Sex and Gender in American Society | 3
SOC 35 Sex, Marriage, and Family Relationships | 3
PSYC 9 Psychology of Stress | 3
PSYC 14 Psychology of Shyness and Self-Esteem | 1
PSYC 15 Assertive Behavior | 1
PSYC 16 Psychology of Successful People | 3
PSYC 25 Psychology of Sex Differences | 3
PSYC 17 Psychology of Eating, Food, and Weight | 1
ANTH 20 Anthropology of Homosexualities | 3
ANTH 25 Culture, Gender, and Sexuality | 3
HLTH 64 Health Education and Prevention | 3
HLTH 68 HIV/STD Outreach Skills | 3
GLST 21 Issues in Lesbian Relationships | 3
GLST 24 Gay Male Relationships | 3
GLST 60 Psychology of Sexual Minorities | 3

Total Units | 15

Announcement of Courses

Interdisciplinary Studies

CREDIT, DEGREE APPLICABLE COURSES:

IDST 3. Current Museum Studies (3)
Lec-3, field trips
Repeat: if no subject repeat
May not be offered every semester. Specific times, topics, and instructors will be announced through campus media.

This course is designed to take advantage of the cultural and educational opportunities provided through permanent and traveling exhibits in various San Francisco museums. CSU

IDST 6. Patterns of Problem Solving (3)
Lec-3
An introduction to patterns of reasoning in the process of problem solution and decision making. Exposure to concepts, theories and techniques in the analysis and synthesis of whole systems. Application of the tools and methods discussed to specific problems of technical, social, and personal nature. CSU

IDST 7. The United Nations in 2000 and Beyond (3)
Lec-3 CR/NC avail.
Study of the structure and organization of the United Nations, rationale for its existence and an objective appraisal of its performance, together with a prognosis about its future as it faces some unique problems. CSU

IDST 9. Marine Biology (3)
Lec-3, field trips CR/NC avail.
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. CSU/UC

IDST 9 = BIO 32

IDST 10C. The Oceans (3)
Lec-3, field trips
Interrelationships between humans and the oceans. Includes history of ocean exploration and contemporary problems of ocean use. CSU/UC

IDST 10D. Prejudice (3)
Lec-3 Repeat: if no subject repeat
May not be offered every semester.
This course will investigate the biological and anthropological facts about race and sex and contrast these with the sociological impact of beliefs regarding racial superiority on both majority and minority members of ethnically stratified societies. The historical “causes” of prejudice will be examined. CSU/UC

IDST 12. Reflection on Service Learning (1)
Lec-1, field trips
COREQ.: CONCURRENT ENROLLMENT IN A COURSE WITH A SERVICE-LEARNING COMPONENT (E.G., SOC 1 AND 30), OR CURRENT VOLUNTEER WORK.

Students reflect on connections made between course work, service learning experience and personal development. A learning contract is drawn up by each student. Students document their experience by developing a portfolio. Learning from the experience of service is fostered. CSU
IDST 14. American Cultures in Literature and Film (3)
Lec-3 CR/NC avail.
Advise: ENGL 96
To find unity in diversity in the shifting trajectories of American identities and how they interrelate, the following five groups will be featured to assess their interactive contributions to the unique American mosaic: Native Americans, European Americans, African Americans, Latin Americans, and Asian Americans. Literary works of nonfiction, fiction, drama, and poetry will be supplemented with selected films to accomplish this goal. CSU/UC

IDST 17. Human Sexuality (3)
Lec-3 CR/NC avail.
A survey course integrating the biological, psychological, and social aspects of human sexuality. CSU/UC

IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of African-American women artists and writers from 1753 to the present. CSU/UC

IDST 27A-27B. Asian Humanities (3-3)
IDST 27A not prerequisite to 27B
No knowledge of foreign languages required
IDST 27A-27B. Asian Humanities (3-3)
Lec-3 CR/NC avail.
Advise: ENGL 93 or 94
A team-taught survey of Asian civilizations, especially Arabic-Islamic, Indian, Chinese, and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Explanation, through an interdisciplinary and cross-cultural approach, of the differences and underlying unity of Asian cultures and a comparison with their Western counterparts. Use of the best available English translations of Asian literature along with slides, films, recordings, and field trips. CSU/UC

IDST 27C. Asian Humanities (1)
Ind st-5 CR/NC avail.
Advise: IDST 27A or 27B
An independent study/research course under direction of one or more instructors, focusing on a specific area of study. CSU (UC upon review)

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips CR/NC avail.
May not be offered every semester:
This course will cover at least five of the following issues: government, religion, the arts, geography, and ethnic diversity, education, and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

IDST 28A. Current Topics and Issues in the Soviet Union. CSU (UC upon review)
IDST 28B. Current Topics and Issues in the Philippines. CSU (UC upon review)
IDST 28C. Current Topics and Issues in China. CSU (UC upon review)
IDST 28D. Current Topics in Latin America. CSU (UC upon review)
IDST 28E. Current Topics and Issues in Japan. CSU (UC upon review)
IDST 28F. Current Topics and Issues in Indonesia. CSU (UC upon review)

IDST 29. Islam: Principles and Practices (3)
Lec-3, field trips CR/NC avail.
This study of Islam’s origins, cardinal principles, and practices will cover the following and related topics: The five basic tenets of the Islamic faith; guidelines for an ethically sound life; duties and obligations of a Muslim in relation to the Creator and in relation to other human beings; comparison between Islam and other major religions, between Islamic cultures and other major world cultures. CSU/UC

IDST 30. Gender and Ethnic Minorities in the United States (3)
Lec-3 CR/NC avail.
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

IDST 36. Poetry for the People (3)
Lec-3 CR/NC avail.
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Ethnic Minorities in the United States (3)
Lec-3 CR/NC avail.
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

IDST 38. Shakespeare: “for all time” (3)
Lec-3 CR/NC avail.
Prerequisite: Eligible for ENGL 1A
An interdisciplinary introduction to Shakespeare’s plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare’s artistry from their respective points of view, using some of his most popular plays. CSU/UC

IDST 40. Introduction to Contemporary Issues in the Filipino Community (3)
Lec-3, field trips CR/NC avail.
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filippo and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

IDST 42. Philippine Humanities (3)
Lec-3, field trips CR/NC avail.
Appreciation and critical understanding of Philippine heritage in philosophy, art, music, architecture, dance, literature, theater and film. CSU/UC

IDST 44. African Literature (3)
Lec-3 CR/NC avail.
An extensive examination of the composite of Africa’s literary art from literature in the oral tradition and in the vernacular languages to modern literature written in vehicular languages, languages of the colonizers. Analysis of successive attitudes of the Western world toward the Black race as related by African writers from 1890 to
IDST 45. Pacific Islanders in the United States (3)
Lec-3, field trips  CR/NC avail.
This study of Pacific Islanders’ migrations to the United States mainland includes a survey of the history, culture, and development of Hawai’i; plus Hawai’i’s role as a way station for their migration to the mainland. The indigenous cultural heritage and United States immigration experience of Pacific Islanders from Samoa, Tonga, Tahiti, Micronesia, Melanesia, Palau, New Zealand, Cook Islands, Marquesans, and the U.S. Territory of Guam will be assessed. CSU/UC

IDST 50. College Success (3)
Lec-3  CR/NC avail.
Not open to students who have completed LERN 50
A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of lifelong success in academic, professional and personal development. CSU
IDST 50 = LERN 50

IDST 54. Politics of Sexual Violence (3)
Lec-3, field trips  CR/NC avail.
Examination of political and psycho-social causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression; field project required. CSU

IDST 55. Ending Sexual Violence: Peer Education (3)
Lec-3, field trips  CR/NC avail.
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically battery and rape. Peer education activities, geared towards ending sexual violence, are conducted among CCSF students, with volunteer work in community-based organizations; field project required. CSU

IDST 70. Architecture and Diversity (3)
Lec-3, field trips  CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

IDST 80-81. Diversity and Social Justice (.5-1)
Lec-.5,1  CR/NC avail.
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 100A. Science through the Ages (3)
Lec-3  CR/NC avail.
A thematic exploration of the development of scientific thought and method throughout the world from ancient times to c. 1500. Topics will include the origins of all major branches of science as they were practiced and learned in various cultures. CSU/UC

IDST 170. Pilgrimage: The Sacred Journey (1)
Lec-3 (6 wks)  CR/NC avail.
This course traces the pilgrims’ journey through time to an awareness of the divine. The course content covers well-traveled pilgrimage roads, saints, relics, sacred time and space, and many holy places of the world, including Rome, Jerusalem, Benares, and Mecca. The secularization of pilgrimage in the 20th century will also be included. For those students interested in history, mysticism, art history, and the great religions of the world, this course will be an enlightening experience. CSU/UC

Multimedia Courses

IDST 110. Orientation to Multimedia Careers (2)
Lec-2, field trips
A survey of the areas of study and employment in the multimedia industry; includes visits by working professionals and industry leaders. CSU

IDST 115. Multimedia Skills and Careers (2)
Lec-1, lab-3, field trips
Skills-based computer class. Hardware and software issues, including system and application software on the Macintosh, cross-platform issues and job search skills. Topics include: computer setup, word processing, graphics, scanning, web page production, résumé writing, interviewing and educational planning. Guest speakers. CSU

IDST 120. Computer Skills for Multimedia (3)
Lec-2, lab-4
Hands-on computer class covering hardware, system, and application software on the Macintosh. Includes word processing, raster and vector graphics, digital sound, digital video, database software, utility software, web browsers and e-mail, fonts and font management, scanning peripheral hardware, computer set-up, and cross-platform issues. CSU

IDST 125. Multimedia Content and Form (3)
Lec-3, Lab-3, field trips
Understanding of content and visual form through a critical analysis of multimedia products. Function and importance of visual elements and design principles in multimedia. History of multimedia and its artistic and cultural impact. CSU

IDST 130. Multimedia Process and Production (3)
Lec-3, lab-3, field trips
PREREQ.: IDST 120 or GRPH 25
An overview of multimedia development, planning, and production. Includes multimedia platforms, team players and their roles, media elements, production techniques, and distribution. CSU

IDST 133. DVD Authoring (3)
Lec-3, lab-3
PREREQ.: IDST 120 or BCST 119
COREQ.: BCST 143 or 144 or FILM 56
Advis: IDST 125 or GRPH 21 or DSGN 101
The study of DVD authoring with emphasis on planning, designing and production through a hands-on approach. Topics include an
IDST 135. Web Design with Dreamweaver (3)
Lec-3, lab-1
PREREQ.: IDST 130
Advise: IDST 125
Advanced design for the World Wide Web using Dreamweaver on a Macintosh. Topics include: separating markup, presentation, and content; creating Cascading Style Sheets; and designing dynamic sites. Dreamweaver’s support for Section 508 and the production of accessible web sites is also covered. CSU

IDST 144. Current Topics in Multimedia Production (2)
Lec-1, lab-3, field trips
PREREQ.: IDST 120 OR GRPH 25
Repeat: max. 8 units
Exploration of current issues in multimedia production, including industry standards and innovations. Topics will include file formats and content/asset editors, as well as current and future trends. Other topics will vary. CSU

IDST 145. Storytelling and Storyboarding for New Media (3)
Lec-3, lab-1, field trips
PREREQ.: IDST 125 OR GRPH 21 OR ART 125A
This course is designed to aid the multimedia student in the generation and development of content for their multimedia projects. Referencing and using traditional storytelling methods, personal writing, script writing techniques and performance exercises in and outside of the classroom, the student will explore multiple ways to generate and script content. Emphasis put on development of skills and techniques of storyboarding. CSU

IDST 146. 2D Animation for Multimedia (3)
Lec-2, lab-4, field trips
PREREQ.: IDST 120 OR GRPH 25; AND IDST 125 OR GRPH 21 OR ART 125A
Not open to students who have successfully completed IDST 155.
An introduction to techniques used in animation. An overview of the industry of animation, as well as the specific tools and techniques currently used in multimedia. CSU

IDST 147. 3D Imaging for Multimedia (3)
Lec-2, lab-4
PREREQ.: IDST 120 OR GRPH 25; AND IDST 125 OR GRPH 21 OR ART 125A
Repeat: max. 9 units
An introduction to techniques used in 3D modeling and imaging. An overview of the 3D industry, as well as the specific tools and techniques used in multimedia. CSU

IDST 148. Game Design for Multimedia (2)
Lec-1, lab-3
PREREQ.: IDST 125 AND 146 OR CS 183A
Advise: IDST 147 and CS 183B
This multimedia course will focus on game design with an emphasis on game history, game genres, character and story development as well as level and interaction design. A final game prototype will be created either as a paper prototype or a digital game beta with implemented interactivity. CSU

IDST 150. Advanced Multimedia Production (3)
Lec-1, lab-7, field trips
PREREQ.: IDST 130
Repeat: max. 12 units
An advanced multimedia production course, allowing students to develop their skills in a team-based environment. Students will design, prepare and produce a multimedia project. CSU

IDST 151. Independent Multimedia (2)
Ind st-10
CR/NC avail.
PREREQ.: IDST 125 AND 130 OR DEMONSTRATION OF EXIT SKILLS
Repeat: max. 4 units
Students develop projects defined by CCSV student and instructor. Typical projects include a CCSV departmental web site, marketing CD-ROM or instructional DVD. CSU

IDST 160. Multimedia Internship/Work Experience (2)
Conf-1, work-7, field trips
Repeat: max. 8 units
Work experience as an intern in multimedia development companies throughout the Bay Area. CSU

IDST 165. Multimedia Portfolio Development (2)
Lec-1, lab-3, field trips
PREREQ.: IDST 130
Repeat: max. 4 units
Conceptualization and development of a multimedia portfolio for gaining entry-level work in the multimedia industry. Includes resumé writing, interview techniques, contracts, licensing issues, and other areas of professional practice. CSU

IDST 200. Multimedia Computer Laboratory (0)
Lab-8
COREQ.: CONCURRENT ENROLLMENT IN AT LEAST ONE MULTIMEDIA COMPUTER COURSE LEADING TO THE MULTIMEDIA CERTIFICATE
An open laboratory in which students may complete their multimedia assignments. CSU

NONCREDIT COURSES:
IDST 1001. Multimedia for the Macintosh
An intensive introductory course to the basics of multimedia with an emphasis on using the Macintosh Operating System environment effectively. Students will gain an overview of the applications used in multimedia production and will apply the fundamentals of multimedia tools and Macintosh features toward the completion of small projects.

Design

DSGN 101. Design Fundamentals (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A visual design course, covering the theories, processes, vocabulary, techniques and skills common to design disciplines. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 110. Rapid Visualization (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A free-hand drawing course for the development of visual thinkers, covering processes, methods, strategies, terminology, conventions, techniques, and skills for the rapid visualization of ideas in design.
Announcement of Courses

Certificate Curriculum

Italian

The Certificate of completion in Italian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Italian. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Completion in Italian

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 1 Elementary Italian</td>
<td>5</td>
</tr>
<tr>
<td>ITAL 1A, 1B Elementary Italian</td>
<td>3-3</td>
</tr>
<tr>
<td>ITAL 2 Continuation of Elementary Italian</td>
<td>5</td>
</tr>
<tr>
<td>ITAL 2A, 2B Continuation of Elem Italian</td>
<td>3-3</td>
</tr>
<tr>
<td>ITAL 3A, 3B Intermediate Italian</td>
<td>3-3</td>
</tr>
<tr>
<td>ITAL 4A, 4B Continuation of Intermed Italian</td>
<td>3-3</td>
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</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 10A Beginning Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10B Cont of Beg Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10C Intermediate Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10D Cont of Int Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 15A, 15B Adv Conversational Italian</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Total Units | 15 |

Announcement of Courses

Students of beginning Italian are directed to consider Italian 1, 1A and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

ITAL 1. Elementary Italian (5)
Lec-5, lab-2
Advised: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course
Beginners course. Grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC/CAN ITAL 2 (CAN ITAL SEQ A = ITAL 1A+2)

ITAL 1A-1B. Elementary Italian (3-3)
Lec-3, lab-2
Advised: For ITAL 1A: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course
Beginners course. Grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC/CAN ITAL 2 (CAN ITAL SEQ A = ITAL 1A+2)

ITAL 2. Continuation of Elementary Italian (5)
Lec-5, lab-2
Advised: ITAL 1B or 2B or demonstration of ITAL 1B exit skills
Second semester course. Continuation of beginner’s course in grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+2)

ITAL 2A-2B. Continuation of Elementary Italian (3-3)
Lec-3, lab-2
Advised: For ITAL 2A: ITAL 1A or 1B or demonstration of ITAL 1A exit skills
Continuation of beginner’s course. Grammar, composition, and reading and practice in speaking and understanding Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+1B+2A+2B)

ITAL 3A-3B. Intermediate Italian (3-3)
Lec-3, lab-2
Advised: ITAL 2A or 3A or demonstration of ITAL 2A exit skills
May be taken non-sequentially
Review of grammar and composition; reading of cultural and literary materials. Constant practice in the use and comprehension of the spoken language. Conducted in Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+1B+2A+2B)

ITAL 4A-4B. Continuation of Intermediate Italian (3-3)
Lec-3, lab-2
Advised: ITAL 3A and 3B or demonstration of ITAL 3A+3B exit skills
May be taken non-sequentially
Review of grammar with emphasis on writing; reading of cultural and/or literary materials. Constant practice in the use and comprehension of the spoken language. Conducted in Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+1B+2A+2B)

ITAL 10A. Beginning Conversational Italian (3)
Lec-3, lab-2
Not open to native speakers of Italian
Beginners course. Intensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+1B+2A+2B)

ITAL 10B. Continuation of Beginning Conversational Italian (3)
Lec-3, lab-2
Not open to native speakers of Italian
Second semester course. Continuation of oral practice of structures and vocabulary of spoken Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+1B+2A+2B)

ITAL 10C. Intermediate Conversational Italian (3)
Lec-3, lab-2
Not open to native speakers of Italian
Continuation of beginner’s course. Grammar, composition, and reading and practice in speaking and understanding Italian. CSU/UC/CAN ITAL 4 (CAN ITAL SEQ A = ITAL 1A+1B+2A+2B)

Italian 263
Announcement of Courses

Students of beginning Japanese are directed to consider JAPA 1, 1A, and 10A.

A placement test is available; call 239-3223.

CREDIT, DEGREE APPLICABLE COURSES:

**JAPA 1. Elementary Japanese (5)**
Lec-5, lab-2  CR/NC avail.
Advise: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding simple Japanese. CSU/UC/CAN JAPA 2 (CAN JAPA SEQ A = JAPA 1+2)

**JAPA 1A-1B. Elementary Japanese (3-3)**
Lec-3, lab-2  CR/NC avail.
Advise: For JAPA 1A: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course
PREREQ.: For JAPA 1B: JAPA 1A OR DEMONSTRATION OF JAPA 1A EXIT SKILLS
Grammar, composition and reading. Practice in speaking and understanding Japanese. CSU/UC (CAN JAPA 2 = JAPA 1A+1B; CAN JAPA SEQ A = JAPA 1A+1B+2A+2B)
JAPA 1A+1B = JAPA 1

**JAPA 2. Continuation of Elementary Japanese (5)**
Lec-5, lab-2  CR/NC avail.
PREREQ.: JAPA 1 OR 1B OR DEMONSTRATION OF JAPA 1/1B EXIT SKILLS

**JAPA 2A-2B. Continuation of Elementary Japanese (3-3)**
Lec-3, lab-2  CR/NC avail.
PREREQ.: For JAPA 2A: JAPA 1 OR 1B OR DEMONSTRATION OF JAPA 1/1B EXIT SKILLS
PREREQ.: For JAPA 2B: JAPA 2A OR DEMONSTRATION OF JAPA 2A EXIT SKILLS
Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. CSU/UC (CAN JAPA 4 = JAPA 2A+2B; CAN JAPA SEQ A = JAPA 1A+1B+2A+2B)
JAPA 2A+2B = JAPA 2

**JAPA 3. Intermediate Japanese (5)**
Lec-5, lab-2  CR/NC avail.
PREREQ.: JAPA 2 OR 2B OR DEMONSTRATION OF JAPA 2/2B EXIT SKILLS
Third semester course. Grammar, composition, reading, and writing. Practice in speaking and understanding Japanese. CSU/UC (CAN JAPA SEQ B = JAPA 3+4)

**JAPA 3A-3B. Intermediate Japanese (3-3)**
Lec-3, lab-2  CR/NC avail.
PREREQ.: For JAPA 3A: JAPA 2 OR 2B OR DEMONSTRATION OF JAPA 2/2B EXIT SKILLS
PREREQ.: For JAPA 3B: JAPA 3A OR DEMONSTRATION OF JAPA 3A EXIT SKILLS
Grammar, composition, reading and writing. Practice in speaking and understanding Japanese. CSU/UC (CAN JAPA SEQ B = JAPA 3A+3B+4A+4B)
JAPA 3A+3B = JAPA 3

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**Japanese**

Announcement of Curricula

Certificate Curriculum

**Japanese**

The Certificate of Completion in Japanese provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Japanese. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Courses Required for the Certificate of Completion in Japanese**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 1 Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 1A, 1B Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 2 Continuation of Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 2A, 2B Core of Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 3 Intermediate Japanese</td>
<td></td>
</tr>
<tr>
<td>JAPA 3A, 3B Core of Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 4 Continuation of Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 4A, 4B Core of Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 16 Kanji of Reading and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 10A Beginning Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10B Core of Beg Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10C Intermediate Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10D Core of Inter Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 39 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 49 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 15
JAPA 4. Continuation of Intermediate Japanese (5)
Lec-5, lab-2
CR/NC avail.
PREREQ.: JAPA 3 OR 3B OR DEMONSTRATION OF JAPA 3/3B EXIT SKILLS
Fourth semester course. Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC (CAN JAPA SEQ B = JAPA 3+4)

JAPA 4A-4B. Continuation of Intermediate Japanese (3-3)
Lec-3, lab-2
CR/NC avail.
PREREQ.: FOR JAPA 4A: JAPA 3 OR 3B OR DEMONSTRATION OF JAPA 3/3B EXIT SKILLS
PREREQ.: FOR JAPA 4B: JAPA 4A OR DEMONSTRATION OF JAPA 4A EXIT SKILLS
Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC (CAN JAPA SEQ B = JAPA 3A+3B+4A+4B)
JAPA 4A+4B = JAPA 4

The 12 unit sequence of Japanese 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.

JAPA 10A. Beginning Conversational Japanese (3)
Lec-3, lab-2
CR/NC avail.
Not open to native speakers of Japanese. Open to all beginning students.
Beginner’s course. Extensive oral practice of the language.
Designed for students who wish to acquire basic skills of spoken Japanese. CSU

JAPA 10B. Continuation of Beginning Conversational Japanese (3)
Lec-3, lab-2
CR/NC avail.
PREREQ.: JAPA 10A OR DEMONSTRATION OF JAPA 10A EXIT SKILLS
Not open to native speakers of Japanese
Second semester course. Continuation of oral practice of structure and vocabulary of spoken Japanese. CSU

JAPA 10C. Intermediate Conversational Japanese (3)
Lec-3, lab-2
CR/NC avail.
PREREQ.: JAPA 10B OR DEMONSTRATION OF JAPA 10B EXIT SKILLS
Not open to native speakers of Japanese
Third semester course: Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

JAPA 10D. Intermediate Conversational Japanese (3)
Lec-3, lab-2
CR/NC avail.
PREREQ.: JAPA 10C OR DEMONSTRATION OF JAPA 10C EXIT SKILLS
Not open to native speakers of Japanese
Fourth semester course. Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

JAPA 16. Kanji for Reading and Writing (3)
Lec-3
CR/NC avail.
PREREQ.: JAPA 1 OR 1B OR DEMONSTRATION OF JAPA 1/1B EXIT SKILLS
Repeat: max. 9 units
Intensive study of Kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. CSU

JAPA 39. Japanese Culture and Civilization (3)
Lec-3
Advise: Eligible for ENGL 1A
No knowledge of Japanese required
Not open to students who are enrolled in or have completed

JAPA 49
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU/UC

JAPA 49. Japanese Culture and Civilization (3)
Lec-3
CR/NC only
No knowledge of Japanese required
Not open to students who are enrolled in or have completed JAPA 39
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

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Journalism

Announcement of Curricula

General Information

The Journalism Program prepares students for a two-year degree, transfer to a four-year program, or professional development in select areas of study. All journalism classes are credit classes and are offered on the Ocean Avenue Campus. Enrollment in the various program areas is open to all interested students. Prospective students are encouraged to meet with a program adviser to discuss program specifics and articulation agreements.

Degree Curriculum

City College offers a degree in Journalism that gives students the research, writing, and production skills that are essential to a career in journalism. Current technology, from on-line research to electronic pagination, will be taught during the first two semesters. Third and fourth semester students use these skills to write, design, and edit the Guardsman. They cover a beat within the larger college community, learning the art and applying the crafts of journalism.

Award of Achievement. The degree curriculum in Journalism is designed so that students can satisfy the requirements for graduation from the College. Students who satisfy general education requirements and complete the major courses with final grades of C or higher receive an Associate Degree. Students receive an Award of Achievement in Journalism when they complete the required program of study with final grades of B or higher.

Courses Required for the Award of Achievement in Journalism

First Semester
Course..........................................................Units
JOUR 19 Contemporary News Media .........................3
JOUR 21 News Writing and Reporting .........................3
GRPH 25 Intro. to Graphic Arts Microcomputer ..........3
LIBR 51 Intro to Libraries & Lib. Mat'ls .......................3
General Education/Graduation Requirements .............3

Second Semester
Course..........................................................Units
JOUR 22 Feature Writing........................................3
BCST 101 Critical TV Viewing or BCST 103 Mass Media & Society
or BCST 104 Race and Media or BCST 105 Gender and Mass Media .............3
City College offers two certificate programs in Journalism, On-line Research Techniques and Editorial Management and Design. A student will receive a certificate of completion after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career opportunities, or currently enrolled students in the program. A student may receive a certificate while still working on a degree.

On-line Research

Courses Required for the Certificate of Completion in On-line Research

First Semester
Course                      Units
JOUR 19 Contemporary News Media                    3
JOUR 21 News Writing and Reporting                  3
GRPH 25 Intro. to Graphic Arts Microcomputer        3
LIBR 51 Intro to Libraries & Lib Mat’ls              3

Second Semester
Course                      Units
JOUR 22 Feature Writing                               3
LIBR 56 Computers in Libraries                        3
LIBR 57 Internet Research Strategies                  2

Total Units ........................................... 9

Third Semester
Course                      Units
BCST 110 Broadcast Writing                            3
JOUR 24 Newspaper Laboratory                          3
JOUR 23 Electronic Copy Editing                        3
JOUR 35 Internet Journalism                           3

Total Units ...........................................32

Certificate Curricula

City College offers two certificate programs in Journalism, On-line Research Techniques and Editorial Management and Design. A student will receive a certificate of completion after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career opportunities, or currently enrolled students in the program. A student may receive a certificate while still working on a degree.

On-line Research

Courses Required for the Certificate of Completion in On-line Research

First Semester
Course                      Units
JOUR 19 Contemporary News Media                    3
JOUR 21 News Writing and Reporting                  3
GRPH 25 Intro. to Graphic Arts Microcomputer        3
LIBR 51 Intro to Libraries & Lib Mat’ls              3

Second Semester
Course                      Units
JOUR 22 Feature Writing                               3
LIBR 56 Computers in Libraries                        3
LIBR 57 Internet Research Strategies                  2

Total Units ........................................... 9

Third Semester
Course                      Units
BCST 110 Broadcast Writing                            3
JOUR 24 Newspaper Laboratory                          3
JOUR 23 Electronic Copy Editing                        3
JOUR 35 Internet Journalism                           3

Total Units ...........................................32

Editorial Management and Design

Courses Required for the Certificate of Completion in Editorial Management Design

First Semester
Course                      Units
JOUR 19 Contemporary News Media                    3
JOUR 21 News Writing and Reporting                  3
GRPH 25 Intro. to Graphic Arts Microcomputer        3
LIBR 51 Intro to Libraries & Lib Mat’ls              3

Second Semester
Course                      Units
JOUR 22 Feature Writing                               3
LIBR 56 Computers in Libraries                        3
LIBR 57 Internet Research Strategies                  2
PHOT 51 Beginning Photography                        3
JOUR 27 Newspaper Design and Pagination              2

Third Semester
Course                      Units
GRPH 36 Publication Design                           3
JOUR 23 Electronic Copy Editing                      3
JOUR 25 Editorial Management                         3

Fourth Semester
Course                      Units
JOUR 24 Newspaper Laboratory                          3
JOUR 26 Fundamentals of Public Relations              3
BCST 110 Broadcast Writing                            3

Total Units ...........................................43

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

JOUR 19. Contemporary News Media (3)
Lec-3
Introduction to modern mass communication. Emphasis on the development of news media (newspapers, radio, television, news magazines, advertising); analysis of the credibility of news media and its effect on daily life. Survey of career opportunities in journalism and related fields. CSU/UC/CAN JOUR 4

JOUR 21. News Writing and Reporting (3)
Lec-3
Prereq.: ENGL 94
Techniques of newspaper writing, with emphasis and practice on developing and writing the news story. Training in information gathering and interviewing news sources. CSU/UC/CAN JOUR 2

JOUR 22. Feature Writing (3)
Lec-3
Prereq.: ENGL 94
Fundamentals in feature writing for magazines and newspapers with special emphasis on profile and interpretive news features. Practical experience in interview and in-depth research techniques. Training in how to free-lance a story for publication. CSU

JOUR 23. Electronic Copy Editing (3)
Lec-3
Cr/nc avail.
Prereq.: JOUR 21, 22, AND GRPH 25
This course is for writers, working editors, and those considering a career in editing or copyediting. Students learn to edit newspapers, magazines, and web site articles for accuracy, style, and organization. The writer-editor relationship, and ways to keep it healthy, is emphasized throughout the course. CSU

JOUR 24. Newspaper Laboratory (3)
Lec-1, lab-6 CR/NC avail.
Prereq.: JOUR 21, 22, AND GRPH 25
Repeat: max. 6 units
An advanced newspaper laboratory course in which students apply the skills they have learned in previous writing and research courses to the publication of the college newspaper. CSU

JOUR 25. Editorial Management (3)
Lec-3, field trips
CoReq.: JOUR 24
An advanced journalism course that trains prospective print editors on all aspects of operating a publication, including developing a publishing schedule and story assignments, coordinating a writing staff, designing a page, writing headlines and cutlines, sizing photographs, understanding the business side of print journalism, and working with other editors and printers. CSU

JOUR 26. Fundamentals of Public Relations (3)
Lec-3
Prereq.: GRPH 25
Advise: JOUR 24
Prepares students to create an effective public relations campaign which includes writing media releases, “pitch” letters, public service announcements, managing media outlets, coordinating mailings and designing leaflets and posters, as well as setting up news conferences. Special attention given to in-house public relations duties for corporate and non-profit entities. CSU

JOUR 27. Newspaper Design and Pagination (2)
Lec-2, lab-2 CR/NC avail.
Prereq.: GRPH 25
Fundamentals of newspaper design with special emphasis on tabloid publications. Practical hands-on experience in paginating the campus newspaper, the Guardsman. CSU

JOUR 28. Advertising and Design for Newspapers (2)
Lab-6
Prereq.: GRPH 25 OR DEMONSTRATION OF GRPH 25 EXIT SKILLS
A computer-based course designed to provide practical laboratory projects in the design and layout of newspaper advertisements using such applications as Multi-Ad Creator, or other current software. CSU

JOUR 29. Magazine Editing and Production (3)
Lec-2, lab-3
Prereq.: JOUR 21 OR 22
Repeat: max. 9 units
Students will study the editorial, business, graphic, and production skills required for publishing a campus magazine. Course is appropriate for students interested in creative writing, graphic and fine arts, photography, business, and journalism. CSU

JOUR 30A-30B-30C. Selected Topics in Journalism (1-2-3)
Conf-1, ind st-2,3,4
Prereq.: LIBR 57 OR CNIT 131
Supervised individual research and study on topics and issues in the mass media. The research could be an expansion of topics covered in introductory courses or an exploration of new topics. The work must serve to further the knowledge of the journalism student.

Topics must be acceptable to both the student and the instructor. CSU

JOUR 30B. Orientation to Careers in Journalism.

JOUR 31. Internship Experience (2)
Conf-1, work-5
Prereq.: JOUR 24
Repeat: max. 4 units
Supervised on-campus or off-campus employment in a branch of journalism or a closely allied field to which the student shows himself to be best adapted. This could include experiences such as working on community-based newspapers, publishing on the Internet, or improving the journalism publishing program at CCSF for the betterment of the larger community. CSU

JOUR 35. Internet Journalism (3)
Lec-3, lab-1 CR/NC avail.
Advise: JOUR 21
Internet Journalism focuses on three topic areas: examination of the role of the online journalist, web publishing, and using the Internet for investigative purposes. CSU

JOUR 36. Advanced Reporting (3)
Lec-3, field trips
Prereq.: JOUR 21
Advanced concepts of news gathering, interviewing and writing. Students will be assigned beats covering neighborhood communities and local government. Extensive research, interviewing, meeting coverage and writing involved. Students will improve and expand their news gathering and writing skills. CSU

JOUR 37. Introduction to Photojournalism (3)
Lec-3, field trips
Advise: JOUR 19 or BCST 103
Emphasis on concepts of news and feature photography. Teaches basic camera and computer photo shop techniques. Presumes no previous knowledge about photography. Most assignments involve taking pictures of people, telling stories and conveying information. Assignments will be geared for publication in the campus newspaper and/or magazine. CSU

JOUR 40. Civic Journalism (3)
Lec-2, lab-2 CR/NC avail
Advise: JOUR 19 or BCST 103
Through an innovative model of research, discussion, and advocacy, each student will learn new ways to investigate, interpret, report and advocate on stories, issues, political actions and events affecting very low income communities and individuals locally and internationally. CSU

Announcement of Curricula

Degree Curriculum

The curriculum in Labor and Community Studies is a two-year program designed to give students a sound foundation in the theory and practice of labor and industrial relations. This course of study will provide members of San Francisco labor unions and other interested individuals with a comprehensive introduction to the role and contributions of organized labor to American society; a thorough
grounding in the rights of employees on the job; and a specialized training in the skills necessary to be an effective practitioner in the field of labor and industrial relations.

Students who satisfy the requirements for graduation from the College and complete the required Labor and Community Studies courses with the average grade of C (2.00 grade-point average) or higher receive the degree of Associate in Arts and the Award of Achievement in Labor and Community Studies.

**Admission.** Enrollment in Labor and Community Studies is open to all interested students.

**Course of Study.** The course of study includes instruction in labor history; labor and politics; labor law; labor economics; labor relations and collective bargaining; pension, health and welfare issues; grievance handling and arbitration; women’s employment issues; health and safety in the workplace; employment discrimination; steward training; contemporary labor issues; and communications for labor leaders. Electives have been recommended to strengthen students’ knowledge and skills in selected areas, to guide students in selecting courses to fulfill the requirements for graduation from the College, and to aid students considering further education at a branch of the California State University and Colleges or the University of California.

**The Faculty.** The faculty consists of labor scholars and labor practitioners with experience working for San Francisco unions and governmental agencies.

**Employment.** Those who complete the Associate in Arts curriculum satisfactorily are qualified for employment with labor organizations and governmental agencies. Labor and Community Studies graduates hold staff positions with unions as negotiators, field representatives, organizers, and also work in union research, education, and legislative departments. Local, state, and federal agencies also employ labor relations graduates.

## Labor and Community Studies

### Courses Required for the Award of Achievement in Labor and Community Studies

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>LABR 70 Who Built America?</td>
<td>3</td>
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<tr>
<td>LABR 72 Labor Law</td>
<td>3</td>
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<tr>
<td>LABR elective</td>
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<td>Additional graduation requirements</td>
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<tr>
<th>Second Semester</th>
<th>Units</th>
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<tr>
<td>LABR 74 Econ for Labor and Comm Leaders</td>
<td>3</td>
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<tr>
<td>LABR 77 Grievance Machinery and Arbitration</td>
<td>3</td>
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<tr>
<td>LABR elective</td>
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<th>Third Semester</th>
<th>Units</th>
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<tr>
<td>LABR 73 Labor Rel &amp; Collective-Barg Proc</td>
<td>3</td>
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<tr>
<td>LABR elective</td>
<td>3</td>
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<td>Additional graduation requirements</td>
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<tr>
<th>Fourth Semester</th>
<th>Units</th>
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<tr>
<td>LABR electives</td>
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<tr>
<td>Additional graduation requirements</td>
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<tr>
<td><strong>Total Units</strong></td>
<td><strong>30</strong></td>
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**Recommended electives:** LABR 75, 76A, 76B, 78A-B-C, 79, 80, 81, 82, 83, 84, 85, 88, 90A, 90B, 91, 92, 93, 94, 95, 96, 100, 101

## Certificate Curriculum

The program of study for the Certificate of Completion in Labor and Community Studies is designed to provide interested individuals with an introduction to the role and contributions of organized labor to American society; to their rights as employees on the job; and to the skills necessary to function effectively as members of their unions and citizens in their communities.

**Admission.** Enrollment is open to all interested students.

## Labor and Community Studies

Students may obtain the Certificate of Completion in Labor and Community Studies by completing the following five core courses, and Labor and Community Studies elective courses totaling six units, with the average final grade of C (2.00 grade-point average) or higher.

### Courses Required for the Certificate of Completion in Labor and Community Studies

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>LABR 70 Who Built America?</td>
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<td>LABR 73 Labor Rel &amp; Collective-Barg Proc</td>
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<td>LABR 74 Economics for Labor and Comm Lead</td>
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<tr>
<td>LABR 77 Grievance Machinery and Arbitration</td>
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<tr>
<td>Other Labor Studies courses</td>
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<tr>
<td><strong>Total Units</strong></td>
<td><strong>21</strong></td>
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</table>

**Credit Toward Graduation.** All credit that students earn in obtaining the Certificate of Completion in Labor and Community Studies may also be applied toward satisfaction of the requirements for graduation from College.

## Announcement of Courses

### CREDIT, DEGREE APPLICABLE COURSES:

- **LABR 15. Latin American Workers in the Americas (3)**
  Lec-3
  *Advertise: Completion of ESL 150 and ENGL 92*

  This course bridges Labor and Community Studies and Latin American/Latino/a Studies by comparing the histories and realities of Latin American workers in the U.S. and Latin America. The course traces the parallel histories of Latin American and Latino workers and discusses the ways in which politics, economics and social movements shape their experiences. CSU/UC

  LABR = LALS 15

- **LABR 70. Who Built America? (3)**
  Lec-3, field trips

  A multicultural history of the United States from the perspective of its working people. The economic, social and cultural trends that have shaped American class, race and gender relations. Emphasis on the struggle for justice at work and in society. Special focus on the history and present status of the American labor movement. CSU

  **LABR 70A. Who Built America? From the Colonial Era to the Civil War and Reconstruction (3)**
  Lec-3, field trips

LABR 70B. Who Built America? From Reconstruction to the Present (3)  
Lec-3, field trips  
A multicultural, post-Civil War history of the United States from the perspective of its working people. The growth of the railroads, territorial expansion, Native American wars, the wild west and the Gilded Age. Trusts, trustbusters, an American empire, the Statue of Liberty and Ellis Island. Craft unions, industrial unions, the Progressive movement, the Wobblies and World War I. The Roaring Twenties, the Great Depression, mass unionization, the New Deal and World War II. Cold war, Civil Rights, the Sixties, Asian and Latin American immigration and the global economy. American ideals and American realities. CSU

LABR 71A-71B. Labor and Politics (1-1)  
Lec-1 CR/NC avail.  
LABR 71A. Survey of the history, goals, and organization of unions and workers in the American political process. Underlying philosophies of labor’s political involvement and ability to reflect workers’ political interests. CSU  
LABR 71B. Survey of current organizational structure, strategies and activities of labor and unions in the political arena. Current approaches to issues, campaigns and member involvement. CSU

LABR 72. Labor Law (3)  
Lec-3  
An overview of the legal frameworks and doctrines governing labor-management relations and the workplace rights of minorities and other employees. Designed to provide practical legal background for the study and practice of labor relations. CSU

LABR 73. Labor Relations and the Collective Bargaining Process (3)  
Lec-3  
A practical course in the conduct and art of contract negotiations between labor and management. Special attention is given to the structure of bargaining, sources and uses of bargaining power, strategies for successful negotiation of agreements, “table manners,” and the content and language of labor contracts. CSU

LABR 74. Economics for Labor and Community Leadership (3)  
Lec-3  
A nontechnical examination of how the American economy works. Designed to identify important policy choices in dealing with employment and unemployment, inflation, resources allocation to priority needs, poverty, income distribution, and other major domestic and urban problems. Special attention given to economic forces affecting collective bargaining. CSU

LABR 75. Pension, Health and Welfare Issues (3)  
Lec-3 CR/NC avail.  
Survey of the major worker security programs including private and public employers and publicly-legislated plans. Working procedures, including coverage, financing, benefit levels, claims procedures, and appeals; analysis of issues requiring change and/or reform. Guest speakers on specialized topics: social security, unemployment insurance, and worker’s compensation. CSU

LABR 76A. Communications for Labor Leadership (3)  
Lec-3  
How to use language to communicate simply, directly and effectively in union and community activity. Preparation and delivery of speeches. Public relations and media skills, including writing press releases and newsletters. Using video technology and radio preparation of public service announcements. Analysis of propaganda techniques. CSU

LABR 76B. Advanced Communications for Labor Leadership (3)  
Lec-3 CR/NC avail.  
A continuation of leadership training with a focus on the psychological aspects of leadership. Techniques in handling social and group conflicts. Time management and internal organizing techniques. Motivating the union member. CSU

LABR 77. Grievance Machinery and Arbitration (3)  
Lec-3  
A practical study of grievance handling as a continuation of the bargaining process, leading up to and including arbitration as the final step in resolving grievances. Procedures, skills, responsibilities, and problems involved in handling work grievances. CSU

LABR 78A-78B-78C. Women’s Employment Issues (1-1-1)  
Lec-1 CR/NC avail.  
These courses may be taken in any sequence.  
Repeat: max. 3 units if no subject repeat  
LABR 78A. A survey of women’s work in the past and present. Examines the historical evolution of women’s work lives, the impact of family structure, prevailing notions of “women’s place,” labor market opportunities, and trade union organizations. CSU  
LABR 78B. Current issues facing women workers will be discussed. Topics include pay equity, legal rights of women workers, sexual harassment, combining work and family responsibilities and women’s employment issues. CSU  
LABR 78C. Focus on special problems of selected occupational groups such as clerical workers, health workers and women in non-traditional jobs. CSU

LABR 79. Health and Safety in the Workplace (3)  
Lec-3, field trips CR/NC only  
Recognizing, understanding, and controlling work hazards. Principles of industrial hygiene and safety; role of union and collective bargaining activity; medical screening. Analysis of the background, content, and practical impact of both federal and state legislation. A survey of resources/ agencies that assist in recognition/control of workplace hazards. CSU

LABR 80. Rights and Discrimination in the Workplace (3)  
Lec-3 CR/NC avail.  
Overview of employees’ legal rights under federal, state and local law. Analysis of legal remedies available to unorganized workers. Includes anti-discrimination laws (dealing with race, sex, sexual preference, national origin, age, disability, etc.), California State Labor Code, Fair Labor Standards Act, and protections against arbitrary discipline and discharge. CSU

LABR 81. Organizing for Economic and Social Justice (3)  
Lec-3, field trips CR/NC avail.  
This class will examine the strategies and tactics of organizing in various social settings including the organizing of workers into modern trade unions. Reviewing legal limitations on workers rights in the United States and the constraints this places on recruiting
members and developing leadership in organizing drives will be emphasized. CSU

LABR 82. Public Sector Labor Relations (2)
Lec-2 CR/NC avail.
Covers significant issues affecting public employee relations on the state and local levels. Includes development of public sector unionism, recent collective bargaining legislation, public financing, dispute resolution in the public sector, and lobbying, political action, and community coalition building as strategies for public sector workers. Comparison between public and private sector and within public sector throughout. CSU

LABR 83. Federal Sector Labor Relations (1)
Lec-1 CR/NC avail.
An overview of labor-management relations in the federal sector. Includes the statutes affecting federal employees, the procedures and rulings of relevant federal agencies and current issues of concern (lay-offs, contracting out, employee benefits). Discussion of lobbying, political action and public relations techniques for federal employees. CSU

LABR 84. Building Trades Labor Relations (3)
Lec-3 CR/NC avail.
Comprehensive overview of labor-management relations in the building and construction trades. Labor law; organizing; bargaining and contract administration; pension fund investment; and combating the two-gate system and growth of double-breasting. Pre-hire agreements, closed shop, prevailing wages, apprenticeship and OSHA standards. CSU

LABR 85. History of the Labor Movement in San Francisco and the Bay Area (2)
Lec-2, field trips CR/NC avail.
Survey of the Bay Area labor movement based on written documents and recollections; comparison to labor history in a national context. Analysis of implications of Bay Area history for contemporary challenges. Simple techniques of historical research and oral history; research projects. CSU

LABR 86. Mediation Skills and Techniques (1)
Lec-1 CR/NC avail.
An overview of the dynamics of the mediation process. Instruction in the skills and techniques necessary to its practice. Analysis of the potential effectiveness of mediation in a variety of labor-management and community disputes. CSU

LABR 87. Managing Unions (3)
Lec-3 CR/NC avail.
A survey of the organizational and leadership skills necessary to today’s union official. Topics include developing an effective organizational structure, managing through planning, motivating members and staff, meeting legal responsibilities, making committees work, building steward systems, using new technology in the union office, resolving conflicts and developing personal leadership skills. CSU

LABR 88. California Labor History (3)
Lec-3, field trips CR/NC avail.
The history of California’s working men and women and their quest for justice. Includes Native Peoples and the Spanish conquest, Chinese workers and the railroads, robber barons, general strikes, and Central Valley farmworkers. The history of working Californians of all regions, races, and cultures. CSU

LABR 89. Advanced Arbitration Techniques and Strategy (1)
Lec-1 CR/NC avail.
An intensive course on preparing and presenting an arbitration case. Covers gathering evidence, preparing statements, witness utilization, direct and cross-examination techniques, and writing briefs. Develop strategies appropriate to a variety of issues, contractual and discipline. Simulated arbitration cases will be used. CSU

LABR 90A. Steward Training (1)
Lec-1 CR/NC avail.
A comprehensive course of study designed for beginning union shop stewards or job site representatives. Roles and responsibilities of stewards including membership recruitment, communications with and members, mediating between workers and supervisors, and contract interpretation and enforcement. CSU

LABR 90B. Advanced Steward Training (1)
Lec-1 CR/NC avail.
Designed for experienced union stewards and representatives. Effective approaches to handling the more complicated and difficult situations facing employee advocates. Resolving worker vs. worker disputes and meeting the needs of problem members. CSU

LABR 91-92-93. Special Topics in Labor and Community Studies (1-2-3)
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Exploration of topics of current interest in labor and industrial relations. CSU

LABR 91A. Worker Participation Programs
LABR 91B. Strikes and Alternative Tactics
LABR 91D. Gay and Lesbian Issues in the Workplace
LABR 91E. Workers Compensation Update
LABR 92A. Unions around the World
LABR 93A. Workers and Unions in Literature and the Arts
LABR 93B. Labor Research and Strategic Analysis
LABR 93C. Labor Heritage Chorus UC
LABR 93D. Work Tales: Labor Drama Workshop
LABR 94-95-96. Selected Topics in Labor Relations (1-2-3)
Lec-1,2,3, field trips CR/NC avail.
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU

LABR 94A. Labor Relations in Childcare: History
LABR 94B. Labor Relations in Childcare: Present Status
LABR 94C. Labor Relations in Childcare: Current Issues
LABR 94D. Labor Relations in Workforce Education
LABR 95A. Labor Relations in Health Services
LABR 96A. Labor Relations in the Hospitality Industry
LABR 96B. Labor Relations in the Automotive Industry
LABR 96C. Labor Relations in the Modern American Workplace
LABR 96D. Labor Relations in Aircraft Maintenance
LABR 96E. Labor Relations in Health Care
LABR 96F. Labor Relations in Broadcasting

LABR 97. Current Issues in Labor Relations (0.5)
Lec-8 (total hrs) CR/NC avail.
A study of contemporary labor relations issues in various industries. Topics include patterns of ownership, the structure of the workplace, the changing work force, management practices, unionization, worker’s rights and special concerns. An introductory analysis of
labor relations as they affect the workplace and society. CSU
LABR 97A. History
LABR 97B. Present Status
LABR 97C. Current Issues

LABR 98A. Beginning Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 2 units
The beginning study is an introduction to the songs that reflect workers of diverse cultures such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, Labor Motown, Asian-American work songs and songs of working women’s experiences. CSU/UC
LABR 98A = MUS 48A

LABR 98B. Intermediate Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
PREREQ.: LABR 98A/MUS 48A
Repeat: max. 4 units
Intermediate Labor Chorus is designed to further develop choral music techniques and knowledge of labor songs from various periods in American history, as presented in LABR 98A/MUS 48A. Students will develop more complex choral techniques and repertoire. Increased focus will be on individual achievement and its effect on the progress of the chorus. CSU/UC
LABR 98B = MUS 48B

LABR 98C. Advanced Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
PREREQ.: LABR 98B/MUS 48B
Repeat: max. 4 units
Advanced Labor Chorus focuses on the development of a self-directed creative process and autonomy. Building on the concepts, skills and musical material of LABR 98B/MUS 48B, students will become section leaders, soloists and conductors. CSU/UC
LABR 98C = MUS 48C

LABR 100. Racial Conflict and Class Solidarity in America (3)
Lec-3 CR/NC avail.
Historical examination of the experiences of African American, Asian American, Spanish speaking and other minority workers in the 20th century, with special attention to union organizing. CSU/UC

LABR 101. Issues in Workplace Health and Safety (1)
Lec-1 CR/NC avail.
An overview of workplace health and safety hazards and how to control them. Update on recent legal developments. CSU

LABR 102. Computer Skills for Labor and Community Activists (3)
Lec-3, lab-1 CR/NC avail.
PREREQ.: CS 100M OR CNIT 100 OR EQUIVALENT
This class will help students manage their membership lists, design budgets using spreadsheets, develop interactive communications through e-mail, on-line bulletin boards and list serves, conduct strategic research through the Internet, track grievances using databases, and cost out labor contracts. CSU

LABR 103. Peer Counseling in the Workplace (1)
Lec-1 CR/NC avail.
Training for volunteer peer counselors in the areas of substance abuse, strike and emergency assistance, unemployment, and related workplace problems. Covers information and referral issues as well as communication skills necessary to peer counseling. CSU

NONCREDIT COURSES:

LAIR 9801. Collective Bargaining (6 hrs)
Designed to develop skills for effective participation in the negotiation process as conducted under a labor-management contract. Includes philosophy and mechanics of bargaining, as well as current issues facing labor and management negotiations.

LAIR 9802. Worker’s Rights (18 hrs)
An overview of the rights and responsibilities of employees under federal, state and local law. Topics include wage and hour regulations, workers compensation, disability and unemployment insurance, discrimination laws, health and safety protections, and how unions work. Especially designed for current employees and vocational students. Conducted in English, Cantonese or Spanish.

LAIR 9805. San Francisco Labor Today - Its Issues (5 hrs)
An overview of the various organizations within the San Francisco labor community. Attitudes of various unions on matters of wage policy, hours, health, pensions and welfare, automation and environmental problems, organizing the unorganized and community issues as they affect working people and the labor movement.

LAIR 9806. Shop Steward Training (3 hrs)
Introduction to the roles and functions of the union steward. Legal rights and responsibilities; contract interpretation; effective use of the grievance procedure in contract enforcement. The human relations aspects of dealing with members and supervisors.

LAIR 9807. Immigrant Workers’ Rights (90 hrs)
Overview of immigrant workers’ rights. Topics include: U.S. immigration and labor history, comparison of native country and U.S. work experience, U.S. labor law, workforce diversity, problem solving and community resources. Intermediate language skills to discuss and understand the rights of immigrant and other workers in the U.S. workplace.

LAIR 9809. Labor Relations in Selected Industries (7 hrs)
An in-depth analysis of labor-management relations in selected industries. Includes a discussion of the nature and evolution of the collective bargaining relationship, the laws governing that relationship and workplace issues particular to that industry. Industries to be analyzed include health care, postal and federal sectors, transportation, garment, construction, retail and food service.

Latin American and Latino/a Studies

Announcement of Courses

Learning Outcomes
To provide students with scholarly courses which address the social, cultural, historical and political complexity of the emerging Latino/a diaspora and its impact on American culture and values; promote cultural understanding and appreciation for the differences and similarities between various peoples in the Western Hemisphere.

CREDIT, DEGREE APPLICABLE COURSES:

LALS 10. Latinas in the U.S./VOCES (3)
Lec-3, field trips CR/NC avail.
The course will examine the lives and experience of Latinas living in the U.S. It will explore the effects that their experiences have on
self-esteem. Major social and cultural issues and themes will be discussed and analyzed using a multidisciplinary approach. CSU/UC

LALS 11. Drug Wars in the Americas (3)
Lec-3
The course will introduce the student to the impact of drug production and trafficking and their collective influence on the relationship between Latin America, Mexico and the United States; evaluate past and current U.S. drug policy and initiatives and law enforcement strategies; study the link between transnational organized crime and the drug cartels and the extent of the connection between drug production, drug trafficking, insurgency and terrorism in Latin America and Mexico. CSU/UC

LALS 14. Diego Rivera; Art and Social Change in Latin America (3)
Lec-3, field trips
Mexican muralist Diego Rivera’s work exemplifies the use of art to create and awareness of history and to promote social change in Latin America. This interdisciplinary class will explore the work of Diego Rivera and the Latin American cultural movements that developed to address relevant social and political issues. The class will visit local murals, museums and cultural performances. CSU/UC

LALS 15. Latin American Workers in the Americas (3)
Lec-3
Advis: Completion of ESL 150 and ENGL 92
This course bridges Labor and Community Studies and Latin American/Latino/a Studies by comparing the histories and realities of Latin American workers in the U.S. and Latin America. The course traces the parallel histories of Latin American and Latino workers and discusses the ways in which politics, economics and social movements shape their experiences. CSU/UC

LALS 70. Individual Study in Latin American and Latino/a Studies (1-2-3)
Ind st-5,10,15; field trips CR/NC avail.
Repeat: max. 2 times
Supervised group or individual study on topics and issues in Latin American and Latino/a Studies. CSU (UC upon review)

LALS 80-81-82. Special Topics and Issues in Latin American and Latino/a Studies (1-2-3)
Lec-1,2,3; field trips CR/NC avail.
May not be offered every semester. Specific times, topics, and instructors will be announced in the time schedule, online, in classes, and through campus media.
The course provides an interdisciplinary approach to selected topics and issues in Latin American and Latino/a Studies. The focus of this course will vary depending on subject matter which can include art, music, religion, cultural geography, cultural history, ethnic diversity, education, media and health issues, immigration, and socio-political affairs. CSU

ANTH 11. Latin American Cultures and Societies (3)
Lec-3 CR/NC avail.
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips
A survey of the artistic heritage of Pre-Columbian Mexico, Central and South America. Art 105 explores the themes and beliefs which gave unity to the art of this part of the world as well as the diverse cultural characteristics which led to the development of regional styles. CSU/UC

ART 106. Latin American Art History (3)
Lec-3, field trips
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

HIST 18A-18B. History of Latin America (3-3)
Lec-3 CR/NC avail.
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from pre-Columbian times to present. CSU/UC

HIST 20. History of Mexico (3)
Lec-3 CR/NC avail.
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican-American/Chicano (3)
Lec-3 CR/NC avail.
Survey of historical processes undergone by the Mexican-American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican-American/Chicanos. CSU/UC

IDST 70. Architecture and Diversity (3)
Lec-3, field trips CR/NC avail.
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

MUS 25. Music of Latin America and the Caribbean (3)
Lec-3, lab-1, field trips CR/NC avail.
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

POLS 8. Political Problems of Latin Americans (3)
Lec-3 CR/NC avail.
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. CSU/UC

POLS 18. Government and Politics of Latin America (3)
Lec-3 CR/NC avail.
The constitutional systems, political processes, and social problems of Latin American nations. CSU/UC
under The Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973. Students with disabilities develop self-management and self-advocacy skills related to their accommodation rights and learn more about recent legislation related to disability rights.

LERN Q. Main Idea Strategies for Reading and Writing (1)
Lec-2 (9 wks) CR/NC only
Designed specifically for students with learning disabilities who are in English L, 90, 92, 94, 96, or any student in content courses involving reading and writing who wants to improve his or her reading comprehension skills and basic written expression skills.
Examination of the prerequisite language and reasoning skills necessary for identifying the main idea in addition to textbook reading study skills.

LERN R. Improvement of Receptive and Expressive Language (3)
Lec-3, conf-1 CR/NC only
Repeat: max. 9 units
Not recommended for students enrolled in or who would be eligible for beginning level ESL classes.

LERN S. Strategies for Problem Solving (1)
Lec-2 (9 wks) CR/NC only
Designed for students with learning disabilities but is open to all students. Practice and practical application in a variety of creative and critical thinking problem-solving process strategies presented for all learning modalities.

CREDIT, DEGREE APPLICABLE COURSES:

LERN 10. Introduction to Tutoring (1)
Lec-1 CR/NC only
PREREQ.: ACCEPTANCE INTO A CCSF PEER TUTORING PROGRAM
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
An introduction to the theories and methods of effective tutoring. Tutoring responsibilities, lesson planning, study skills, questioning and modeling techniques, cultural awareness, subject area tutoring, and problem-solving. CSU

LERN 11. Advanced Tutoring (1)
Conf-l CR/NC only
PREREQ.: COMPLETION OF OR CONCURRENT ENROLLMENT IN LERN 10
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
Individualized training in subject matter tutoring techniques as presented by the Learning Assistance Center Coordinator or an instructor of a specific course or program. There will be weekly problem-solving conferences with an instructor by arrangement. Minimum one hour per week of regularly scheduled, instructor supervised tutoring will be arranged for each student. CSU

LERN 12A-12B-12C. Tutoring Work Experience (1-2-3)
Conf-l, work-3,6,9 CR/NC only
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN LERN 10
Repeat: The content of this course varies. Students may re-enroll without repeating subject matter. Each course may be repeated a max. of 3 times. Total credit is limited to 12 semester hours no more than 3 units per semester. Designed for students who wish to tutor
in the Learning Assistance Center, other tutorial programs, or classrooms.

Individualized training in subject matter tutoring techniques as presented by the Learning Assistance Center Coordinator or an instructor of a specific course or program. Weekly problem-solving conference with instructor will be arranged for each student. Students will also receive a minimum of 3 hours per week of regularly scheduled, instructor supervised, tutoring per unit. CSU

LERN 21A-21B. College Success for Intermediate ESL Levels (1-1)
Lec-1.5 (9 wks) CR/NC avail.
Designed for students currently enrolled in ESL 42 through 68. LERN 21A is not a prerequisite to LERN 21B.
LERN 21A: Organization, time management, goal setting, concentration, listening skills, note-taking strategies, decision-making strategies, and learning styles. CSU
LERN 21B: Textbook study systems, memory techniques, examination preparation, and test taking strategies. CSU

LERN 50. College Success (3)
Lec-3 CR/NC avail.
Not open to students who have completed IDST 50
A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of lifelong success in academic, professional and personal development. CSU
LERN 50 = IDST 50

LERN 51. College Success Basics (1)
Lec-1 CR/NC only
This brief course introduces students to basic college success strategies: goal setting and time management, memory and concentration, lecture notetaking, textbook studying and test taking. CSU

LERN 52A-52B. Specific Study Strategies (0.5-0.5)
Lec-9 (total hrs) CR/NC only
Repeat: max. 1.5 units ea.
LERN 52A not prerequisite to 52B.
This brief intensive course increases student success by introducing study strategies particular to a targeted academic discipline, or course or section within a discipline, or study skill area. CSU

LERN 60. Career Success and Life Planning (3)
Lec-3 CR/NC avail.
An in-depth guide to career decision-making and career change and their impact on lifelong learning. Topics include self-assessment, assessment of the world of work, evaluation of options, and the creation of a career action plan. Focus is on the role of career development in contributing to a satisfying life. Helpful to people considering a career change or undecided about a college major. CSU

LERN 61. Orientation to Career Success (1)
Lec-1 CR/NC avail.
Constructing career success through integrating values, skills, and interests with an understanding of the emerging world of work. Topics include self-assessment, on-line and other career resources, and the construction of a plan for exploring career options. Appropriate for new college students as well as continuing students. CSU
Formerly LERN 40.

LERN 62. Successful Job Search Techniques (1)
Lec-1 CR/NC avail.
A comprehensive job search course that addresses skills assessment, generating employment options, hard copy and electronic resources and job postings, research techniques, traditional résumé types as well as keyword scannable résumés and cover letters, and interview techniques. Emphasis on techniques to sustain healthy motivation for job search network and development throughout life. CSU
Formerly LERN 41.

LERN 63. Career Counseling for Work Experience (1)
Lec-1 CR/NC avail.
COREQ.: CONCURRENTLY WORKING IN A PAID OR UNPAID POSTION
Repeat: max. 3 units
The seminar provides support and skill building experiences for students currently working in paid or unpaid positions. The content addresses workplace objectives, and interpersonal, communication and problem solving skills and their work site application. CSU
Formerly LERN 42.

NONCREDIT COURSES:

LERN 1000. Supervised Tutoring (0)
Individualized tutoring outside of class time. A learning assistance course to help students achieve specific course objectives, or to improve learning and study skills. The content of this course varies according to the course for which tutoring is needed.

Lesbian Studies

See Gay, Lesbian and Bisexual Studies.

Library Information Technology

Announcement of Curricula

Degree Curriculum

Graduates of the two-year Library Information Technology Curriculum are prepared for employment in information resource centers and libraries as library technicians or library assistants.

Admission. Enrollment is open to all interested students.

Course of Study. The ten classes comprising the two-year course of study are transferable to state universities and include instruction in the following areas: lending procedures; shelf management; standard reference materials and services; supervision and scheduling; statistics and records; public relations and displays; computer applications; and the acquisition, processing, and cataloging of print and non-print materials.

The course of study includes practical experience in a resource center.

Students with a college degree can complete the program by taking 20.5 units of course work and 3 units of work experience. With the consent of the department chair, those with college degrees or those who have documented work experience in a library or information center may accelerate their program by taking several courses concurrently.
**Library Information Technology**

**Courses Required for the Award of Achievement in Library Information Technology**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>LIBR 51 Intro to Libr and Libr Mat.</td>
<td>3</td>
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<tr>
<td>WDPR 391A Beg Word Proc - Word for Win</td>
<td>1.5</td>
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<tr>
<td>Additional graduation requirements</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>LIBR 56† Comp in Libraries</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 53† Info Resource Services</td>
<td></td>
</tr>
<tr>
<td>LIBR 58B† Medical Resources &amp; Libraries</td>
<td>2</td>
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<tr>
<td>Additional graduation requirements</td>
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</tbody>
</table>

**Third Semester**

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>LIBR 55A† Cataloging and Classification</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 58A† Legal Resources</td>
<td>1</td>
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<tr>
<td>Additional graduation requirements</td>
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</tbody>
</table>

**Fourth Semester**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>LIBR 55B† Library Technical Processes</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 58C† Bus Resources &amp; Libraries</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 59 Library Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units** ........................................... **23.5**

†Courses may be taken concurrently with LIBR 51 if the student holds an A.A. degree or higher.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**LIBR 51. Introduction to Libraries and Library Materials (3)**

Lec-3

An introduction to information media; functions and organization of libraries and learning resource centers; research tools; arrangement of books and files. Development of basic research skills to provide background essential for the library technician and the general student. CSU

**LIBR 53. Information Resource Services (2)**

Lec-2

**Prereq.: LIBR 51**

The study of the role of the Library Technician in the Public Service sector of the information industry. Manual and online circulation systems, statistical design and compilation, inventory control, reserve desk maintenance, supervision, personnel problem solving, the information desk, interviewing techniques, shelving, paging, design of information displays, and computer maintenance of records. CSU

**LIBR 55A. Cataloging and Classification (3)**

Lec-3

**Prereq.: LIBR 51**

**Advis: WDPR 80 or 391A**

The study of cataloging and classification of information resources, including books, periodicals, audiovisual, computer software, CD-ROM and Internet materials. The manual process of cataloging materials and the online network systems for copy cataloging. Use of the Dewey and Library of Congress classification schemes. CSU

**LIBR 55B. Library Technical Processes (3)**

Lec-3

**Prereq.: LIBR 51**

**Advis: WDPR 80 or 391A**

A continuation of LIBR 55A. The study of the applied aspects of technical services. Acquisitions; bibliographic verification and control; serials; bindery preparation; Interlibrary Loan; repair and maintenance of resources; library automation; and basic bookkeeping and budgeting techniques. CSU

**LIBR 56. Computers in Libraries (3)**

Lec-3

**Prereq.: LIBR 51**

**Advis: WDPR 80 or 391A**

Hands-on experience with microcomputers, accessing computer databases and microforms as used in information and resource centers. CSU

**LIBR 57. Internet Research Strategies (2)**

Lec-2

**CR/NC avail.**

The Internet as a research tool. Use Internet access tools to identify appropriate sources for a given topic. Formulate search strategies and retrieve information. Compare information found on the Internet with that found in other library sources. CSU

**LIBR 58A. Legal Resources and Libraries (1)**

Lec-1

The study of the use of legal research tools. The use of printed resources and computerized search techniques is stressed. CSU

**LIBR 58B. Medical Resources and Libraries (2)**

Lec-2, field trips

The study of the use of library medical research tools and medical libraries for the library technician or student entering the health or medical fields. The use of printed, online, CD-ROM and Internet search techniques is stressed. CSU

**LIBR 58C. Business Resources and Libraries (2)**

Lec-2

The study of the use of business research resources and corporate, academic and public business collections. The use of print and computer accessed information is stressed. CSU

**LIBR 59. Work Experience in Library Information Technology (3)**

Conf-1, work-10

**Prereq.: LIBR 51, 53, 55A, 55B, 56 OR CONSENT OF INSTRUCTOR**

**Coreq.: ENROLLMENT IN 4 SEMESTER UNITS**

**Repeat: max. 6 units**

Supervised practice in local libraries; weekly conference for evaluation and discussion of the experience. CSU

**LIBR 90. Topics in Library Technology (0.5 ea.)**

Lec-9 (total hrs)

**CR/NC only**

Repeat: May vary

Lectures, demonstrations, group discussions, and hands-on experiences pertaining to the duties of library/media personnel. Subject
varies according to demand and timeliness. CSU
LIBR 90A. MARC Records and the Online Catalog.

Library Information Skills

LIS 10. Use of Information Resources (1)
Lec-1 CR/NC avail.
Advise: ESL 150
Use and evaluation of online and print information resources such as catalogs, periodical databases, WWW, and reference sources. Emphasis on developing effective information search techniques and evaluating results. Open to students who have not completed or are not currently enrolled in LIBR 51. Fulfills the SFSU Library Requirement. CSU/UC

Life Science

See Biological Sciences

Mathematics

Announcement of Courses

For “Business Mathematics” see “Business”.

A student new to the City College Mathematics Program should first take the appropriate placement exam(s), then consult with a mathematics advisor or counselor before enrolling in a mathematics course.

To enroll in a particular mathematics course, a student must have satisfied the prerequisites for that course.

CREDIT, NON-DEGREE APPLICABLE COURSES:

MATH E1. Basic Mathematics (Individualized) (2)
Conf-2 CR/NC only
Not open for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH E3 or EX.
Fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems.
Formerly MATH E.

MATH E3. Basic Mathematics (Lecture/Group) (3)
Lec-3, conf-2 CR/NC only
Not open for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH E1 or E.
Fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems.
Formerly MATH EX.

MATH R. Basic Math and Prealgebra Workshop (2)
Conf-3 CR/NC only
COREQ.: MATH E1, E3, or MATH 835
Repeat: max. 8 units
A workshop designed to help students concurrently taking Basic Mathematics or Prealgebra. Basic Mathematics topics include: fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements and solution of applied problems. Prealgebra topics include: order of operations, signed numbers, integer exponents, simple equations and formulas, basic geometrical concepts of length and area, calculator usage, estimation, number sense and applications. Classwork may include small group activities, worksheets, and individualized exercises intended to improve study skills.

MATH S. Elementary Algebra Workshop (2)
Conf-4 CR/NC only
COREQ.: MATH 840
Fundamental operations on integers, rational numbers, polynomials, and algebraic expressions; linear and quadratic equations; linear inequalities; integer exponents and square roots; graphing; systems of equations; and applications.

MATH T. Applied Geometry Workshop (2)
Conf-3 CR/NC only
COREQ.: MATH 850
Standard results of geometry; calculations involving lines, triangles, polygons, circles, and solids; emphasis on applications.

MATH U. Intermediate Algebra Workshop (2)
Conf-3 CR/NC only
COREQ.: MATH 860
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, circles, parabolas; introduction to functions and graphs; introduction to exponential and logarithmic expressions; applications.

CREDIT, DEGREE APPLICABLE COURSES:

MATH 835. Prealgebra (3)
Lec-3, conf-2
PREREQ.: MATH E1 OR E OR E3 OR EX OR BSMA G, H, OR J; OR PLACEMENT IN MATH 835 OR 840
Recommended for students who need additional preparation before taking MATH 840 or introductory courses in chemistry, physics, engineering technology, economics, or business.
Brief review of basic mathematics; measurement systems (English and metric); prealgebra topics (order of operations, signed numbers, integer exponents, square roots, simple equations and formulas, proportions); geometry topics (length, area, volume, similarity); calculator usage, estimation, and number sense; introduction to probability and statistics; applications.

MATH 840. Elementary Algebra (3)
Lec-5
PREREQ.: MATH E1 OR E OR E3 OR EX OR MATH 835; OR PLACEMENT IN MATH 835 OR 840
Fundamental operations on integers, rational numbers, polynomials, and algebraic expressions; linear and quadratic equations; linear inequalities; integer exponents and square roots; graphing; systems of equations; and applications.

The Mathematics Department offers two geometry courses: (1) MATH 850 emphasizes problem solving and applications, and (2) MATH 855 emphasizes proofs and the logical structure of geometry but includes problem solving and applications. Students intending to study calculus should take MATH 855.

MATH 850. Applied Geometry (2)
Lec-3
PREREQ.: MATH 840; OR PLACEMENT IN MATH 850
Not open for credit to students who have passed MATH 855.
Standard results of geometry; calculations involving lines, triangles, polygons, circles, and solids. Emphasis on applications. The distinction between the two geometry courses is explained in the paragraph immediately preceding the course description for MATH 850.

**MATH 855. Geometry (3)**
Lec-5
**Prerequisite:** MATH 840; or placement in MATH 855
Lines, triangles, circles, polygons, geometric constructions, space geometry. Emphasis on proving theorems and on the logical structure of geometry.

**MATH 860. Intermediate Algebra (4)**
Lec-4, conf-1
**Prerequisite:** MATH 840 and MATH 850 or 855; or placement in MATH 860
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, circles, parabolas; introduction to functions and graphs; introduction to exponential and logarithmic expressions; applications.

**MATH 70. Mathematics for Liberal Arts Students (3)**
Lec-3
**Prerequisite:** MATH 860 and MATH 850 or 855; or placement in MATH 860
Concepts of mathematics for students with non-technical goals. Range of topics from various branches of mathematics. The role of mathematics in modern society. CSU

**MATH 75. Mathematical Analysis for Business (3)**
Lec-3
**Prerequisite:** MATH 92 or 860
Students completing MATH 860 should also complete MATH 90 before taking MATH 75.
Sets, lines, parabolas, functions and graphs, mathematics of finance, introduction to differential and integral calculus of functions of one variable, with applications to business and economics. CSU/UC/CAN MATH 12

**MATH 80. Probability and Statistics (4)**
Lec-4
**Prerequisite:** MATH 92 or 860

**MATH 90. Advanced Algebra (4)**
Lec-4, conf-1
**Prerequisite:** MATH 860 and MATH 850 or 855; or placement in MATH 90
Not open for credit to students who have passed MATH 92.
Geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; linear systems and matrices; topics in discrete mathematics. CSU/UC

**MATH 92. College Algebra (5)**
Lec-5
**Prerequisite:** MATH 840 and MATH 850 or 855; or placement in MATH 92
Recommended for students with strong mathematics capabilities.

Not open for credit to students who have passed MATH 90.
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, and circles; geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; linear systems and matrices; topics in discrete mathematics. CSU/CAN MATH 10

**MATH 95. Trigonometry (3)**
Lec-3
**Prerequisite:** MATH 92 or 860; and MATH 850 or 855
Students completing MATH 860 should also complete MATH 90 before taking MATH 95.
Circular (trigonometric) functions, identities, and equations; graphs of circular functions; arcfunctions (inverse trigonometric functions); triangles; complex numbers. CSU/CAN MATH 8

**MATH 97. Precalculus (5)**
Lec-5
**Prerequisite:** MATH 95; and MATH 90 or 92; and MATH 850 or 855
An intensive, comprehensive review for students who have successfully completed trigonometry and advanced algebra but need review before beginning a calculus course.
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, and circles; geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; circular (trigonometric) functions, identities, and equations; graphs of circular functions; arcfunctions (inverse trigonometric functions); triangles; linear systems and matrices; topics in discrete mathematics. CSU/UC/CAN MATH 16

The Mathematics Department offers two calculus sequences: (1) MATH 100A-100B is intended for students majoring in business, technology, social sciences, or life sciences and (2) MATH 110A-110B-110C is intended for students majoring in mathematics, computer science, engineering, or physical sciences.

It is each student’s responsibility to determine which calculus sequence is appropriate for his or her academic program.

**MATH 100A. Short Calculus I (3)**
Lec-3
**Prerequisite:** MATH 95; and MATH 90 or 92; and MATH 850 or 855
Lines, algebraic functions, exponential functions, logarithmic functions, limits, derivatives, and integrals, with applications. CSU/UC/CAN MATH 30 (CAN MATH SEQ D = MATH 100A+100B)

**MATH 100B. Short Calculus II (3)**
Lec-3
**Prerequisite:** MATH 100A
Calculus of trigonometric functions, techniques of integration, Taylor polynomials, multivariable calculus, and differential equations, with applications. CSU/UC/CAN MATH 32 (CAN MATH SEQ D = MATH 100A+100B)

The distinction between the two calculus sequences is explained in the paragraphs immediately preceding the course description for MATH 100A.

**MATH 110A. Calculus I (4)**
Lec-4, conf-1
**Prerequisite:** MATH 95; and MATH 90 or 92; and MATH 850 or 855
Functions and graphs, geometric transformations, conic sections; limits, continuity, differentiation, and integration of algebraic and circular functions, with applications. CSU/UC/CAN MATH 18 (CAN MATH SEQ B = MATH 110A+110B)

MATH 110B. Calculus II (4)
Lec-4, conf-1
PREREQ.: MATH 110A
Differentiability of inverse functions; transcendental functions; indeterminate forms; integration techniques, numerical integration, improper integrals; polynomial approximation; sequences and series; power series; plane vectors, parametrized curves, polar coordinates. CSU/UC/CAN MATH 20 (CAN MATH SEQ B = MATH 110A+110B)

MATH 110C. Calculus III (4)
Lec-4, conf-1
PREREQ.: MATH 110B
Space vectors, vector functions and space curves; partial differentiation; scalar and vector fields, vector differential operators; multiple integration, Jacobians; line integrals, path independence, and scalar potentials; surface integrals; theorems of Green, Stokes, and Gauss. CSU/UC/CAN MATH 22 (CAN MATH SEQ C = MATH 110A+110B+110C)

MATH 115. Discrete Mathematics (3)
Lec-3
PREREQ.: MATH 110B OR 100B
Set theory, logic, relations and functions, mathematical induction and recursion, combinatorics, discrete probability, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of interest to computer science students. CSU/UC/CAN CSCI 26

MATH 120. Linear Algebra (3)
Lec-3
PREREQ.: MATH 110C
Systems of linear equations, matrix algebra, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors. CSU/UC/CAN MATH 26

MATH 125. Differential Equations (3)
Lec-3
PREREQ.: MATH 110C

MATH 130. Linear Algebra and Differential Equations (5)
Lec-5
PREREQ.: MATH 110C

MATH 199. Special Topics in Mathematics (3)
Lec-3
PREREQ.: Varies with course content
Repeat: max. 9 units
The content of this course varies. CSU(UC upon review)

Military Science

The University of San Francisco is part of the Consortium of San Francisco Colleges and Universities. Students attending a member of the consortium may enroll in a Military Science course at the University of San Francisco under that agreement at no cost. Full credit will be given by City College of San Francisco to fully enrolled students. Specific inquiries about this program should be directed to the Professor of Military Science, University of San Francisco.

Multimedia Studies

See Interdisciplinary Studies

Music

Announcement of Courses

All music students are encouraged to enroll in at least one of the Music Department performing groups each semester. Knowledge of music fundamentals and the ability to read music are recommended for many music theory, instrumental and vocal training, and performance courses. Where a music course has a sequential prerequisite, check with the Department Head for skill demonstration equal to the prerequisite.

CREDIT, DEGREE APPLICABLE COURSES:

Music Theory

The MUS 2A-2B-2C-2D series is a four-semester comprehensive theory program for music students which will transfer as fulfillment of the first two years of lower-division music theory requirements. The MUS 1A-1B, 3A-3B series is a two-semester ear-training and harmony program for music students which will transfer as fulfillment of one year of lower-division music theory requirements.

MUS 1A-1B. Musicianship (2-2)
Lec-3, lab-1, field trips CR/NC avail.
Advise: MUS IA: MUS 4 or demonstration of exit skills
Repeat: max. 4 units ea.
Development of skills in sight reading, ear training, and notation through the study of scales, intervals, and simple songs. CSU/UC

MUS 2A-2B. Comprehensive Music Theory (5-5)
Lec-5, lab-1, field trips CR/NC avail.
Advise: MUS 4 or demonstration of exit skills
May be taken in any sequence.
The first half of a four-semester comprehensive approach to the chronological study of music theory. Covers music in the style of the medieval, renaissance and baroque eras. Daily sessions involve modal, contrapuntal or harmonic studies and exercises, ear training and musical analysis with the goal of integrating these studies in reference to historical periods. Extensive written assignments are required. CSU/UC
MUS 2C-2D. Comprehensive Music Theory (5-5)
Lec-5, lab-1, field trips CR/NC avail.
Advise: MUS 4 or demonstration of exit skills
May be taken in any sequence.
The second half of a four-semester comprehensive approach to the chronological study of music theory. Covers music in the style of the classic, romantic and modern eras. Daily sessions involve modal, contrapuntal or harmonic studies and exercises, ear training and musical analysis with the goal of integrating these studies in reference to historical periods. Extensive written assignments are required. CSU/UC

MUS 3A-3B. Harmony (3-3)
Lec-3, lab-1, field trips CR/NC avail.
Advise: MUS 3A: MUS 4 or demonstration of exit skills
A music-writing course based on traditional harmony, including linear and vertical analysis. CSU/UC

MUS 4. Music Fundamentals (2)
Lec-3, lab-1, field trips CR/NC avail.
Repeat: max. 4 units
An introduction to basic skills in music, including staff notation, rhythmic notation, intervals, scales, chord construction, sight reading, and ear training. CSU/UC

MUS 5A-5B. Composition (3-3)
Lec-3, field trips CR/NC avail.
Advise: MUS 5A: MUS 3A or demonstration of exit skills
Study of the principles of musical composition through analysis and creative writing. Pieces may be composed for piano and/or small instrumental and/or vocal ensembles. CSU/UC

Instrumental and Vocal Training

MUS 6A. Elementary Classical Guitar (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 4 or demonstration of exit skills
Repeat: max. 2 units
No prior experience with the guitar necessary. The student must provide a guitar.
An introduction to the music and technique of the acoustical guitar. A foundation with emphasis on classical techniques. Some review of musical theory. CSU/UC

MUS 6B. Intermediate Classical Guitar (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 6A or demonstration of exit skills
Repeat: max. 4 units
A continuation of MUS 6A. Further study of acoustical guitar theory, technique, and repertoire with emphasis on classical guitar. CSU/UC

Music 7 Series
(The letter after the 7 indicates the instrument, not the sequence.)
The Music Department recommends that students enrolling in any of the courses in the MUS 7 series enroll concurrently in appropriate music performance courses such as concert band (MUS 16), stage band (MUS 46), pep band (MUS 47), orchestra (MUS 15), string ensemble (MUS 20), brass ensemble (MUS 18), or woodwind ensemble (MUS 17).

MUS 7C. Cello (1)
Lec-3, field trips CR/NC avail.
An exploration of the elements of cello playing, including bowing concepts and techniques, tone production, and left-hand techniques. Open to beginners as well as to others at any level of proficiency. CSU/UC

MUS 7P. Percussion (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
The study and technique of playing various percussion instruments. CSU/UC

MUS 7T. Brass (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Basic brass techniques for intermediate or advanced players. Embouchure problems, breathing methods, and tone production. CSU/UC

MUS 7V. Violin and Viola (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 4 or demonstration of exit skills
Repeat: max. 4 units
Violin or viola training for beginning, intermediate, and advanced players. CSU/UC

MUS 7W. Woodwind (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
The study and techniques of playing various woodwind instruments. CSU/UC

MUS 8A-8B. Jazz and Other Popular Piano Styles (1-1)
Lec-3, field trips CR/NC avail.
Advise: MUS 9A or demonstration of exit skills
A study of basic jazz, rock, gospel, blues, and folk piano techniques. CSU/UC

MUS 9A. Beginning Piano (2)
Lec-3, lab-1, field trips CR/NC avail.
Repeat: max. 4 units
Piano studies for the beginner, including playing through reading, elementary theory, beginning ear training, and an historical view of keyboard instruments and their music. CSU/UC

MUS 9B. Intermediate Piano (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 9A or demonstration of exit skills
Repeat: max. 4 units
A continuation of piano training for beginning, intermediate, and advanced pianists. CSU/UC

MUS 9C. Keyboard Harmony (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 9A or demonstration of exit skills
Repeat: max. 4 units
The development of harmonic keyboard skills through the study and practice of chord structures, progressions, and sight reading techniques. CSU/UC

Music 10 Series
(The Music Department recommends that students enrolling in the MUS 10 series should enroll concurrently in a choral-performing group (MUS 12 or 14) or Music Theatre Workshop (MUS 44).
MUS 10A. Beginning Voice (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 2 units
Study of the basic techniques of tone production, breathing, and related skills in interpreting vocal music of various periods and styles, including popular. CSU/UC

MUS 10B. Intermediate Voice (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 10A or demonstration of exit skills
Repeat: max. 4 units
A continuation of vocal training for intermediate and advanced singers. Emphasis on the development of vocal techniques and the interpretation of songs of various styles and periods. CSU/UC

Performance Courses

MUS 11. Guitar Workshop (1)
Lec-3, field trips CR/NC avail.
Advise: MUS 6A or demonstration of exit skills
Repeat: max. 4 units
An opportunity for guitarists to learn and to play ensemble music from all stylistic periods—Renaissance, Baroque, Classical, Romantic, and especially twentieth century. An opportunity to play in guitar duos, trios, quartets, and, when possible, with other instruments. CSU/UC

MUS 12. Choir (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Study and performance of fine choral music, sacred and secular, from all periods of music history. CSU/UC

MUS 13A. Jazz/Rock Improvisational Workshop (2)
Lec-3, field trips CR/NC avail.
Repeat: max. 8 units
Study of a variety of jazz, rock, and blues styles. Emphasis on learning the techniques of arranging and composing. CSU/UC

MUS 13B. Jazz/Rock Arranging and Composition Workshop (2)
Lec-3, field trips CR/NC avail.
Advise: MUS 3A or demonstration of exit skills
Repeat: max. 8 units
Study of a variety of jazz, rock, and blues styles. Emphasis on learning the techniques of arranging and composing. CSU/UC

MUS 14. Chorale (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Study and performance of choral music for small ensembles. Public performances both on and off campus. CSU/UC

MUS 15. Orchestra (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
An opportunity for string, woodwind, brass, and percussion players to rehearse and perform works selected from the standard repertory from the baroque through the present. CSU/UC

MUS 16. Concert Band (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Study and performance of concert band and wind ensemble literature of various stylistic periods. CSU/UC

MUS 17. Woodwind Ensemble (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Study and performance of woodwind ensemble techniques of all stylistic periods. CSU/UC

MUS 18. Brass Ensemble (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Study and performance of brass ensemble techniques of all stylistic periods. CSU/UC

MUS 19. Piano Ensemble and Repertoire (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
Performance of four-hand, two-piano, and solo literature from all stylistic periods. Study of accompanying skills and use of these whenever possible in performances. Monthly public recitals. CSU/UC

MUS 20. String Ensemble (1)
Lec-3, field trips CR/NC avail.
Repeat: max. 4 units
An exploration of techniques and ensemble literature appropriate for intermediate and advanced violinists, violoncellists, and string bass players. Performances may be scheduled. CSU/UC

Music Surveys

MUS 21. Traditional African Music (3)
Lec-3, field trips CR/NC avail.
A survey of the function of traditional music in Africa and how it is organized as an integral part of everyday activity. Emphasis is on practical application. CSU/UC

MUS 22A-22B-22C. History of Music in Western Culture (3-3-3)
Lec-3, lab-1, field trips CR/NC avail.
May be taken in any sequence.
An intensive critical survey of musical styles in Western culture studied chronologically. Emphasis on works and composers representative of differing styles and periods and on various cultural contexts from which they emerged. CSU/UC

MUS 22A. Medieval and Renaissance music: early Christian chant to 1600
MUS 22B. Baroque and Classical music: the seventeenth and eighteenth centuries
MUS 22C. Nineteenth Century Romanticism: Beethoven to Mahler

For music of the twentieth century, see MUS 28.

MUS 23. Jazz History, Musical Traditions of the African American (3)
Lec-3, lab-1, field trips CR/NC avail.
A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including...
the relationship of East Asian music to other aspects of East Asian cultures—philosophy, religion, theater, and dance. CSU/UC

**MUS 25. Music of Latin America and the Caribbean (3)**
Lec-3, lab-1, field trips | CR/NC avail.
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

**MUS 26. Music in American Culture (3)**
Lec-3, lab-1, field trips | CR/NC avail.
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Native American, Cajun and Puerto Rican. CSU/UC

**MUS 27A. Music Appreciation (3)**
Lec-3, lab-1, field trips | CR/NC avail.
The development of increased musical awareness in the listener. A study of musical elements, forms, and styles through listening, lectures, readings, and discussions. CSU/UC

**MUS 27B. Musical Awareness (3)**
Lec-3, lab-1, field trips | CR/NC avail.
*MUS 27A is not prerequisite for MUS 27B.*
Repeat: max. 9 units
Detailed study of selected larger musical forms such as the opera, symphony, concerto, and chamber works. Assigned listening and readings. CSU/UC

**MUS 27C. Music and Queer Identity (3)**
Lec-3, field trips | 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 the lesbian, gay and bisexual community. CSU

**MUS 27T. Exploring the World of Music (2)**
Lec-1.5, field trips | CR/NC avail.
Designed to develop an understanding and recognition of musical elements and forms while promoting a broad international cultural music awareness. The series allows students to examine theories on the origins of music making and the role of music in all cultures. Music structure will be studied with an emphasis on how music inspires human emotion, activity, romance, religion and play. CSU/UC

**MUS 28. Contemporary Music (3)**
Lec-3, lab-1, field trips | CR/NC avail.
Study of the music of the twentieth century through analysis of their means and methods, recordings illustrating the types of music under discussion and creative projects involving graphic scores, tapes and new instruments. CSU/UC

**MUS 29. Electronic Music (3)**
Lec-3, lab-1, field trips | CR/NC avail.
A practical study of the means by which electronic music is created, its compositional techniques, and the uses to which it may be put. CSU/UC

**MUS 30. Electronic Music Laboratory (2)**
Lec-3, lab-3, field trips | CR/NC avail.
*PREREQ.: MUS 29*
Repeat: Max. 8 units
Further practical study of the technical aspects of electronic music, including compositional techniques of synthesis, multitrack recording and digital sequencing. CSU/UC

**MUS 31. Digital Music Studio (3)**
Lec-3, lab-2, field trips | CR/NC avail.
*PREREQ.: MUS 30*
Repeat: max. 6 units
Practical study of the digital music studio, including the functions of hardware and software tools for composition, sequencing, notation, and digital audio recording. Creation and editing digital music files and exploration of current practical applications of the medium. CSU

**Other Music Performance Courses**

**MUS 41. African Drumming Ensemble (1)**
Lec-3, field trips | CR/NC avail.
Repeat: max. 4 units
The content of this course varies. Students may re-enroll without repeating subject matter.
African drumming studies and performance of music integral to everyday life in Africa. A review of the function of traditional music in Africa. CSU/UC

**MUS 42. Jazz, Pop, Gospel Choir (1)**
Lec-3, field trips | Repeat: max. 4 units
Study and performance of popular, gospel, or jazz and swing choir arrangements with rhythm section. CSU/UC

**MUS 43. Labor Heritage Chorus (1)**
Lec-3, field trips | CR/NC avail.
Repeat: max. 4 units
Study and performance of labor songs from various periods in American history. Songs that reflect workers of diverse cultures, such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, labor Motown, Asian American work songs and working women’s rap. CSU/UC

*MUS 43 = LABR 93C*

**MUS 44. Music Theatre Workshop (3)**
Lec-6, field trips | CR/NC avail.
Repeat: max. 9 units
An opportunity for students interested in musical theatre to study, rehearse, and participate in performances of musical works for the stage. Equal emphasis given to the musical and dramatic elements involved in such productions. For staged, public performances, roles may be assigned subject to audition. CSU/UC

**MUS 45. Early Music Performance Workshop (2)**
Lec-3, lab-1, field trips | CR/NC avail.
Repeat: max. 8 units
An investigation of musical performance styles from the late Middle Ages through the Baroque. Students work and perform in an area of their choice. CSU/UC

**MUS 46. Stage Band (1)**
Lec-3, field trips | CR/NC avail.
Repeat: max. 4 units
Reading, preparation, and playing of music arranged for dance bands, with emphasis on jazz. CSU/UC

**MUS 47. Pep Band (1)**
Lec-3, field trips | CR/NC avail.
Repeat: max. 4 units
Rehearsal band for music of all popular styles. Performances at various athletic events. CSU

**MUS 48A. Beginning Labor Heritage Chorus (1)**
Lec-3, field trips | CR/NC avail.
Repeat: max. 2 units
The beginning study is an introduction to the songs that reflect workers of diverse cultures such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, Labor Motown, Asian-American work songs and songs of working women’s experiences. CSU/UC

MUS 48A = LABR 98A

MUS 48B. Intermediate Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
PREREQ.: LABR 98A/MUS 48A
Repeat: max. 4 units
Intermediate Labor Chorus is designed to further develop choral music techniques and knowledge of labor songs from various periods in American history, as presented in LABR 98A/MUS 48A. Students will develop more complex choral techniques and repertoire. Increased focus will be on individual achievement and its effect on the progress of the chorus. CSU/UC
MUS 48B = LABR 98B

MUS 48C. Advanced Labor Heritage Chorus (1)
Lec-3, field trips CR/NC avail.
PREREQ.: LABR 98B/MUS 48B
Repeat: max. 4 units
Advanced Labor Chorus focuses on the development of a self-directed creative process and autonomy. Building on the concepts, skills and musical material of LABR 98B/MUS 48B, students will become section leaders, soloists and conductors. CSU/UC
MUS 48C = LABR 98C

MUS 50. Music Rehearsal and Performance (1)
Lec-3 CR/NC avail.
COREQ.: ENROLLMENT IN A MUSIC INSTRUMENTAL TRAINING OR PERFORMANCE COURSE
Repeat: max. 4 units
An opportunity for students who are enrolled in music courses requiring extra performance and rehearsal hours to receive credit for their work. CSU/UC

Learning Outcomes
1. Prepare student to take NCLEX-RN.
2. Qualify for entry level positions of RN in health facilities and agencies.
3. Ability to deliver effective nursing care to the patient by utilizing their acquired skills in problem solving and leadership.

Degree Curriculum
The Associate in Science curriculum in Nursing is accredited by the California Board of Registered Nursing (BRN). Students who complete the course of study in accordance with City College requirements are eligible to take the National Council Licensure Examination of Registered Nurses (NCLEX-RN). Those who pass the NCLEX-RN are qualified for entry-level positions of R.N. in health facilities and agencies.

NOTE: The licensing process for becoming a registered nurse in California is under the jurisdiction of the BRN. The BRN requires disclosure of all misdemeanor and felony convictions for all license applicants and disclosure of all disciplinary actions taken against a license applicant who already has a practical nurse, vocational nurse or other professional license. Fingerprinting is also required.

Course of Study. The Nursing course of study includes instruction in applied nursing science and related life sciences, and clinical experience in San Francisco Bay Area cooperating clinical settings. The required course of study for Nursing includes courses that may also satisfy certain general education requirements.

Associate in Science Degree. The Nursing curriculum, supplemented by general education courses, is designed so that students may satisfy the requirements for graduation from City College with the degree of Associate in Science. It is required that all students who wish to enroll in the Nursing Program take the CCSF placement test in Algebra.

Enrollment. Enrollment in the Nursing Program follows the City College policy of equal educational opportunity. Because of facility and staffing limitations, as well as health and safety requirements, not all students who wish to enroll in the Nursing Program can be accommodated. Selection from among students who are eligible to enroll is made each semester for the following program cycle.

Requests for information regarding enrollment should be addressed to:
Enrollment Committee
Nursing Department
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dates for Filing Required Enrollment Forms. Contact Nursing Department at C340 for current filing dates.

Expenses. Students should expect to incur expenses of approximately $2500 covering the two years of nursing curriculum. This does not include expenses that may relate to non-nursing classes. The expenses related to nursing classes include the cost of required books, uniforms, and individual equipment.

Nursing, Registered

Announcement of Curricula

General Information
1. Individual Nursing Courses are not open for enrollment.
Enrollment to the Program. Because of facilities and staff limitations, 50 new students may be enrolled in the Nursing Program each semester. To be considered for enrollment, students must satisfy certain academic prerequisites. The following is a summary of the academic requirements for enrollment in the Nursing Program/courses. Please contact the Nursing Department directly for an enrollment form and information package which includes more complete information.

1. File with the Office of Admissions and Records a completed application for admission to City College. No person may attend nursing classes unless he/she is properly admitted to the College.

2. Take the Placement Test in Algebra. You may be able to waive testing if you have already taken specific tests or courses. Bring proof (test scores or transcripts) to the Matriculation Office, Conlan Hall, Room E204. For more information, please see “Placement Testing Waiver” in the catalog.

3. Complete the following prerequisite courses within 7 years prior to enrollment with a C or higher in each class:
   - Anatomy 25
   - Physiology 1 or 12
   - Microbiology 12

4. Complete the following courses prior to enrollment with credit or a grade of C or higher:
   - English 1A
   - Math 840 or placement into Math 860.

   Students may satisfy the above course prerequisites at other institutions, but the courses and grades must be verified prior to consideration for enrollment.

5. File a completed enrollment form for the Nursing Program. Contact Nursing Department for filing dates.

6. Submit official transcripts to verify the completion of prerequisites to the Office of Admissions and Records and to the Nursing Department.

Health and safety requirements. Nursing courses require students to practice nursing skills in the classroom and in cooperating clinical settings. For health and safety reasons, those accepted into the program must demonstrate through a recent, complete medical examination that they are able to participate in the program, have been tested for tuberculosis, and that they have received the following immunizations: rubella, rubella, varicella, and hepatitis B. Enrollees must also provide verification of cardiopulmonary resuscitation basic life support, Health Care Provider certification. Verification of these requirements must be received by the Nursing Department prior to the first day of class. Some hospitals may require students assigned to their hospital to submit to background check and drug screen.

Admission of LVNs, transfer nursing students and RN requirements for BRN of California:

1. LVNs with current, valid California licenses who have been accepted into the Nursing Program through the usual enrollment process may be given advance placement based on space availability. Please contact the Department Chairperson for further information and counseling.

2. LVN nurses who wish to take the 30-unit option program must have a current, valid California LVN license and must have completed Microbiology 12 and Physiology 1 or 12 with a grade of C or higher. Students who qualify for this option should make an appointment with the Nursing Department Chairperson for additional information. 30 unit option placement is on a space available basis.

3. Transfer students from other accredited RN nursing programs are considered for enrollment in the Nursing Program. Acceptance is based on equivalent professional nursing education, general education courses and space availability. Transfer students must meet the same enrollment requirements and nursing policies as all students entering the program.

4. RNs who need specific courses required by the BRN for the NCLEX-RN examination should contact the Department Chairperson for additional information. Enrollment is on a space available basis only.

Credit by Examination. All nursing courses are challengeable. Consideration for challenge will be based on previous education and/or experience on an individual basis.

Academic Probation and Dismissal. The failure of a nursing student to satisfactorily demonstrate mastery of required knowledge, skills, or abilities may jeopardize the safety and welfare of others. Depending on the nature of the performance that demonstrates the lack of necessary knowledge, skills, or abilities, students may be placed on academic probation or may be subject to academic dismissal prior to the end of the semester.

All City College students, including Nursing students, are subject to the Rules of Student Conduct, and must conform their behavior to appropriate standards, both during theory classes and during clinical experiences at cooperating clinical settings.

Courses Required for the Award of Achievement in Nursing

A. NURSING COURSES

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 50 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 50A Pharmacology in Nursing Part I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 50L Nursing Skills Lab</td>
<td>1</td>
</tr>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 50B Pharmacology in Nursing Part II</td>
<td>2</td>
</tr>
<tr>
<td>NURS 51 Basic Med Surgical Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 51L Intermediate Nursing Skills</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 53 Maternal and Newborn Care</td>
<td>6</td>
</tr>
<tr>
<td>NURS 55 Psychosocial Nursing</td>
<td>6</td>
</tr>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 54 Nursing of Children</td>
<td>6</td>
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<tr>
<td>NURS 56 Adv Med &amp; Surg Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 58 Trends &amp; Issues in Nursing</td>
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Total Units: 43

B. GENERAL EDUCATION COURSES

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>*ANAT 25 Gen Human Anat</td>
<td>4</td>
</tr>
<tr>
<td>*PHYS 1 or 12 Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>*M 12 Intro to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>*ENGL 1A, 94, or 96, or ESL 160 or 82 Read &amp; Comp, Inter or Adv. Inter Reading &amp; Comp</td>
<td>4</td>
</tr>
</tbody>
</table>
or Adv Comp ..................................................3 or 4  
*PSYC 1 Gen Psychology........................................3  
*SOC 1 Intro Sociology ............................................3  
*SPCH 1A, 4, 11, 12, or ESL 79 Elem of Publ  
Speak or Group Discuss ........................................3  

These courses meet the California Board of Registered Nursing requirement for licensure and must be completed with a grade of C or higher prior to taking the R.N. Licensure Examination (NCLEX-RN).

In addition to the above, students must also complete General Education courses in Humanities (Area E), U.S. History and Government (Area F), Physical Skills and Health Knowledge (Area G), and Ethnic/Women's/Gay and Lesbian Studies (Area H).

Please see the course descriptions for Nursing and general education courses in other parts of this catalog.

Board of Registered Nursing. All students should familiarize themselves with all requirements for taking the NCLEX-RN. Completion of the Nursing Department curriculum does not guarantee passage of the NCLEX-RN or eligibility for a California State RN license.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

NURS 50. Fundamentals of Nursing (6)  
Lec-3, lab-18  
PREREQ.: ADMISSION TO THE RN NURSING PROGRAM WITH SUCCESSFUL COMPLETION OF ALL PREREQUISITES LISTED ON THE APPLICATION AND IN THE CATALOG; AND WDPR 78 OR DEMONSTRATION OF WDPR 78 EXIT SKILLS  
COREQ.: NURS 50A AND 50L  
Introduction to nursing fundamentals, principles of care common to all patients, and basic medical-surgical concepts with application of theory and practice of skills in the clinical area. This course lays the foundation for successive nursing courses. The clinical experience is designed to be concurrent with theory. CSU

NURS 50A. Pharmacology in Nursing Part I (2)  
Lec-2  
COREQ.: NURS 50 AND 50L  
Provides an overview of drug classification and then a focus on specific drug therapies related to the integumentary, endocrine, and central nervous systems, sensory inflammation, immunity and cancer. Emphasis on nursing implications of drugs, i.e. administration, pharmacologic effects, clinical uses and adverse effects. CSU

NURS 50B. Pharmacology in Nursing Part II (2)  
Lec-2  
COREQ.: NURS 51 AND 51L  
Focuses on specific drugs used in the management of cardiovascular, respiratory, gastrointestinal, neurological, urinary, reproductive, psychiatric and peripheral nervous system disorder. Emphasis on nursing implications of drugs, i.e. administration, pharmacologic effects, clinical uses, and adverse effects. CSU

NURS 50L. Nursing Skills Laboratory (1)  
Lab-3  
COREQ.: NURS 50 AND 50A  
Designed to assist students in the development of psychomotor and cognitive skills involved in the performance of selected nursing procedures. The use of the modular approach provides an opportunity for the student to work independently and/or in small groups. CSU

NURS 51. Basic Medical-Surgical Nursing (6)  
Lec-3, lab-18  
PREREQ.: NURS 50, 50L, AND 50A  
COREQ.: NURS 50B AND 51L  
Designed to acquaint students with individuals experiencing dysfunction of the cardiac, vascular, respiratory, digestive, liver pancreas, biliary tract, kidney, urinary tract and male reproductive organs. Emphasis on nursing process and integrating principles of nutrition, pharmacology, pathophysiology, psychosocial and biological sciences. Students are assigned to care for patients in acute and nursing home units. CSU

NURS 51L. Intermediate Nursing Skills (1)  
Lab-3  
CR/NC avail.  
PREREQ.: NURS 50, 50L, 50A, AND WDPR 78  
COREQ.: NURS 51 AND 50B  
This course assists the registered nursing student to develop psychomotor and cognitive skills involved in the performance of selected complex nursing procedures. Students will learn in small groups and independently, assigned both in the nursing and computer lab. Emphasis is placed on patient safety, nursing process, physical assessment, legal aspects and detailed nursing documentation. CSU

NURS 53. Maternal and Newborn Care (6)  
Lec-6, lab-18 (8/9 wks)  
PREREQ.: NURS 51 AND 55 IF TAKEN FIRST IN SEQUENCE OF 3RD SEMESTER NURSING COURSES  
NURS 53 and 55 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.  
Principles of and practices in maternal health and care of the newborn. Covers the complete maternity cycle and the growth and development of the newborn from the embryonic stage to neonatal life. Nursing experience in the cooperating hospitals augmented by observations in clinics and community agencies contributing to the welfare of mothers and children. CSU

NURS 54. Nursing of Children (6)  
Lec-6, lab-18 (8/9 wks)  
PREREQ.: NURS 53 AND 55 (AND 56 IF TAKEN FIRST IN THE SEQUENCE OF FOURTH SEMESTER NURSING COURSES)  
NURS 54 and 56 are half-semester courses required in the fourth semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.  
Developmental and physical process of children from birth through adolescence. Health maintenance needs of children, prevention, and treatment of common disease conditions and injuries that affect children. Clinical experience is designed to be concurrent with theory and will incorporate the school, hospital inpatient, home care, and outpatient settings. CSU

NURS 55. Psychosocial Nursing (6)  
Lec-6, lab-18 (8/9 wks)  
PREREQ.: NURS 51 AND 53 IF TAKEN FIRST IN SEQUENCE OF 3RD SEMESTER NURSING COURSES  
NURS 55 and 53 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.  
The study and investigation of the etiology, dynamics, nursing care and therapeutic modalities for persons with psychological dysfunctions, and the understanding of mental health in relation to patient education, growth and development. Emphasis is placed on the
Announcement of Curricula

The programs offered in this department include credit courses with certificates issued in Home Health Aide/Nurse Assistant and Vocational Nursing. Additionally, a noncredit course with a certificate issued is Geriatric Home Aide. A variety of courses for care of the elderly may be taken for certified nursing assistant and home health aide continuing education credit.

Certificate Curricula

Home Health Aide/Nurse Assistant

Graduates of this 18 week full time program will be highly qualified for entry level positions as health care providers. They are qualified for positions in acute care and convalescent facilities as well as home care agencies and out-patient clinics. Critical thinking concepts and principles will serve as a framework for studying the nursing and behavioral sciences within a health promotion/risk reduction, multicultural based curriculum.

Program Authorization: This program is approved by the California State Department of Health Services. Successful completion qualifies the graduate to: 1) take the Nurse Assistant Competency Examination to obtain State Certification for practice; 2) obtain Home Health Aide Certification without further examination.

NOTE: The Department of Health Services, Nurse Assistant Certification Division requires fingerprinting and disclosure of misdemeanor and felony convictions for all applicants.

Enrollment Procedure: Applicants must take a placement test, attend a program orientation, and meet all program prerequisites. Enrollees must be in good physical and mental health and be over 18 years of age.

Admission Requirements:
1. Placement in ENGL 90 or ESL 72 or 150, or successful completion of ENGL L or ESL 62 or 68 or 140 with a grade of “C” or higher.
2. A physical examination
3. Immunizations: Hepatitis B, Rubella, Varicella, Mumps, and T.B.
4. Current CPR certification
5. Department of Health Services Applications ($15 Fee)
6. DHS Application for Criminal Background Check ($32 Fee)

Successful completion of the following courses require an average final grade of “C” or higher (2.00 grade point average) to qualify for a Certificate of Completion.

Courses Required for the Certificate of Completion in Home Health Aide/Nurse Assistant

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 23 Nurse Assistant: Convalescent Care</td>
<td>6</td>
</tr>
<tr>
<td>VOCN 24 Home Health Aide</td>
<td>3</td>
</tr>
<tr>
<td>VOCN 25 Nurse Assistant/Acute Care</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

Vocational Nursing

The program of study for the certificate of completion in Vocational Nursing is designed to prepare students for employment in acute care facilities, clinics, long-term care facilities, physician offices, home care, and health centers.

Admission. Enrollment is open to all interested students who are in good physical and mental health, and over 17 years of age.

TO BE ADMITTED TO THE CURRICULUM APPLICANTS MUST:

1. Be graduates of an accredited high school or have passed the General Education Development Test (G.E.D.) or have passed the High School Proficiency Examination.
2. File with the Vocational Nursing Department a completed application for admission to City College (for dates, see “Calendar of Instruction”).
3. Apply for admission to the curriculum for the Fall semester between February 15 and May 1, and for the Spring semester, between September 15 to November 1.
4. Take the City College placement tests in English and Mathematics.
5. On the basis of the placement tests and counseling or course work, demonstrate eligibility for ENGL 93 or 94 and MATH 840.
6. Applicants must submit official transcripts.
   a. High school transcripts showing proof completion of the 12th grade. Transcripts must be submitted in keeping with the application deadline.
   b. Applicants who are accepted in Vocational Nursing and who wish to receive credit for prior nursing education courses completed.
7. Admission of Certified Nurse Assistant, Board Challenge
   students transfer.
   a. C.N.A. certificate from the State of California and
   must have completed a credit granting, college
   based C.N.A. program are eligible for at least
   4 units. Students who qualify and are interested
   should make an appointment with the department
   head for additional information and requirements.
   b. Transfer students from other accredited L.V.N. or
   R.N. programs are accepted in the CCSF Vocational
   Nursing Program. Acceptance is based on equiva-
   lent nursing education and availability of space.
   c. Board challenge applicants who need required
   courses for state boards should contact the vocatio-
   nal nursing office.
   d. Credit may not be given toward satisfying the
   Vocational Nursing course requirement, for courses
   completed 5 or more years prior to application for
   admission.

Credit by Examination. Applicants who qualify for admission into
the Vocational Program and who have had health training courses in
the military, psychiatric technician and certified nurse assistants
graduates from noncredit programs who wish to receive credit, or
advanced placement should contact the vocational nursing office for
additional information. Admission is based on space available.
Students may obtain the Certificate of Completion in Vocational
Nursing by completing the following courses with a grade of C or
higher.

Courses Required for the Certificate of Completion in
Vocational Nursing

First Semester

Course                              Units
VOCN 41D Pharmacology .................3
VOCN 41A Fundamentals of Voc Nursing ....2
VOCN 41C Basic Medical/Surgical Skills Lab ....5
VOCN 41B Basic Medical/Surgical Nursing.....7
VOCN 41E Anatomy and Physiology ........3

Second semester

VOCN 42A Adult Medical Surgical Nursing 1 ......5
VOCN 43B Maternity Nursing ................3
VOCN 43C Pediatric Nursing .................3
VOCN 42C Adult Medical/Surgical Skills Lab ......1
VOCN 43F Child Growth and Development ....1
VOCN 42E Nutrition..........................3

Third semester

VOCN 35A Psychology/Soc Concepts ..........2
VOCN 35B Voc Nursing/Advanced Med/Surg......12
VOCN 35C Voc Nursing/Community Health .......2
VOCN 35D Voc Nursing/Advanced Skills ..........1

Total Units ....................................48.5

Noncredit Program

Geriatric Home Aide

Program Goal. The Geriatric Home Aide program has been
designed to prepare students to enter the home care field by provid-
ing job specific training for assistance to elderly persons in their
own homes.

Admission Requirements. Placement test score of 6.0 in reading
and math; good physical and mental health. For more information
call 561-1912.

Length of Program. 4 Weeks, 26 hours per week.

Core Courses          Hours/Weeks
VOCN 9981 Geriatric Home Aide (Nutr) ..........11/4
VOCN 9982 Geriatric Home Aide .......................15/4
Total Hours .........................104

Requirements for Completion. Completion of required courses
with C grade or higher in each course; 95% attendance.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

VOCN 22EX. CNA-LVN Bridge (3)
Lec-3, lab-2                  CR/NC only
PREREQ.: ELIGIBILITY FOR LICENSED VOCATIONAL NURSING PROGRAM
The course provides an introduction to information and skills help-
ful to the pre-nursing student. Course content includes theory and
practice in learning and test taking strategies, critical thinking, med-
ical terminology and communication. CSU

VOCN 23. Nurse Assistant: Convalescent Care (6)
Lec-5, lab-7
Integration of basic nursing concepts and skills the nursing assistant
must master in order to give safe and competent patient care.
Communication and interpersonal skills, infection control, safety
and emergency procedures, promoting patient independence,
patient/resident rights, basic nursing skills, personal care skills,
mental health and social service needs, care of the cognitively
impaired, basic restorative services. Clinical experience in long term
care nursing facilities. CSU

VOCN 24. Home Health Aide (3)
Lec-3 (40 hour State Approved course)
PREREQ.: VOCN 23 OR A CURRENT CA NURSE ASSISTANT CERTIFICATE
Duties of the nursing assistant in the home setting including liabil-
ity, safety, infection control, housekeeping chores, food management,
launder, and record keeping. Successful completion leads to State
Certification as a Home Health Aide. CSU

VOCN 25. Nurse Assistant/Acute Care (3)
Lec-5, lab-16 (6 wks)
Critical thinking concepts and principles serve as the framework for
the application of advanced nursing skills and procedures essential
to meeting the physical, psychological, and social needs of the med-
ical/surgical patient. The student will be introduced to the causes of
disease; the body’s response to disease; and the diagnosis, treat-
ment, and prevention of disease. The nursing process will be util-
ized to develop: 1) assessment, decision-making, and problem-solv-
ing skills; 2) effective interview techniques; and 3) time manage-
ment and prioritizing strategies. CSU

VOCN 35A. Vocational Nursing/Psycho-Social (2)
Lec-2
PREREQ.: VOCN 34B-34G
Introduction to principles of psycho-social nursing. CSU

VOCN 35B. Vocational Nursing/Advanced Medical-
Surgical (12)
Lec-4, lab-17
PREREQ.: VOCN 34B-34G
Advanced concepts of health care needs of Adult patients with con-
ditions of the cardiovascular, respiratory and nervous systems. Patient assessment skills and the application of nursing process in managing patient needs in the adult medical/surgical environments. Includes clinical experience in an acute setting. CSU

**VOCN 35C. Vocational Nursing/Community Health (2)**
Lec-1, lab-3  
**PREREQ.:** VOCN 34B-34G  
Introduction to concepts of community health. Includes clinical experience in community care facilities. CSU

**VOCN 35D. Vocational Nursing/Advanced Skills (1)**
Lec-1, lab-2  
**PREREQ.:** VOCN 34B-34G  
Demonstrate proficiency with advanced skills in medical/surgical nursing. CSU

**VOCN 41A. Fundamentals of Vocational Nursing (2)**
Lec-1, lab-4  
**PREREQ.:** VOCN 41D AND 41E  
**COREQ.:** VOCN 41C  
Provides an introduction to basic patient care in the hospital setting with a focus on the following core components of Vocational Nursing: the nursing process, legal aspects of nursing, medical terminology, therapeutic communication, basic bedside nursing care, client teaching, infection control and basic needs assessment. CSU  
Formerly VOCN 33C.

**VOCN 41B. Basic Medical/Surgical Nursing (7)**
Lec-4, lab-18  
**PREREQ.:** VOCN 41A  
**COREQ.:** VOCN 41C  
Presents theory content with concurrent clinical practice. Systems focus includes the musculoskeletal, integumentary, and gastrointestinal systems. Nursing care of the geriatric client is emphasized to promote understanding of the core concepts of basic medical-surgical nursing: health and illness, culturally competent and age-appropriate nursing care. CSU  
Formerly VOCN 33E.

**VOCN 41C. Basic Medical/Surgical Skills Lab (.5)**
Lab-2  
Introduction to basic medical-surgical assessment skills as well as the nursing skills commonly practiced for clients with integumentary, musculoskeletal and gastrointestinal disorders. CSU  
Formerly VOCN 33D.

**VOCN 41D. Pharmacology (3)**
Lec-3  
Introduction to the basic concepts of pharmacology for the vocational nursing student. Basic principles of pharmacology, medication calculations, preparation, administration and storage are emphasized. CSU  
Formerly VOCN 33A.

**VOCN 41E. Anatomy and Physiology (3)**
Lec-3  
Introduction to the basic concepts of anatomy and physiology for the vocational nursing student. Emphasis is placed on the organization of the body, basic structures, physiological processes, and the structure and function of the body systems. CSU  
Formerly VOCN 33F.

**VOCN 42A. Adult Medical Surgical Nursing I (5)**
Lec-2, lab-9  
Presents theory content with concurrent clinical practice. System focus includes hematologic, immune cardiovascular, and respiratory systems. Core concepts include: care of the surgical patient, pain management, and fluid and electrolyte balance. CSU  
Formerly 34B.

**VOCN 42B. Adult Medical Surgical Nursing II (5)**
Lec-2, lab-9  
Presents theory content with concurrent clinical practice. System focus includes neurological, endocrine, genitourinary and reproductive systems. CSU  
Formerly VOCN 35B.

**VOCN 42C. Adult Medical/Surgical Skills Lab (1)**
Lab-2  
Presents the nursing skills commonly practiced for clients with hematologic lymphatic, cardiovascular, respiratory, neurological, endocrine, genitourinary and reproductive disorders. CSU  
Formerly VOCN 34E.

**VOCN 42D. Mental Health Nursing (2)**
Lec-2  
Introduction of the basic concepts of mental health nursing for the vocational nursing student with a focus on the current therapeutic interpersonal processes and problem solving techniques helpful in identification and treatment of the mental health disorders which may be present in acutely ill medical/surgical patients. CSU  
Formerly VOCN 35A.

**VOCN 42E. Nutrition (3)**
Lec-3  
Introduction of the basic concepts of nutrition for the vocational nursing student. Provides knowledge of normal and therapeutic nutrition to serve as a basis for decision-making in providing nursing care. Nutrition is integrated into patient care with emphasis on aspects of disease prevention. CSU  
Formerly VOCN 34G.

**VOCN 43A. Concepts in Community Health Nursing (2)**
Lec-1, lab-3  
Introduction to community health nursing: home health care, long-term care, rehabilitative and hospice care, as well as disaster nursing. CSU  
Formerly VOCN 35C.

**VOCN 43B. Maternity Nursing (3)**
Lec-2, lab-5  
Presents the principles and practice of obstetrical nursing, with an emphasis on the scope of practice of the Vocational Nurse. Individualized, culturally appropriate nursing care for the new mother and neonate are examined. CSU  
Formerly VOCN 34C.

**VOCN 43C. Pediatric Nursing (3)**
Lec-2, lab-5  
Presents the principles and practice of nursing care of children from birth to 18 years old. Health maintenance, disease prevention and common childhood abnormalities are emphasized. CSU  
Formerly VOCN 34D.

**VOCN 43D. Advanced Medical Surgical Nursing (6)**
Lec-3, lab-7  
Presents theory content with concurrent clinical practice with a focus on current therapeutic treatment modalities and nursing management for advanced medical/surgical patients. Core concepts include: care of the oncology patient; leadership and management; and career development. CSU  
Formerly VOCN 35B.
VOCN 43E. Advanced Medical/Surgical Skills Lab (1)
Lab-2
Presents the nursing skills commonly practiced in maternity and pediatric nursing as well as the client with advanced medical-surgical disorders. CSU
Formerly VOCN 35D.

VOCN 43F. Child Growth and Development (1)
Lec-1
Presents basic concepts of normal growth and development from birth through adolescence. The growth and developmental theories proffered by Abraham Maslow, Eric Erickson, and Jean Piaget will be examined. The impact of age-appropriate nursing interventions will be discussed. CSU
Formerly VOCN 34F.

NONCREDIT COURSES:

VOCN 9120. Care of Developmentally Disabled (21 hrs)
Prepares students to care for developmentally disabled clients living at or in a home. Familiarization with the special needs of developmentally disabled clients. Training in skills at meeting those needs.

VOCN 9174. Care of the Alzheimer Patient (21 hrs)
Prepares students to care for Alzheimer clients and other adults with brain disorders in their homes. Students learn about (1) behavioral changes, (2) how to manage problem behavior, and (3) planning for long term care.

VOCN 9189. Care Of The AIDS Patient (24 hrs)
Prepares certified nursing assistants and other caregivers for provision of appropriate care for AIDS patients in institutional settings, community-based hospices and private homes.

VOCN 9194. Home Health Aide-Theoy/Special (120 hrs)
Advise: ESLN 3500
Principles of personal care for the adult and geriatric client requiring home care. Emphasis for students re-entering the job market and those with Cantonese/Mandarin bilingual skills. Certification by the State of California upon successful completion of theory and clinical components.

VOCN 9195. Home Health Aide-Clinical/Special (50 hrs)
Advise: ESLN 3800
Clinical application of theory prepares the individual to render home care to the adult and geriatric client. Designed for re-entry students and those with Cantonese/Mandarin bilingual skills. Certification by the State of California upon successful completion of theory and clinical components.

VOCN 9200. Licensed Vocational Nurse Refresher (455 hrs)
Prereq.: Eligibility for ENGL 93 or 94 or ESL 160 or 82; LVN License or RN License
A comprehensive review of the principles and practices of Licensed Vocational Nursing including a State Board Review Program.

VOCN 9981. Geriatric Home Aide(Nutrition) (44 hrs)
Prepares graduates to provide cooking, shopping and cleaning services for ambulatory elderly clients in their own home setting. Includes dietary needs of geriatric and AIDS patients, cultural foods, cooking demonstrations, and safe sanitation practices.

VOCN 9982. Geriatric Home Aide (60 hrs)
Prepares graduates to care for ambulatory elderly clients in their own home setting. Includes the needs of the clientele and the skills necessary to meet these needs. Information essential to secure employment in the home care field.

Oceanography

See Earth Sciences listings.

Selected from CCSF Library Archives.

Older Adults

Announcement of Courses

General Information

The Older Adults Department offers free classes at forty sites around San Francisco for anyone fifty-five years old or older. In addition to the classes listed below, we offer computer classes in collaboration with the Business Department. For further information, please call 550-4515.

NONCREDIT COURSES:

General Classes

OLAD 7000. Senior Adventures (90 hrs)
A full-day program of diverse activities that may include lectures, crafts, music, exercise, discussions, service projects, field trips, holiday celebrations, and opportunities to learn various new skills.

OLAD 7006. Understanding Changing Times (36 hrs)
Activities focus on personal, social, political, and wellness issues; field trips may be included.

Health

OLAD 7200. Exercise and Relaxation Techniques (36 hrs)
Some of these classes offer T’ai Chi Chuan instruction in the thirty-seven-posture Yang form that promotes relaxation, balance, coordination, and good health. Other classes present modified hatha yoga, body mechanics, back care, breathing, meditation and flexibility exercises.
OLAD 7205. Wellness Exercises (18 hrs)
Moderate exercises designed for either older adults with limited physical abilities or those who are re-introducing themselves into a physical fitness program. The T’ai Chi Chuan sections of this class emphasize proper body alignment, stances, and coordination, using the principles of the art to promote relaxation and health.

OLAD 7209. Mind-Body Health (36 hrs)
A discussion and practice class for improving one’s health through an understanding of the impact of thoughts, emotions, and attitudes on the body. Practice sessions involve gentle exercises based on T’ai Chi.

OLAD 7210. Medical Options for Older Adults (45 hrs)
A survey of western and alternative medical models incorporating exercises in breathing and stretching and journal keeping, as well as a peer support group. There are guest lecturers in acupuncture, massage, chiropractic, and hypnotherapy. The objective is to enable students to become more active and knowledgeable participants in their own health care.

OLAD 7211. Memory and Mental Fitness for Older Adults (36 hrs)
Older adults discover and practice memory and mental fitness techniques in practical and creative ways. Learn how memory works, and what factors affect how well our brain functions. Students discover and use their own learning style to improve their ability to retain and retrieve information.

writing and Literature

OLAD 7400. Journal Writing for Older Adults (45 hrs)
Development of writing skills through journal keeping. Students acquire insight and awareness by the practice of writing techniques such as creative exercises, dialogues and monologues, stories, description, dreams, letters, memoirs, and poetry.

OLAD 7401. Writers’ Workshop for Older Adults (45 hrs)
Develop writing skills in a peer support group. Students may choose to work on prose and/or poetry and read their work in class. Learning how to respond to writing, guided creative exercises and assignments, sentence and story structure.

OLAD 7402. English - Women’s Literature (54 hrs)
Survey of works by and about women, including novels, short stories, essays, biography, and poetry. Development of reading and critical thinking skills. Each semester focuses on either American or international authors.

OLAD 7403. Modern Literature - Older Adults (45 hrs)
Survey of modern literature, including novels, short stories, essays, biography, and poetry. Development of reading and critical thinking skills. Each semester focuses on different cultures and themes.

Personal Enrichment

OLAD 7300. Art for Older Adults (45 hrs)
Open to beginning and advanced students. Using oil paints or watercolors, students will study and work to develop different painting techniques through a series of exercises. Students will receive individual instruction on how to mix colors, work from still life materials, work from landscapes and eventually work from live models. Students provide their own materials.

OLAD 7301. Arts and Crafts for Older Adults (45 hrs)
A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: painting, drawing, color theory, composition rendering, batik, tie-dye, macrame, block printing, ceramics, metal crafts, leather, and weaving.

OLAD 7303. Figure Drawing - Older Adults (54 hrs)
Studio class in drawing the human figure from a live model. For beginners to professionals. Pencil, charcoal, ink, and watercolors. Field trips will be included in the program to study and evaluate other artists’ works.

OLAD 7307. Music Appreciation for Older Adults (36 hrs)
Study of and familiarization with the music of western civilization. Students are introduced to a sampling of music from ballets, operas, and symphonies.

OLAD 7309. Theater Appreciation for Older Adults (54 hrs)
Students read plays, attend performances, and develop critical skills in review discussions. The history of theater, elements of dramatic literature, and production techniques.

OLAD 7310. Stitchery for Older Adults (45 hrs)
Patchwork, Hawaiian quilting, trapunto, cross stitch, embroidery stitches. Projects include two pillows, a small quilt, embroidering on a garment, a purse, and construction of a bound book.

OLAD 7313. Art Appreciation - Older Adults (36 hrs)
Introduction to art, painting and sculpturing from the Lascaux cave paintings to modern day artists. Topics include: biographies and personalities of various artists; different art styles; the basic elements of art; the basic periods of art history and their characteristic styles along with the reasons such styles were developed.

OLAD 7316. Life Sculpture for Older Adults (72 hrs)
Older adults learn sculpture in a supportive studio atmosphere. Students work primarily in clay from a live model.

OLAD 7317. Life Sculpture for Older Adults
A survey of western and alternative medical models incorporating exercises in breathing and stretching and journal keeping, as well as a peer support group. There are guest lecturers in acupuncture, massage, chiropractic, and hypnotherapy. The objective is to enable students to become more active and knowledgeable participants in their own health care.

OLAD 7318. Life Sculpture for Older Adults
Older adults discover and practice memory and mental fitness techniques in practical and creative ways. Learn how memory works, and what factors affect how well our brain functions. Students discover and use their own learning style to improve their ability to retain and retrieve information.

Philippine Studies

PHST 10. Independent Study (3)
Ind st-15 CR/NC avail.
Independent reading and research in Philippines Studies. The student is required to submit an essay or project on a topic that the instructor has approved in advance. This project must have strong relevancy within the area of Philippine Studies and meets the student’s own educational resources and needs. CSU (UC upon review)

PHST 20. The Filipino Family (3)
Lec-3 CR/NC avail.
A survey of adaptation to internal and external forces of change that have buffeted and changed the modern Filipino family. Description and analysis of traditional and contemporary Filipino family systems as they respond to the nature and changes within the larger Philippine society and culture. CSU/UC

CREDIT, DEGREE APPLICABLE COURSES:

See Earth Sciences listings.
PHST 30. Philippine Society and Culture Through Film (3)  
Lec-3  CR/NC avail.  
An examination of Filipino/Philippine films for expressions of various cultural themes and socio-political influences on the Filipino experience; includes: the use and meaning of language for Filipinos, images of Filipinos, interpersonal relationships, isolation, sex roles, “The Filipino Dream,” immigration, and bicultural alienation. CSU/UC

Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

IDST 42. Philippine Humanities (3)  
Lec-3  CR/NC avail.  
Appreciation and critical evaluation of Filipino philosophy, literature, art, music, and dance for the purpose of developing an aesthetic sense and cultural acceptance. Exposure to the best of these forms through readings, recordings, films, and field trips. CSU/UC

PILIPINO LANGUAGE COURSES: See Pilipino in this section of the catalog.

PSYC 22. Psychology of Race and Ethnic Relations (3)  
Lec-3  CR/NC avail.  
Not open to students who are enrolled in or who have completed PSYC 23.

Critical evaluation of the concept of race as a biological, social, and cultural construct and examination of psychological aspects of race and ethnic relations. Psychosocial analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU/UC

PSYC 23. The Psychology of Race and Ethnic Relations (3)  
Lec-3  CR/NC avail.  
PREREQ.: PSYC 1  
Not open to students who are enrolled in or who have completed PSYC 22.

Critical evaluation of the concept of race as a biological, social, and cultural construct and examination of psychological aspects of race and ethnic relations. Psychosocial analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU/UC

PHIL 2. Introduction to Philosophy: Moral and Political Philosophy (3)  
Lec-3  
An examination of such questions as: Are value and moral judgments only the conventional prejudices of society or are there condi-
tions under which value judgments can be rationally defended? If there are such grounds, what are they? If not, what consequences, if any, follow from ethical skepticism? Can value judgments about individuals or societies be justified on rationally acceptable grounds? CSU/UC/CAN PHIL 4

PHIL 4. Introduction to Philosophy: Knowledge and Its Limits (3)
Lec-3
The tools and techniques of philosophical reasoning: reading argumentative prose; analyzing conceptual models; writing critical essays. Problems of knowledge: the criteria of reliable knowledge; the formulation and justification of beliefs; the sources and limits of knowledge; beliefs about the physical world, the past and future, and other minds. Critical standards applied to related metaphysical issues: theism, mind and self-identity, determinism. CSU/UC/CAN PHIL 2

PHIL 12A. Symbolic Logic (4)
Lec-5
Prereq.: MATH 860 or 92, or placement in MATH 90, or 2 yrs. high school algebra, or demonstration of MATH 860 exit skills
The study of logical relationships (consistency, equivalency, and entailment) by way of models and procedures in a symbolic system. The concept of proof and the demands of formal proofs. Methods of demonstrating logical relationships, including truth tables, derivations in sentence and predicate logic, and semantic interpretations. The relation between conventional languages and symbolic encodings. A selection of related theoretical topics, including proofs of soundness and consistency for the calculi, and elementary set theory. CSU/UC/CAN PHIL 6

PHIL 12B. Symbolic Logic (3)
Lec-3
Prereq.: PHIL 12A
Semantic interpretations and the predicate calculus; identity; metatheorems; proofs of completeness, consistency and soundness; axiomatics; formalized theories; the history of logic. CSU/UC

PHIL 25A. Ancient Philosophy (3)
Lec-3
The origins of the philosophical-scientific tradition. Early attempts at rational explanations of the natural world. Socrates and the foundations of moral criticism. Plato: his articulation of the problems of knowledge, and contributions to moral and political theory. Aristotle: his organization of scientific inquiry, formulation of ethical theory, and development of the science of logic. The philosophic tradition after Aristotle. CSU/UC/CAN PHIL 8 (CAN PHIL SEQ A = PHIL 25A+25C)

PHIL 25C. Modern Philosophy through Kant (3)
Lec-3
The philosophical tradition from the Renaissance to the nineteenth century. Emphasis on new models of human knowledge and human nature formulated in reaction to scientific and social revolutions. Positions of thinkers such as Descartes, Hume and Kant on basic questions such as “Can anything be known with certainty?”, “Are there any justifiable moral principles?”, “Is there any purpose to existence?” CSU/UC/CAN PHIL 10 (CAN PHIL SEQ A = PHIL 25A+25C)

PHIL 40. Logic: An Introduction to Critical Thinking (3)
Lec-3
CR/NC avail.
A course in practical reasoning. How to distinguish between reasons that are rational and those that are not. Methods of evaluating arguments that will lead to the truth. CSU/UC

PHIL 51-52-53. Selected Topics in Philosophy (1-2-3)
Lec-1,2,3
Repeat: if no topic repeat
Investigation of a broad range of ideas, issues, figures, and movements. CSU

Selected from CCSF Library Archives.

Photography

Announcement of Curricula

General Information
The City College of San Francisco’s Photography Department is one of the oldest and largest programs in the country, with over two dozen courses and thirty-plus instructors. We offer a broad choice of classes from History and Aesthetics of Photography, Advanced B&W Darkroom Techniques, and Advanced Studio Lighting to Photoshop, Mixed Media and Business Practices of Photography.

Our faculty and staff consist of experienced professionals who create an environment that encourages creativity, technical aptitude, and critical thinking. Whether your interest is as a fine artist, commercial photographer, or enthusiast, we will provide the means and guidance that will help you achieve your goals.

Students who plan to continue as photography majors at the university are advised to review major requirements specific to their transfer university on www.assist.org.

Learning Outcomes
Students will be able to:

- Use the traditional tools and techniques of photography
- Develop skills in evolving digital technologies
- Apply concepts and aesthetics to create and evaluate photographic images
- Satisfy academic transfer requirements to institutions of higher learning
Career Opportunities

- Commercial photography
- Portrait photography
- Fine Art photography
- Editorial photography
- Documentary photography
- Photographic lab technician
- Photo assisting

Degree Curriculum

### Photography

**Associate in Science Degree with Major in Photography.** The program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements receive the Associate in Science degree in Photography if they complete the program of study with a B minus (2.75 grade-point average) or higher. The program adviser of the Photography Department will help students who desire to plan special programs of study.

**Courses Required for the Major in Photography**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PHOT 50A or 50B History &amp; Aesthetics of Photo</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 51 Beginning Black &amp; White Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 53 Photographic Design and Concepts</td>
<td>2</td>
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Additional graduation requirements

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PHOT 55 Color Theory of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 81A Inter. Black &amp; White Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 83 View Camera Techniques</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 85A Beginning Lighting Techniques</td>
<td>4</td>
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Additional graduation requirements

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHOT 60A Beginning Computer Imaging</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 85B Adv. Studio Lighting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 93 Editorial Photography</td>
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<tr>
<td>PHOT 95A Beginning Color Printing</td>
<td>4</td>
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Additional graduation requirements

**Fourth Semester**

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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHOT 81B Adv. Black and White Darkroom Tech.</td>
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</tr>
<tr>
<td>PHOT 90 Portraiture</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 99 Business Practices of Photography</td>
<td>3</td>
</tr>
<tr>
<td>Photography elective</td>
<td>2</td>
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</table>

Additional graduation requirements

**Total Units** ................................................. 46

**Elective Courses:** In choosing electives, students should take at least two units from the following list of courses. Students should select electives in consultation with their program adviser.

PHOT 52, 57, 60B, 82, 86, 89, 95B, 101-104, 118, 130.

**Announcement of Courses**

**Photography**

**CREDIT, DEGREE APPLICABLE COURSES:**

**PHOT 50A. History and Aesthetics of Photography (4)**
Lec-4, field trips CR/NC avail.
Illustrated lectures on the achievements of important photographers. Designed to stimulate visual thinking and creative problem solving. Visits to museums, films and slide lectures. CSU/UC

**PHOT 50B. History and Aesthetics of Photography Since 1945 (4)**
Lec-4, field trips CR/NC avail.
History of photography since 1945, highlighting achievements of important photographers. Designed to stimulate visual thinking and creative problem solving. Topics covered are: avant garde, surrealism, symbolism, fictional photographs, structuralists, post-modernism, pop art, current uses of landscape images, contemporary color, and photography’s interactions with modern painting, video, performance and computer. Visits to museums and galleries. CSU/UC

**PHOT 51. Beginning Black and White Photography (3)**
Lec-3, lab-3, field trips CR/NC avail.
A basic course introducing black and white photography and processing practices. Introduction to the small format cameras (35 mm), exposure calculations, negative processing, enlarging and mounting techniques. Topics covered include camera filters and black and white films, night photography, flash usage, elementary lighting, and introduction to the aesthetics of photography. CSU/UC/CAN ART 18

**PHOT 52. Photographers and Their Images (1)**
Lec-1 CR/NC avail.
Repeat: max. 2 units
Professional photographers present and discuss their work in both technical and aesthetic terms. This is a unique opportunity for photography students to meet world renowned photographers and discuss topics in a question and answer format. CSU

**PHOT 53. Photographic Design and Concepts (2)**
Lec-3, lab-1, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of Exit Skills
Design and concept elements necessary for the formulation of photographic images; communication and expression of photographic ideas; exploration of conceptual and formal design of photography. CSU

**PHOT 55. Color Theory of Photography (3)**
Lec-3, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advis: Completion/concurrent enrollment in PHOT 53
Basic principles of photographing with slide film; special demands of color technique; color relationships; light qualities; kinds of films; class demonstrations; critiques of color transparencies. CSU

**PHOT 57. Photography for the Web (3)**
Lec-3, lab-1 CR/NC avail.
Prereq.: PHOT 51 and IDST 120 or Demonstration of Exit Skills
Coreq.: IDST 130
Introduction to the role of photography in multimedia. Beginning digital imaging, image acquisition, and the production process.
Emphasis on the application of these skills integrated with other
digital media. Using these techniques, students will explore conceptu-
ally the use of photographic images in multimedia. Includes lab
assignments and demonstrations of hardware and software neces-
sary for the contemporary photographer to succeed in the electronic
age. CSU

**PHOT 60A. Beginning Photoshop (2)**
Lec-2, lab-1, field trips CR/NC avail.
Prereq.: GRPH 25 or CS 100M or IDST 120 or Demonstra-
tion of Exit Skills
Advise: PHOT 51
A beginning level lecture/lab course introducing the student to
Photoshop. Technical aspects of digital photography will be empha-
sized. This emphasis includes demonstration of the software and
hardware necessary for a photographer to succeed in the contempo-
rary photographic marketplace. Students will complete lab exercises
in class as well as assignments to be completed outside of class
time. CSU

**PHOT 60B. Intermediate Photoshop (3)**
Lec-2, lab-3, field trips CR/NC avail.
Prereq.: PHOT 60A or Demonstration of Exit Skills
Advise: GRPH 21 or PHOT 53
An intermediate level lecture/lab course for students to expand their
capabilities in Photoshop. Intermediate techniques in the manipula-
tion, alteration and enhancement of digital photography will be
emphasized. This in-depth exploration of the digital photograph will
provide the student with skills to create their own expressive images
and explore the various electronic methods of output. Students will
integrate the technical resources that are available to them in prepa-
ration for a rapidly changing field. Class demonstrations, projec-
tions and critiques of student work will be used. Students will com-
plete lab exercises in class. CSU

**PHOT 81A. Intermediate Black and White Photography (3)**
Lec-3, lab-3, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advise: PHOT 53
Emphasis on black and white exposure control and darkroom tech-
nique using small and medium format cameras. Includes camera filters,
push processing, more advanced darkroom controls, greater
speed and responsiveness to subject matter, and a deeper under-
standing of photographic theory and its application. CSU

**PHOT 81B. Advanced Black and White Darkroom Techniques (4)**
Lec-3, lab-3, field trips CR/NC avail.
Prereq.: PHOT 81A or Demonstration of Exit Skills
Repeat: max. 8 units
An intensive exploration of the controls and materials of the black
and white photographic process. Emphasis on fine printing, opti-
mization of the negative and archival processing procedures, and an
analysis of films, papers and developer combinations. CSU

**PHOT 82. Zone System Techniques (3)**
Lec-3, lab-3, field trips CR/NC avail.
Prereq.: PHOT 81A or Demonstration of Exit Skills
Repeat: max. 6 units
An exploration of the Photographic Zone System through use of
special light metering, processing, and fine printing techniques. A
study of the integration of aesthetics, calibration of camera and
exposure meter to film, calibration of film to photographic printing
papers, development of film for specific lighting conditions, print-
ing and other techniques associated with the Photographic Zone
System required for assignments. The production of a fine portfolio
of images using the Zone System for presentation to clients or gal-
leries and museums. CSU

**PHOT 83. View Camera Techniques (2)**
Lec-2, lab-1, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advise: PHOT 53, 55, and 83 (concur.)
An exploration of the 4x5 view camera through hands-on experi-
ence. Investigation of perspective control, camera movements, film,
processing, and printing as applied to studio, architectural and fine
art photography. The department will provide students with
4x5 cameras. CSU

**PHOT 85A. Beginning Lighting Techniques (4)**
Lec-3, lab-3, field trips CR/NC avail.
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advise: PHOT 51, 53, and 83 (concur.)
Through demonstration and hands-on experience students explore
the basic and technical use of ambient, tungsten and electronic flash
illumination as it is used with color and black and white film.
Students will work with a variety of lighting equipment and acces-
sories. CSU

**PHOT 85B. Advanced Studio Lighting Techniques (4)**
Lec-4, lab-2, field trips CR/NC avail.
Prereq.: PHOT 55 and 85A or Demonstration of Exit Skills
Advise: PHOT 83
Advanced lighting techniques with an emphasis on electronic strobe
and mixed lighting techniques as used in advertising and product
photography. Emphasis on client-photographer relationships, solv-
ing photographic problems imaginatively, and building a quality
portfolio. CSU

**PHOT 86. Mixed Media and the Photographic Image (3)**
Lec-2, lab-3, field trips CR/NC avail.
Prereq.: PHOT 81A or Demonstration of Exit Skills
Advise: PHOT 53
Repeat: max. 6 units
An exploration of the photographic image, exposing students to the
concept of manipulation of the original to reveal forms of expres-
sion which are unattainable through straight photography. Emphasis
will be given not only to established non-silver processes, but also
to the integration of more contemporary mediums. CSU

**PHOT 89. Large Format Transparency (3)**
Lec-1, lab-3
Prereq.: PHOT 83 and 85A or Demonstration of Exit Skills
Advise: PHOT 55
Repeat: max. 6 units
An advanced, large format transparency (4x5) course with emphasis
on color principles carried to further refinement and practical appli-
cations in studio and location photography. Special emphasis on
product, interior and exterior photography, solving mixed lighting
problems, utilization of special effects, and the building of a profes-
sional portfolio for job applications and presentations. CSU

**PHOT 90. Portraiture (4)**
Lec-3, lab-3
Prereq.: PHOT 85A or Demonstration of Exit Skills
Advise: PHOT 83
Introduction to photographing people utilizing tungsten, strobe,
and daylight, with an emphasis on creating as well as interpreting the
personality. Use of multiple lighting techniques in the studio and on
location. Working successfully with subjects. Analysis and applica-
tion of lighting techniques for social portraiture, including wedding,
school, yearbook, family, and executive portraiture. CSU
PHOT 93. Editorial Photography (2)
Lec-2, lab-1, field trips CR/NC avail.
PREREQ.: PHOT 81A OR DEMONSTRATION OF EXIT SKILLS
Techniques leading to a creative treatment of typical editorial assignments, including use of several formats, variable lenses, multiple electronic flash and typical effects essential to quality storytelling pictures. Students produce a portfolio including feature news, publicity, public relations, and feature story photographs. CSU

PHOT 95A. Beginning Color Printing (4)
Lec-3, lab-3, field trips CR/NC avail.
PREREQ.: PHOT 55 OR DEMONSTRATION OF EXIT SKILLS
Exploration of color negative printing through an understanding of exposure, color films and papers, processing, color temperature and color theory. Sensitometry and densitometry as they apply to color negative printing. Emphasis on the aesthetics of color photography. CSU

PHOT 95B. Intermediate Color Printing (4)
Lec-3, lab-3 CR/NC avail.
PREREQ.: PHOT 95A OR DEMONSTRATION OF EXIT SKILLS
Repeat: max. 8 units
Refinement of techniques learned in PHOT 95A emphasizing professional color output. Students produce color prints from color transparencies, negatives and internegatives. Methods include masking techniques when necessary. Explorative techniques such as combination printing, instant print material, collage, and painting with light. A specific color project will be completed that should be of the quality to be included in the students' portfolio for employment. CSU

PHOT 99. Business Practices of Photography (3)
Lec-3 CR/NC avail.
A course for both commercial and fine art photographers who want to run successful businesses. Topics include writing a business plan, marketing and self-promotion, freelance skills, using computers, legal issues, pricing and estimating, taxes, insurance, and copyright. CSU

PHOT 101-102-103-104. Selected Topics in Photography (1-2-3-4)
Lec-1,2,3,4 and/or lab-2,3,6, field trips CR/NC avail.
PREREQ.: AS REQUIRED FOR TOPIC
Selected topics in photography will be explored through lectures, laboratory or studio demonstrations and exercises, field trips, class discussions, film, video, and/or television leading to a critical analysis and/or practical understanding and application of the topic or skill set under consideration. CSU

PHOT 101B. Hand Tinting Photographs
PHOT 101C. Self Portraiture
PHOT 101D. Landscape Photography
PHOT 101E. Informal Portraiture
PHOT 101F. Polaroid and Emulsion Transfer
PHOT 101G. Pinhole Photography
PHOT 102A. Architectural Photography (2)
Lec-2, lab-1, field trips CR/NC avail.
PREREQ.: PHOT 85A OR DEMONSTRATION OF EXIT SKILLS
Advise: PHOT 55, 83
Repeat: max. 4 units
The process of documenting buildings and other structures in their environments. Interiors and exteriors of domestic places are photographed for architectural applications. Topics specifically related to issues of architectural photography include: perspective control, use of different format cameras, filtration for incompatibility, light sources, attention to detail, and daylight effect on form. The role of the relationship of photographer to designer will be examined. CSU

PHOT 102B. Documentary/News Photography (2)
Lec-2, lab-1, field trips CR/NC avail.
PREREQ.: PHOT 81A OR DEMONSTRATION OF EXIT SKILLS
Advise: PHOT 55
An exploration of photojournalism and documentary photography as applied to newspaper and magazine work, photo essay assignments and book projects. Legal and business issues, including fund raising and grant writing to support extended projects. Captioning and writing text to accompany photographic work. Mastering of story format using a variety of photo equipment and materials including location lighting, available light photography with high speed films, color transparency materials, and developing and printing in Black and White. CSU

PHOT 118. Independent Study (2)
Ind st-10 CR/NC avail.
PREREQ.: PHOT 85B AND EITHER 81B OR 95A OR DEMONSTRATION OF EXIT SKILLS
Repeat: max. 4 units
Work on an independent photographic project having significant learning value in photography and acceptable to both the student and the instructor. Projects may be in photographic research, photographic criticism, computer imagery, or any other photographic performance area. CSU

PHOT 130. Portfolio Production (2)
Lec-2 CR/NC avail.
PREREQ.: PHOT 81B, 85B, 90, 93 OR 95A
Repeat: max. 4 units
Student production of a professional portfolio that can be used for job applications. The student is advised by the instructor while producing photographs, professionally mounted, which demonstrate depth in a particular area of interest and/or proficiency in several areas of professional photography. CSU

PHOT 501A. Photography for the Enthusiast (2)
Lec-2 CR/NC avail.
Repeat: max 4 units
A basic course introducing photography and camera use to the general enthusiast. Introduction to small format cameras, color films, elementary lighting, and the aesthetics of photography. CSU

DSGN 101. Design Fundamentals (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A visual design course, covering the theories, processes, vocabulary, techniques and skills common to design disciplines. Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 110. Rapid Visualization (3)
Lec-3, lab-3, field trips
Advise: ESL 150 or ENGL 92
Repeat: max. 6 units
A free-hand drawing course for the development of visual thinkers, covering processes, methods, strategies, terminology, conventions, techniques, and skills for the rapid visualization of ideas in design.
Practical application of knowledge through individual and group exercises and projects. CSU/UC

DSGN 150. Color in Design (3)
Lec-3, Lab-3, field trips
Exploration and application of the historical, cultural, symbolic, professional and personal uses of color through individual and collaborative design projects. An interdisciplinary study of the basic properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial effects of color in various media. CSU/UC

Fitness Center provides a full-body workout utilizing the state-of-the-art Fitlinxx computerized system.

Physical Education and Dance

Announcement of Curricula

Certificate Curricula

Dance

The curriculum for the Dance Certificate will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students need various options are available. Additional electives such as: anatomy, health science, music, theatre arts, African American, and Latin American and Latino/a studies support the student’s development.

All students need to meet with a faculty member for an entrance interview and approval of courses. The Certificate requires completion of 17 units, including 2 units of intermediate or advanced level technique, which can be completed in two semesters. The cumulative GPA must be at least 3.0. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other universities are responsible for providing supporting documentation in a timely manner. When a student seeks additional certificates, only 7 core units will not need to be repeated in option 1 or 2; the remaining 10 units, (8 units of electives and 2 additional units of production or repertory) must be from other classes. For option 3 or 4, 4 to 5 core units need not be repeated; the remaining 12 or 13 units must be from other classes.

For further information call 452-5353, or visit the website at www.ccsf.edu/pe/Dance_Department/dance_department.html.

Option 1 - Classical Dance Performance

Courses Required for the Certificate of Completion in Classical Dance Performance

Courses in Workshop and Theory (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>P E 3 Dance Composition</td>
<td>3</td>
</tr>
<tr>
<td>P E 30 Dance History – Western Culture</td>
<td>3</td>
</tr>
<tr>
<td>P E 564 Dance Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>P E 17A-B Dance Production</td>
<td></td>
</tr>
<tr>
<td>or P E 18A-B Dance Repertory</td>
<td>1 or 2</td>
</tr>
</tbody>
</table>

Technique Electives (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>P E 526A-B Modern Dance</td>
<td>1-1</td>
</tr>
<tr>
<td>P E 526C or 626B Adv or Intensive Modern</td>
<td>2</td>
</tr>
<tr>
<td>P E 504A-B Ballet</td>
<td>1-1</td>
</tr>
<tr>
<td>P E 504C or 604B Adv or Intensive Ballet</td>
<td>2</td>
</tr>
<tr>
<td>P E 569 Pointe Technique</td>
<td>1</td>
</tr>
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</table>

Electives (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>TH A 200 Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>TH A 101 Beginning Acting</td>
<td>3</td>
</tr>
<tr>
<td>TH A 1 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>MUS 4 Music Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 51 Elementary Nutrition</td>
<td>2</td>
</tr>
</tbody>
</table>

One unit technique from Option 2, 3, or 4

Total Units: 17

Option 2 - African Heritage Performance

Courses Required for the Certificate of Completion in African Heritage Performance

Courses in Workshop and Theory (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>P E 3 Dance Composition</td>
<td>3</td>
</tr>
<tr>
<td>P E 30 Dance History - Western Culture</td>
<td>3</td>
</tr>
<tr>
<td>P E 17A-B Dance Production</td>
<td></td>
</tr>
<tr>
<td>or P E 18A-B Dance Repertory</td>
<td>1 or 2</td>
</tr>
<tr>
<td>P E 564 Dance Conditioning</td>
<td>1</td>
</tr>
</tbody>
</table>

Technique Electives (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>P E 523A-B Jazz Dance</td>
<td>1-1</td>
</tr>
<tr>
<td>P E 500A-B African Haitian Dance</td>
<td>1-1</td>
</tr>
<tr>
<td>P E 541A-B Tap Dance</td>
<td>1-1</td>
</tr>
<tr>
<td>P E 573A-B Hip-Hop Dance</td>
<td>1</td>
</tr>
</tbody>
</table>

One unit technique from Option 1, 3, or 4

Electives (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>AFAM 55 From Funk to Hip Hop</td>
<td>3</td>
</tr>
<tr>
<td>HUM 48 African Amer Music, Art, and Lit</td>
<td>3</td>
</tr>
<tr>
<td>MUS 23 Jazz Hist, Musical Trad of the Afr Am</td>
<td>3</td>
</tr>
<tr>
<td>MUS 21 Traditional African Music</td>
<td>3</td>
</tr>
</tbody>
</table>

One unit technique from Option 1, 3, or 4

Total Units: 17
Option 3 - Social and Folk Dance Performance

Courses Required for the Certificate of Completion in Social and Folk Dance Performance

Courses in Workshop and Theory (8 units)
P E 12 Analysis of Folk and Social Dance..............2
P E 3 Dance Composition
or P E 30 Dance History-Western Culture........3
P E 564 Dance Conditioning................................1
P E 5A-B Folk Dance Production........................1-2
P E 25A-B Ballroom Dance Prod & Comp..............1-2
P E 578 Argentine Tango Production.................1

Technique Electives (5 units)
P E 518A-B International Folk Dance......................1-1
P E 535A-B Ballroom Dance................................1-1
P E 560A-B Latin Amer Social Folk Dance.............1-1
P E 570A-B-C Swing Dance Forms......................1-1
P E 576A-B-C Argentine Tango............................1-1
P E 577 Argentine Tango Follower’s Technique......1
One unit from Option 1, 2, or 4.............................1

Electives (4 units)
ANAT 14 Intro to Human Anat & Physiology........4
TH A 3A Intro to Make-up & Costume Design............3
TH A 1 Introduction to Theatre.........................3
MUS 4 Music Fundamentals...............................2
MUS 25 Music of Latin Amer & the Caribbean....3
ANTH 3 Intro to Soc & Cultural Anth
or ANTH 1 Latin Amer Cultures & Societies......3
One unit from Option 1, 2, or 4.............................1

Total Units......................................................17

Option 4 - Dance Aerobics and Fitness

Courses Required for the Certificate of Completion in Dance Aerobics and Fitness

Courses in Workshop and Theory (7 units)
P E 8 Intro to Fitness & Training.........................3
P E 3 Dance Composition
or ANAT 14 Intro to Human Anat & Phys...........3 or 4
P E 564 Dance Conditioning................................1

Technique Electives (6 units)
P E 50A-B-C Fitness Center Super Circuit......5-1-2
P E 579 Boxercise..............................................1
P E 567 Dance Aerobics.......................................1
P E 558A Aerobic Fitness.................................1
P E 562 Body Sculpting.....................................1
P E 565 Step Aerobics........................................
P E 573A-B Hip-Hop Dance...............................1-1
P E 554A-B Yoga...............................................1-1
P E 654B Intensive Yoga.....................................2
One unit technique from Option 1, 2, or 3..............1

Electives (4 units)
P E 9A Fit or Fat: Exercise and Diet......................2
HLTH 35 Holistic Health Practices......................3
NUTR 51 Elementary Nutrition.........................3
HLTH 41 Survey and Management of Stress.........3
One unit technique from Option 1, 2, or 3.............1

Total Units......................................................17

Announcement of Courses

The following physical education courses are activity courses:
P E 50 and all courses 400 through 600.

CREDIT, DEGREE APPLICABLE COURSES:
P E 3. Dance Composition (3)
Lab-10 CR/NC avail.
Repeat: max. 9 units
A dance class that expands and explores movement techniques.
Improvisation and choreographic structures are presented for student study. Culminates with a studio demonstration or theatre performance. CSU/UC

P E 4. Basic Movement (2)
Lec-1, lab-3 CR/NC avail.
Repeat: max. 8 units
Defines general movement vocabulary and employs movement studies that develop skills needed for successful participation in physical activities, particularly dance. CSU/UC

P E 5A-5B-5C. Folk Dance Production (1-2-3)
Lab-2, 4, 6 CR/NC only
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Performance of intermediate-advanced level folk dance arrangements for theatrical production. CSU/UC

P E 6. Prevention and Care of Athletic Injuries (3)
Lec-2, lab-2 CR/NC avail.
Introduces injuries commonly experienced by competitive athletes, discusses conditioning and evaluation methods used to identify and prevent injuries, and the basic management approaches used to treat injuries. Includes clinical experience and laboratory learning. CSU/UC

P E 7. Coaching and Officiating (3)
Lab-3 CR/NC avail.
Develops and augments student’s knowledge of coaching and officiating in three selected sports. CSU/UC

P E 8. Introduction to Fitness, Training and Human Performance (3)
Lec-3
Overview of fitness, fitness assessment, training and human performance, including cellular adaptations to exercise, the physiological basis and scope of training, principles of training and training factors, components of training, training states, recovery methods and philosophy of training. CSU

P E 9A. Fit or Fat: Exercise and Diet (2)
Lec-2 CR/NC avail.
Comparison of obesity theories, current weight loss methods and associated technology. Determine and track change in fitness levels, plan a fitness program, and participate in a variety of exercises to promote an active lifestyle, emphasizing weight loss. CSU
P E 10. Appreciation and Analysis of Individual and Team
Sports (2)
Lec-2 CR/NC avail.
Emphasis on systems of play, strategy, rules, training programs, organizational procedures, and background for both spectators and participants. CSU/UC
10A. Aquatics sp
10B. Baseball sp
10C. Basketball fa
10D. Football fa
10E. Individual sports; badminton, bowling, fencing, golf, and tennis sp
10F. Soccer fa
10G. Track and Field sp

P E 11. Analysis of Fastpitch Softball (2)
Lec-1, lab-3 CR/NC avail.
Repeat: max. 8 units
Demonstrates and analyzes the individual offensive and defensive skills required in fastpitch softball, as well as identifying offensive and defensive team strategies necessary for successful game play. CSU

P E 12. Folk, Ballroom, and Square Dance Activities Analysis (2)
Lec-2 CR/NC avail.
Advise: P E 518A and/or P E 535A
Repeat: max. 8 units
Analysis and performance of past and present ballroom, folk and square dances. Dance notations and directions will be compiled and employed. CSU/UC

P E 13. Sport and Society (3)
Lec-3
An introduction to the sociology of sport, to discuss and analyze issues about sports as a part of society. The history of sport, competition, children's programs, deviance, aggression, coaches in the sport experience, gender, ethnicity, social mobility, the economy, the media, and politics in sports. CSU

P E 15. Workplace Ergonomics (2)
Lec-2, field trips CR/NC only
Overview of anatomy and body mechanics and how design and placement of commonly used objects influences productivity and safety. Students will learn to assess and develop a workspace based on sound ergonomic principles, working within individual budgetary constraints, to help prevent some common workplace injuries. CSU

P E 17A-17B-17C. Dance Production (1-2-3)
Lab-2,5,7 CR/NC only
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Participation in theatre disciplines such as lighting, sound, stage management, set design and costume; development of choreographing and performing skills to be used in a theatre or studio dance production. CSU/UC

P E 18A-18B-18C. CCSF Repertory Dance Company (1-2-3)
Lab-3,6,9, field trips CR/NC avail.
Repeat: combination max. 3 times
This course is designed as a touring dance company. Students will learn dance works from faculty and guest choreographers. Touring venues include CCSF, San Francisco high schools, San Francisco Bay Area colleges, local theatres, and public events. Includes work shops on performance techniques and lectures on choreographic theory. CSU/UC

Lab-3,6,9 CR/NC only
Advise: PE 535B
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Performance of past and present ballroom dance choreographies in a theatrical or competitive setting. CSU/UC

P E 30. Dance History - Western Culture (3)
Lec-3 CR/NC avail.
Lectures, readings, films and discussions on theory and development of dance from its evolution in anthropological sources to 20th century contemporary dance. This survey history course will touch on the historical basis of dance and will emphasize the history of classical ballet, American/European modern dance, African-Haitian dance and the American idioms of tap and jazz. CSU/UC

P E 33. Black Tradition in American Dance (3)
Lec-3, field trips CR/NC avail.
Advise: ENGL 94
This course examines the use of the African American dance aesthetic by performers, dancers, choreographers, historians, and dance theorists, from the 19th century through 21st century, as they created and contributed to the idioms of modern, jazz, ballet, street vernacular and traditional African based dance forms in the United States. CSU/UC

P E 50A-50B-50C. Fitness Center Super Circuit (0.5-1-2)
Lab-4,2,4 CR/NC only
Repeat: combination max. 3 times
The super circuit located in the Fitness/Wellness Center utilizes an interactive fitness network system providing feedback to the user with an emphasis on proper use of free weights, strength equipment and interval training (use of the stair master, treadmill and life cycle) and individualized fitness programs to promote strength, muscle toning and cardiac fitness. CSU/UC

P E 70. Intramural Competition (0)
Competition in individual and team sports under game conditions; emphasis on coeducational participation. Students may compete individually or as members of teams representing clubs or special interest groups, but always subject to supervision and to the approval of the instructor. CSU

Intercollegiate Athletics for Men (3)
Lab-10 CR/NC avail.
PREREQ.: ATHLETIC CLEARANCE (ELIGIBLE BY RULES OF THE CACC AND MEDICAL CLEARANCE VERIFIED BY A PHYSICIAN)
Repeat: max. 12 units
Course numbers, activities and semester as indicated below
Instruction for competition and participation in the Coast Conference of the California Association of Community Colleges (CACC). CSU/UC

P E 400. Baseball sp
P E 401. Basketball fa, sp
P E 402. Cross-country fa
P E 403. Football fa
P E 405. Soccer fa
P E 407. Tennis sp
P E 408. Track and Field sp

Intercollegiate Athletics for Women (3)
Lab-10 CR/NC avail.
PREREQ.: ATHLETIC CLEARANCE (ELIGIBLE BY RULES OF THE CACC AND MEDICAL CLEARANCE VERIFIED BY A PHYSICIAN)
Repeat: max. 12 units
Course numbers, activities and semesters as indicated below
Instruction for competition and participation in the Coast
Conference of the California Association of Community Colleges
(CACC). CSU/UC

P E 450. Soccer
P E 451. Badminton sp
P E 453. Tennis sp
P E 455. Basketball fa, sp
P E 456. Track and Field sp
P E 457. Softball sp
P E 458. Volleyball fa
P E 459. Cross-country fa
P E 460. Judo Competition

P E 500A-500B-500C. African-Haitian Dance (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced study of African- Haitian
Dance as a vehicle to understand and appreciate the impact and
manifestation of the African Culture in the Caribbean and North
America. CSU/UC

P E 500A. Beginning
P E 500B. Intermediate
P E 500C. Advanced

P E 501A-501B. Archery (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate archery. Emphasis on skills, official
rules, etiquette, safety, methods of shooting and scoring. CSU/UC

P E 501A. Beginning
P E 501B. Intermediate

P E 503A-503B. Badminton (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate badminton; its history, rules, skills and
playing strategies. CSU/UC

P E 503A. Beginning
P E 503B. Intermediate

P E 504A. Beginning Ballet (1)
Lab-2 CR/NC avail.
Repeat: P E 504A-504B-504C combination max. 3 times
Introduction to the theory and practice of beginning ballet technique
and vocabulary. Application of basic technical ballet vocabulary at
the barre and in center practice. CSU/UC

P E 504B. Intermediate Ballet (1)
Lab-2 CR/NC avail.
Repeat: P E 504A-504B-504C combination max. 3 times
A continuation of the theory and practice of classical ballet with an
emphasis on intermediate ballet technique and vocabulary.
Application of intermediate ballet ballet vocabulary at the barre and
in center practice. CSU/UC

P E 504C. Advanced Ballet (2)
Lab-4 CR/NC avail.
Repeat: P E 504A-504B-504C combination max. 3 times
A continuation of the theory and practice of classical ballet with an
emphasis on advanced ballet technique and vocabulary. Application
of advanced ballet vocabulary at the barre and in center practice.
CSU/UC

P E 505A-505B-505C. Baseball (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate and advanced baseball. Analysis and prac-
tice of the fundamental skills, techniques, and theories of baseball
through active participation. Lessons and drills designed to improve
and increase awareness of the skills involved in playing baseball.
CSU/UC

P E 505A. Beginning
P E 505B. Intermediate
P E 505C. Advanced

P E 506A-506B-506C. Basketball (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced basketball; emphasis on
skill, agility, body conditioning and endurance. CSU/UC

P E 506A. Beginning
P E 506B. Intermediate
P E 506C. Advanced

P E 509. Body Building (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Physical development and muscle toning through weight training.
CSU/UC

P E 512. Corrective Physical Education (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
An adaptive exercise class designed to meet specific rehabilitative
needs for people with chronic or temporary disabilities, especially
those with muscular/skeletal and/or mild/moderate neurological
conditions. Body awareness and conditioning techniques are pre-
sented to improve body alignment, increase muscular strength and
flexibility, and release muscular tension. CSU/UC

P E 513A-513B-513C. Fencing (1-1-1) fa
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced fencing; emphasis on bout-
ing, judging, directing, scoring, parries, ripostes, and fencing with
electrical equipment. CSU/UC

P E 513A. Beginning
P E 513B. Intermediate
P E 513C. Advanced

P E 518A-518B International Folk Dance (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
In 518A, performance of beginning partner and non-partner folk
dances from around the world; 518B continues with intermediate
level material. CSU/UC

P E 518A. Beginning
P E 518B. Intermediate

P E 519A-519B-519C. Football (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Introduces the fundamentals of touch football, emphasizes skills,
ability, conditioning, endurance, technique, schematics and empha-
sizes drills which will augment the teaching of technical skills.
CSU/UC
P E 520A-520B-520C. Golf (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced golf. Demonstrates basic
skills needed to play a round of golf; emphasizes principles of the
full swing, the chip, the putt, basic rules of play, golf etiquette and
golf terminology. CSU/UC
P E 520A. Beginning
P E 520B. Intermediate
P E 520C. Advanced

P E 523A-523B-523C. Jazz Dance (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced jazz dance techniques, patterns,
styles and dance positions appropriate to each genre, musicality,
performance and improvisation. CSU/UC
P E 523A. Beginning
P E 523B. Intermediate
P E 523C. Advanced

P E 524A-524B-524C. Judo (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced judo. Instruction and practice in the basic
skills of the sport of Judo. Terminology, etiquette along with throwing and grappling
practices in the basic skills of the sport of Judo. Terminology, etiquette along with throwing and grappling
techniques, with integration of various Katas (forms) and Randori (free exercise). CSU/UC
P E 524A. Beginning
P E 524B. Intermediate
P E 524C. Advanced

P E 525. Lifeguard Training (1)
Lab-2 CR/NC avail.
PREREQ.: P E 540C or DEMONSTRATION OF P E 540C EXIT SKILLS
Repeat: max. 4 units
Training in life guarding (no beach) situations; recognizing and preventing life threatening situations. American Red Cross Life
Guarding Certificate granted upon successful completion. CSU/UC

P E 526A-526B-526C. Modern Dance (1-1-2)
Lab-2, 4 CR/NC avail.
Advise for P E 526B: P E 526A
Advise for P E 526C: P E 526B
Repeat: combination max. 3 times
Beginning, intermediate and advanced dance techniques. Emphasis on body movement through modern dance, improving alignment,
muscular endurance, flexibility, coordination, musicality, performance

technique, and dance vocabulary appropriate to training. Includes improvisation and choreography. Techniques explored:
Graham, Hawkins, Cunningham, Limon, Horton, and Dunham. CSU/UC
P E 526A. Beginning
P E 526B. Intermediate
P E 526C. Advanced

P E 527A-527B-527C. Physical Fitness (1-1-1)
Lab-2 CR/NC avail.
Repeat: max. combination 4 units
Physical fitness classes at all levels are scheduled to help students fit a vigorous and satisfying period of exercise into a pattern for future use. The aim is to help students gain insight into their own personal aptitudes and abilities and also motivate students to explore their own range of movement in terms of agility, flexibility, strength, and endurance. CSU/UC
P E 527A. Beginning

P E 528. Running and Conditioning (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Principles and practices of conditioning the body with emphasis on aerobic (cardiovascular) fitness by increasing endurance through running, increasing the body's range of motion through stretching and flexibility activities. CSU/UC

P E 529. Saber Fencing (1) sp
Lab-2 CR/NC avail.
Repeat: max. 4 units
An entry-level course that surveys the sport of saber fencing, the general rules and regulations for governing a bout. CSU/UC

P E 530A-530B-530C. Self Defense (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced methods of self-defense. Instruction and practice in the basic techniques of anticipation, avoiding, and when necessary, protecting oneself from attack. Emphasis is on the avoidance of physical confrontation and the discouragement of an attack. CSU/UC
P E 530A. Beginning
P E 530B. Intermediate
P E 530C. Advanced

P E 534A-534B-534C. Soccer (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced soccer. Emphasis on systems of play, strategy, rules, and training program. CSU/UC
P E 534A. Beginning
P E 534B. Intermediate
P E 534C. Advanced

P E 535A-535B. Ballroom Dance (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate ballroom dance; emphasis on step patterns and dance positions for a complete range of dances. CSU/UC
P E 535A. Beginning
P E 535B. Intermediate

P E 536. Softball (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Fundamentals of elementary softball; emphasis on development of team offense and defense. CSU/UC

P E 537. Cheer/Dance Squad (2)
Lec-1, lab-4, field trips
Repeat: max. 8 units
Designed to provide the student with information and training in order to create, execute, and perform dance/cheer moves in a competitive/performance setting. CSU

P E 538A. Beginning Waltz Styles and Techniques (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Introduction to various waltz styles and techniques will be examined through lecture and practice. Emphasis will be on basic step patterns and dance positions appropriate to each genre, musicality, leading and following techniques, and styling expression. CSU/UC
P E 538B. Intermediate Waltz Styles and Techniques (1)
Lab-2 CR/NC avail.
Advis: P E 538A or 535A
Repeat: max. 4 units
Intermediate Waltz styles and techniques will be examined through
lecture and practice. Emphasis will be on intermediate step patterns
and sequences appropriate to each genre, musicality, leading and
following techniques, and styling expression. CSU/UC

P E 540A-540B-540C. Swimming (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced skills of swimming.
Emphasis on the progression from the basics of water maneuvering
to more advanced swimming techniques. CSU/UC
   P E 540A. Beginning
   P E 540B. Intermediate
   P E 540C. Advanced

P E 541A. Beginning Tap Dance (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Introduces the elements of tap vocabulary, explores technique
through performance of rhythmic patterns and briefly reviews the
history of tap. CSU/UC

P E 541B. Intermediate Tap Dance (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Develops more complex tap dance skills, based on the refinement of
fundamental technique, vocabulary, rhythmic sensibility and knowl-
dge of tap history. CSU/UC

P E 542A-542B-542C. Tennis (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced tennis. Emphasis on rules,
etiquette, basic skills, strokes and footwork, scoring, and strategy.
CSU/UC
   P E 542A. Beginning
   P E 542B. Intermediate
   P E 542C. Advanced

P E 543. Track and Field (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Instruction for competition and participation in the coast confere-
cence of the California Association of Community Colleges (CACC).
CSU/UC

P E 545A-545B-545C. Volleyball (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate, and advanced volleyball. Emphasis on
passing, serving, spiking, and blocking. CSU/UC
   P E 545A. Beginning
   P E 545B. Intermediate
   P E 545C. Advanced

P E 549. Karate (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Instruction and training in modern sport karate involving recrea-
tional and/or competitive applications of the various empty hand
systems. Emphasis on the development of self-control, positive
human interaction and the redirection and avoidance of aggression.
CSU/UC

P E 550. Self Defense For Women (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Learn physical, psychological and preventive skills to prevent
assault and reduce your risk to personal safety. Emphasis on the
development of personal power and self-esteem. Physical defense
skills are learned and mastered. CSU/UC

P E 552. Racquetball (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Fundamentals and principals of racquetball which include the essen-
tial skills of the game, the racquetball games (singles, double, “cut-
throat”), rules, strategies, training, conditioning and injury preven-
tion. CSU/UC

P E 554A. Beginning Yoga (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
An introduction to the principles and practice of yoga as a physical
discipline of asanas and breathing exercises which achieves integra-
tion of body and mind. A presentation of yoga histories, cultural
influences, and current yoga trends. CSU/UC

P E 554B. Intermediate Yoga (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
A continuation of yoga at the intermediate level as a physical disci-
pline of asanas and breathing exercises which achieves integration
of body and mind. A continuation of material on yoga histories, cul-
tural influences, and current yoga trends. CSU/UC

P E 554C. Senior and Restorative Yoga (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
An introduction, especially for senior citizens and people with spe-
cial needs, to the principles and practices of yoga as a physical disci-
pline of poses and breathing exercises which achieves integration
of the body and mind. A presentation of yoga histories, culture and
current trends, with an emphasis on the role of the senior citizen in
Indian and yoga cultures. CSU/UC

P E 555A-555B. Strength and Circuit Training (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate class in weight conditioning and circuit
training with an emphasis on proper use of free weights and interval
training (use of the stair master, treadmill and life cycle) to promote
strengthening, toning and cardiac fitness. CSU/UC
   P E 555A. Beginning
   P E 555B. Intermediate

P E 557. Walking for Fitness (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Principles and practices of conditioning the body with emphasis on
aerobic (cardiovascular) fitness by increasing endurance through
aerobic walking, and by increasing the body’s range of motion
through stretching and flexibility activities. CSU/UC

P E 558A-558B-558C. Aerobic Fitness (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning, intermediate and advanced techniques with emphasis on
cardiovascular endurance utilizing physical activity which increase
the heart rate to each individual’s target zone. CSU/UC

P E 558A. Beginning

P E 558B. Intermediate

P E 558C. Advanced

P E 559. Water Aerobics (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
A physical activity performed in the water with emphasis on the achievement and improvement of cardiovascular endurance, encompassing the special advantages of movement in water. CSU/UC

P E 560A-560B. Latin American Social and Folk Dance Forms (1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Developing skill in such dances as Merengue, Tango, and Salsa, while exploring historical and cultural influences. Recognizing musical styles and development. CSU/UC

P E 560A. Beginning

P E 560B. Intermediate

P E 561. Stretching and Flexibility Development (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
A physical activity to develop the body, with emphasis on increasing the overall flexibility and strength of the major muscle groups. CSU/UC

P E 562. Body Sculpting (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Introduction to the principles and practices of body sculpting through weight training with hand held weights, dynabands and individual body weight. CSU/UC

P E 564. Dance Conditioning (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
An introduction to conditioning techniques which promote body awareness, improve body alignment, enhance and expedite dance skills and prevent injury. CSU/UC

P E 565. Step Aerobics (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Introduction to the principles and practices of step aerobics through aerobic training: stepping up and down on adjustable platforms, performing in a routine at about 120 steps per minute. CSU/UC

P E 566. Personal Defense and Safety Awareness (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Assault prevention and personal defense skills designed to increase safety awareness. Basic physical defense skills are taught with an emphasis on streetwise safety strategies and the psychology of assault prevention. CSU/UC

P E 567. Dance Aerobics (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
This course is designed to use the dance vocabulary of contemporary street funk, jazz, ballet, modern and traditional African dance to develop, increase and maintain cardiovascular ability, strength, muscular coordination, agility and postural awareness. CSU/UC

P E 568. Walking for Fitness in San Francisco (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Principles and practices of walking for fitness by participation in weekly walks throughout the city of San Francisco. CSU/UC

P E 569. Beginning Pointe Technique (1)
Lab-2 CR/NC avail.
Prereq.: P E 504B OR 504C AND/OR A SCREENING TEST EVALUATING TECHNIQUE
Repeat: max. 4 units
Theory and practice of basic pointe technique which includes a historical review, relevant foot anatomy, selection, preparation, and care of pointe shoes, pre-pointe exercises, elementary pointe vocabulary, and safety guidelines to prevent injury. CSU/UC

P E 570A. Swing Dance Forms (1)
Lab-2 CR/NC avail.
Repeat: P E 570-570B-570C combination max. 4 units
An introductory experience of the popular American social dances known as Swing, and an exploration of the cultural scene that created them. Surveys historical dance varieties and East Coast/West Coast regional differences, as well as the latest trends and styles. CSU/UC

P E 570B-570C. Intermediate/Advanced Swing Dance Forms (1-1)
Lab-2 CR/NC avail.
Repeat: P E 570-570B-570C combination max. 4 units
Intermediate and advanced skills in the popular American dances known as “Swing,” while exploring the cultural scene that created them. CSU/UC

P E 572. Jujitsu (1)
Lab-2 CR/NC avail.
Repeat: max. 4 units
Instruction and practice in the basic skills of Jujitsu. Course will cover the terminology, etiquette along with throwing, grappling, and submission techniques with an emphasis on self-defense techniques. CSU/UC

P E 573A-573B. Hip-Hop Dance (1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
Beginning and intermediate hip-hop dance techniques, patterns, routines, choreography and improvisational group projects/presentations. CSU/UC

P E 573A. Beginning

P E 573B. Intermediate

P E 574. Culinary and Fitness Walks in San Francisco (1)
Lab-4, field trips CR/NC avail.
Repeat: max. 4 units
Principles and practices of walking for fitness in local neighborhoods as well as the importance of nutrition and diets as it relates to one’s general health and well-being. CSU

P E 575A-575B-575C. Kung Fu (1-1-1)
Lab-2 CR/NC avail.
Repeat: combination max. 4 units
An introduction to the basic, intermediate and advanced skills and physical training methods derived from the unarmed martial arts of South China (Chuan Fa). CSU/UC

P E 575A. Beginning
P E 575B. Intermediate  
P E 575C. Advanced

P E 576A-576B-576C. Argentine Tango (1-1-1)  
Lab-2, field trips  
Repeat: combination max. 4 units
Course covers the social, improvisational form of Argentine tango and an exploration of its culture as manifested in film, visual art and the printed word. Students learn to dance, arranging essential elements of tango vocabulary in an infinite number of ways with different partners. CSU/UC

P E 576A. Beginning  
P E 576B. Intermediate  
P E 576C. Advanced

P E 577. Argentine Tango Follower (1)  
Lab-2, field trips  
Repeat: max. 4 units
Refinement of placement, styling, adornments, lead/follow and musicality in Argentine tango through exercises done at the barre and on the center floor, with and without partners. Focus on the role of the follower in the tango dance. Course highlights the contribution of women in the construction of tango culture past and present. CSU/UC

P E 578. Argentine Tango Productions (1)  
Lab-2, field trips  
Repeat: max. 4 units
Performance-oriented course: development, critique and rehearsal of tango sequences for public performance informed by analysis of videotaped footage of professional tango choreography. CSU/UC

P E 579. Boxercise (1)  
Lab-2  
Repeat: max. 4 units
Boxercise is a conditioning fitness class utilizing aerobic/boxing techniques with an emphasis on cardiovascular and muscular endurance. CSU/UC

P E 604B. Intensive Ballet (2)  
Lab-4  
Repeat: max. 8 units
A continuation of the theory and practice of classical ballet with an emphasis on intermediate ballet technique and vocabulary. Application of intermediate ballet vocabulary at the barre and in center practice will be explored. CSU/UC

P E 626B. Intensive Modern Dance (2)  
Lab-4  
Repeat: max. 8 units
Emphasis on body movement through modern dance improving alignment, muscular endurance, flexibility, coordination, musicality, performance technique, and dance vocabulary appropriate to intermediate training. Improvisation and choreography. Techniques explored include Graham, Hawkins, Cunningham, Limon, Horton and Dunham. CSU/UC

P E 654B. Intensive Yoga (2)  
Lec-1, lab-3, field trips  
Advise: P E 554A or equivalent  
Repeat: max. 8 units
A continuation of the theory and practice of yoga, with an emphasis on intermediate yoga poses, combinations and a continuation of breathing exercises and relaxation techniques. Yoga history, culture and tradition will be discussed. CSU/UC

BCST 117. Sports Announcing and Production (3)  
Lec-3, lab-3  
Repeat: max. 6 units
PREREQ.: BCST 115 AND 131 OR 140 OR EQUIVALENT SKILLS
All aspects of sports announcing and production for radio, television, cable, satellite, and the Internet. An exploration of sports coverage history, issues, technology, production, play-by-play announcing, color announcing, and career opportunities. Students will announce and produce live and live-on-tape broadcasts of City College sports events. CSU

Selected from CCSF Library Archives.

Physics

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PHYC 2A-2B. Introductory Physics (3-3)  
Lec-3, conf-1
Required of premedical, biology, and some architecture students
PREREQ.: FOR PHYC 2A: HS PHYSICS OR PHYC 40, AND HS TRIGONOMETRY OR MATH 95
PREREQ.: FOR PHYC 2B: PHYC 2A
COREQ.: FOR PHYC 2A: PHYC 2AL
COREQ.: FOR PHYC 2B: PHYC 2BL

Lectures illustrating principles of physics.

PHYC 2A. Mechanics, fluids, heat, and sound. CSU/UC (CAN PHYS 2 = PHYC 2A+2AL)
PHYC 2B. Electricity, magnetism, light, and selected topics in modern physics. CSU/UC (CAN PHYS 4 = PHYC 2B+2BL; CAN PHYS SEQ A = PHYC 2A+2AL+2B+2BL)

PHYC 2AC-2BC. Introductory Physics—Calculus Supplement (0.5-0.5)  
Lec-1, conf-0.5 (9 wks)
Required of some premedical, biology, and architecture students.
CSU/UC
PREREQ.: FOR PHYC 2AC: MATH 110A OR 100A;
COMPLETION/CONCURRENT ENROLLMENT IN PHYC 2A
PREREQ.: FOR PHYC 2BC: MATH 110B OR 100B;
COMPLETION/CONCURRENT ENROLLMENT IN PHYC 2B
PHYC 2AC. The application of calculus to topics in mechanics, fluids, heat and sound.
PHYC 2AL-2BL. Introductory Physics Laboratory (1-1)
Lab-3
Required of premedical, biology, and some architecture students.
Prereq.: For PHYC 2AL: Completion/concurrent enrollment in PHYC 2A
Prereq.: For PHYC 2BL: Completion/concurrent enrollment in PHYC 2B
Laboratory experiments.
PHYC 2AL. Mechanics, fluids, heat, and sound. CSU/UC
(CAN PHYS 2 = PHYC 2A+2AL)
PHYC 2BL. Electricity, magnetism, and light. CSU/UC (CAN
PHYS 4 = PHYC 2B+2BL; CAN PHYS SEQ A = PHYC 2A+2AL+2B+2BL)

PHYC 4A-4B-4C-4D. Physics for Scientists and Engineers (3-3-3-3)
Lec-3, conf-1
Required of physics, chemistry, and engineering majors planning to
transfer to the University of California, Berkeley; or into other engi-
neering or physical science Transfer programs.
Prereq.: PHYC 4A: HS physics or PHYC 41, and
Completion/concurrent enrollment in MATH 110B
PHYC 4B: PHYC 4A, and MATH 110B;
PHYC 4C: PHYC 4B, PHYC 4D: Completion/concurrent
enrollment in PHYC 4C and MATH 110C
Coreq.: PHYC 4A: PHYC 4AL; PHYC 4B: PHYC 4BL;
PHYC 4C: PHYC 4CL; PHYC 4D: PHYC 4DL
Advise: PHYC 4D/4DL and Completion/concurrent enrollment in
PHYC 4C/4CL.

Mathematical development of physics.
PHYC 4A. Mechanics. CSU/UC (CAN PHYS 8 =
PHYC 4A+4AL)
PHYC 4B. Electricity and magnetism, and AC circuit theory.
CSU/UC (CAN PHYS 12 = PHYC 4B+4BL)
PHYC 4C. Waves, geometrical and physical optics, and ther-
modynamics. CSU/UC (CAN PHYS 14 = PHYC 4C+4CL;
CAN PHYS SEQ B = PHYC 4A+4AL+4B+4BL+4C+4CL)
PHYC 4D. Relativity and quantum mechanics. CSU/UC

PHYC 4AL-4BL-4CL-4DL. Physics Laboratory for Scientists
and Engineers (1-1-1-1)
Lab-3
Required of physics, chemistry, and engineering majors planning to
transfer to the University of California, Berkeley; or into other engi-
neering or physical science transfer programs.
Prereq.: PHYC 4AL: Completion/concurrent enrollment in
PHYC 4A
Coreq.: PHYC 4BL: PHYC 4B; PHYC 4CL: PHYC 4C; PHYC
4DL: PHYC 4D
Laboratory experiments.
PHYC 4AL. Mechanics, measurements, fluids. CSU/UC (CAN
PHYS 8 = PHYC 4A+4AL)
PHYC 4BL. Electricity and magnetism; emphasis on oscillo-
scope measurement techniques. CSU/UC (CAN PHYS 12 =
PHYC 4B+4BL)
PHYC 4CL. Experiments in sound, Fourier analysis, electrical
oscillations and waves, geometrical and physical optics.
CSU/UC (CAN PHYS 14 = PHYC 4C+4CL; CAN PHYS SEQ
B = PHYC 4A+4AL+4B+4BL+4C+4CL)
PHYC 4DL. Laboratory experiments in modern physics.
CSU/UC

PHYC 10. Conceptual Physics (3)
Lec-3
A conceptual, almost non-mathematical, introduction to physics
with demonstrations. Topics from mechanics, properties of matter,
heat, sound, electricity, magnetism, light, nuclear physics, and rela-
tivity. Emphasis on topics that lead to a better understanding of our
technological society and physical environment. CSU/UC

PHYC 10L. Conceptual Physics Laboratory (1)
Lab-3
Required for students enrolled in the curriculum in RADL.
Prereq.: Completion/concurrent enrollment in PHYC 10
Laboratory experiments involving basic physics concepts. Emphasis
on concept development, data handling, and laboratory skills.
CSU/UC

PHYC 40. Elementary Physics (3)
Lec-3, conf-1
Prereq.: Trigonometry or completion/concurrent enrollment
in MATH 95
Elementary physics, emphasizing problem solving in kinematics,
forces, energy, momentum, fluids, and electricity. CSU/UC

PHYC 41. Preparatory Physics (3)
Lec-3, conf-1
Prereq.: Completion/concurrent enrollment in MATH 110A
Elementary physics, emphasizing concepts and problem solving in
kinematics, forces, energy, momentum, electricity, magnetism,
vibrations and wave phenomena. CSU/UC

Physical Science

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSE:

P SC 11. Physical Science (3)
Lec-3, conf-1
Not open to students who have completed a college-level course in
physics, physical science, chemistry, geology, or astronomy with a
final grade of C or higher
A conceptual, almost non-mathematical, introduction to the physical
sciences. Topics from physics, chemistry, geology, astronomy,
oceanography, and meteorology. Emphasis on topics which lead to a
better understanding of our technological society and physical envi-
ronment. CSU/UC

P SC 12. Physical Science Laboratory (1)
Lab-3, field trips
Coreq.: P SC 11
Physical Science laboratory integrates concepts from physics,
chemistry, and earth science and astronomy. Specific topics are
chosen to explore specialized career paths such as teacher preparation,
avtomotive science, or radiation technology. CSU

P SC 12A. Phys. Science Lab for Teachers

P SC 88. Physical Science for Automotive Technology (4)
Lec-3, lab-3, field trips
Physical science course integrating concepts from physics, chemis-
try, and environmental science into current and future trends in
automotive technology such as automotive design, diagnostics,
alternative fuels, batteries and electrical systems. CSU
Pilipino

Announcement of Curricula

Certificate Curriculum

Pilipino

The Certificate of Completion in Pilipino provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Pilipino. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Completion in Pilipino

Core Courses

<table>
<thead>
<tr>
<th>PIL 1 Elementary Pilipino</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIL 2 Continuation of Elementary Pilipino</td>
<td>5</td>
</tr>
</tbody>
</table>

Elective Courses

| PIL 10A, 10B, 10C Conversational Pilipino | 3-3-3 |
| PIL 39A, 39B Philippine Lit in Translation | 3-3 |

Total Units: 16

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PIL 1. Elementary Pilipino (5)
Lec-3, lab-2  CR/NC avail.
Advised: ENGL 93 or 94 or ESL 160 or 82 or completion of any City College or university foreign language course.
Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding simple Pilipino. CSU/UC

PIL 2. Continuation of Elementary Pilipino (5)
Lec-3, lab-2  CR/NC avail.
PREREQ.: PIL 1 or DEMONSTRATION OF PIL 1 EXIT SKILLS
Second semester course. Completion of elementary grammar, composition, and reading; continued practice in speaking and understanding Pilipino. CSU/UC

The 9 unit sequence of Pilipino 10A-10B-10C permits three repeats for a total of 18 units. It is the student’s prerogative to choose which courses will be repeated.

PIL 10A-10B-10C. Conversational Pilipino (3-3-3)
Lec-3, lab-2  CR/NC avail.
PREREQ.: FOR PIL 10B: 10A OR DEMONSTRATION OF PIL 10A EXIT SKILLS
PREREQ.: FOR PIL 10C: 10B OR DEMONSTRATION OF PIL 10B EXIT SKILLS
Intensive instruction and practice in spoken Pilipino. CSU

PIL 39A-39B. Pilipino Literature in Translation (3-3)
Lec-3  CR/NC avail.
Advised: Eligible for ENGL 1A
Reading and discussion of important works of Philippine literature in English translation. CSU/UC
PIL 39A. Philippine literature to 1940
PIL 39B. Philippine literature from 1940 to the present

Political Science

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

POLS 1. American Government (3)
Lec-3
An introduction to the institutions, operations, policies, and problems of American government today. Examination of such issues as U.S. Constitutional development; the impact of the President, the Congress, the bureaucracy, and the courts on daily life; civil rights and liberties; the press and the mass media; political parties, lobbies, and citizen action groups; voting and elections; the domestic and foreign policies of the federal government; the problems of state and local government; public administration of and the theories, values, and behavior underlying the American political system. CSU/UC/CAN GOVT 2

POLS 2. Comparative Government (3)
Lec-3  CR/NC avail.
A comparative study of the constitutional principles, governmental institutions, and political problems of selected governments abroad. CSU/UC

POLS 3. Political Theory (3)
Lec-3  CR/NC avail.
Various theoretical approaches to politics and basic political problems and proposed solutions to them. An introduction to ways of thinking about politics and to the language and concepts of political theory. CSU/UC

POLS 5. International Relations (3)
Lec-3  CR/NC avail.
An introductory survey of world politics involving a historical and theoretical analysis of the relations among states and international organizations. Contemporary problem-areas and issues in an international arena of conflict and order, such as: American foreign policy; diplomacy and international bargaining; global problems of war and nuclear armament; international finance and the world economy; economic development and the world’s resources; terrorism and human rights; and, on a voluntary basis, student participation in the Model United Nations. CSU/UC

POLS 6. Problems of Political Association (3)
Lec-3  CR/NC avail.
An introduction to modern Western Civilization, from a political perspective, providing an overview of politics from the origins of the nation state to super-power confrontation, with a focus on the triangular relationship of Europe, the U.S., and the U.S.S.R. The nature of government, law, ideology, revolution, and political and economic integration are discussed. CSU/UC

POLS 7. American Politics and the African American Community (3)
Lec-3  CR/NC avail.
American political institutions and their relationship to African Americans. The unique manner in which Black people have had to function both within and outside of the political system. The future of African American politics. CSU/UC

POLS 8. Political Problems of Latin Americans (3)
Lec-3  CR/NC avail.
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin
Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. CSU/UC

**POLS 9. Campaigns and Elections (3)**
Lec-3 CR/NC avail.
Offered spring and fall semesters of general election years
Survey of the theory and practice of American political campaigns and elections. Emphasis on candidates, their issue positions, strategies and experience; ballot propositions, pro’s and con’s, role and effect of the media, money, polls, and the changing impact of political parties and interest groups. CSU/UC

**POLS 10. United States Foreign Policy (3)**
Lec-3 CR/NC avail.
An introductory course emphasizing the study of current problems and issues in United States foreign policy. Major units of study include the making and carrying out of foreign policy, historical changes in American foreign relations, recent events influencing America’s role as a world power, and future challenges to the United States in international affairs. CSU/UC

**POLS 12. Ethnic Politics in the United States (3)**
Lec-3
This course surveys the contemporary history and role of race and ethnicity in the American political system. Theories of race, migration, and ethnic political patterns are discussed in an integrative, comparative, and multidisciplinary approach. The interplay of ethnic and racial factors in the political process is systematically examined and analyzed in the context of at least three of the following groups: African Americans, Asian Americans, Chicano/Latino, Native Americans, and European Americans. Salient policy issues affecting all groups, such as civil rights, crime, immigration, and employment, are also examined. Meets American Cultures requirement at UC, Berkeley. CSU/UC

**POLS 18. Government and Politics of Latin America (3)**
Lec-3 CR/NC avail.
The constitutional systems, political processes, and social problems of Latin-American nations. CSU/UC

**POLS 20. The Politics of Cities (3)**
Lec-3 CR/NC avail.
An analysis of the problems, politics, and policies of American city governments, with special emphasis on the San Francisco Bay Area. CSU

**POLS 22. Environmental Politics and Policy (3)**
Lec-3, field trips CR/NC avail.
This course examines the politics of environmental issues, including but not limited to, pollution, water quality, air quality, global climate, natural resources, endangered species, environmental justice, and development. The course focuses on the political, economic and social origins of environmental change and degradation and the policy and political activities of environmental movements, government agencies, interest groups, and political parties. The course examines the environmental politics of the United States, other nations comparatively and the global community as a whole, and also examines the theoretical underpinnings of ecological destruction and protection (ecopolitical thought). CSU/UC

**POLS 25. Political Action (3)**
Lec-3, field trips CR/NC avail.
A practical guide to citizen political participation. Emphasis on institutional possibilities of change as well as the development of political strategies. Practical political experience encouraged. CSU

**POLS 35. Government and Politics of East Asia (3)**
Lec-3 CR/NC avail.
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. CSU/UC

**POLS 41. Independent Studies in Political Science (1)**
Lec-1
Repeat: if no topic repeat, max. 2 units
An individualized reading or research program. CSU (UC upon review)

**POLS 42A-42B-42C-42D. Discussions in Political Science (1-1-1-1)**
Lec-1 CR/NC avail.
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU (UC upon review)

**POLS 43. The Constitution and Individual Rights (3)**
Lec-3, field trips CR/NC avail.
A citizen’s civil and criminal rights under the Constitution. Analysis of leading cases and legal principles which protect individual freedom. CSU/UC

**POLS 45. Government and Politics of Middle East (3)**
Lec-3 CR/NC avail.
A survey of political developments and changes in the Middle East, with emphasis on the Arab states and Israel. CSU/UC

**POLS 46. American Political Systems (3)**
Lec-3, field trips CR/NC avail.
Not designed to satisfy the American history and institutions requirement for the University of California nor for the California State Universities and Colleges.
No credit for POLS 46 taken after completion of POLS 1
A survey of the relevant aspects of events and policies that have brought about change at all levels of government on the American scene—local, state, and national. Emphasis on basic political problems and on an analysis and evaluation of the solutions offered historically, with consideration of relationships between California and the United States, as well as consideration of local government in the San Francisco Bay Area. CSU/UC

**POLS 47. Government and Politics of Southeast Asia (3)**
Lec-3 CR/NC avail.
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. CSU/UC

**POLS 48. Government and Politics of Africa (3)**
Lec-3 CR/NC avail.
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. CSU/UC

**POLS 51-52-53. Selected Topics in Political Science (1-2-3)**
Lec-1,2,3 CR/NC avail.
Repeat: if no subject repeat
Selected topics in political science will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under discussion. CSU

**POLS 53A. “Tales of the City”: San Francisco Government and Politics**
Review of research on the causes and consequences of stress along physical, behavioral, emotional and mental dimensions. Emphasis will be placed on practical implications for better managing stress in our lives. CSU

**PSYC 10. Abnormal Psychology (3)**
Lec-3  
CR/NC avail.  
*Advised by: PSYC 1*

An examination of the major psychological disorders as described by the latest edition of *The Diagnostic and Statistical Manual of the American Psychiatric Association*. Disorders will be examined in historical perspective and from relevant theoretical models including: biological, psychodynamic, behavioral, cognitive, humanistic-existential, and sociocultural. Diagnostic criteria will be described and explicated, and research will be reviewed to improve understanding of the etiology and most promising treatments of the various disorders. CSU/UC

**PSYC 11. Theories of Personality (3)**
Lec-3  
CR/NC avail.  
*Advised by: PSYC 1*

An introduction to the theoretical constructs describing personality, including the ways in which personality is explained, the dynamics that govern human behavior, and the ways in which personality develops. Current research and approaches to understanding personality and consideration of the contributions and limitations of each theory will also be a focus. CSU/UC

**PSYC 12. Sport Psychology (3)**
Lec-3  
CR/NC avail.  
Introductory survey of psychological factors that affect participation, effort, skill development and performance level in sport, and how these psychological factors interact with genetic predispositions and social influences. CSU

**PSYC 14. Psychology of Shyness and Self Esteem (1)**
Lec-1  
CR/NC avail.  
An examination of psychological theories and research on the development of shyness and self esteem. Techniques for reducing shyness and raising self esteem. CSU

**PSYC 15. Assertive Behavior (1)**
Lec-1  
CR/NC avail.  
Emphasis on cognitive-behavioral theories and their application to assertive behavior. Assertiveness techniques in a variety of situations, including communication with family, friends and work associates. CSU

**PSYC 16. Psychology of Successful People (3)**
Lec-3  
CR/NC avail.  
Critical exploration of how success is defined, and what makes people successful. Reviews research on skills, traits and habits that predict and underlie multiple dimensions of success, as well as how they intertwine with each other and with environmental and biological influences. Emphasis on helping students acquire insights and tools they can apply toward achieving success in areas such as careers, relationships, health, longevity, stress management, resilience, college, life-satisfaction and self-satisfaction. CSU

**PSYC 17. Psychology of Eating, Food, and Weight (1)**
Lec-1  
CR/NC avail.  
*Not open to students who have completed PSYC 41A.*  
An examination of psychological theories and research on eating, weight and food. Includes examination of eating disorders, dieting, the diet industry, and weight management. CSU

**PSYC 21. Lifespan Development (3)**
Lec-3  
CR/NC avail.  
*Advised by: PSYC 1*

Examination of psychological theories and research to describe,
understand, and explain human development from conception to death. Exploration of the lifelong interaction between nature and nurture. Emphasis on the specific issues we face as we progress through life, such as acquisition of emotional, physical, cognitive and moral skills and the changing balance between dependence and interdependence as we move from infancy to adolescence, adulthood and later life. CSU/UC

**PSYC 22. Psychology of Race and Ethnic Relations (3)**
Lec-3 CR/NC avail.

*Not open to students who are enrolled in or who have completed PSYC 23.*

Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

**PSYC 23. Psychology of Race and Ethnic Relations (3)**
Lec-3 CR/NC avail.

*Prereq.: PSYC 1*

*Not open to students who are enrolled in or who have completed PSYC 22.*

Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. Relevant psychological theories and research are applied to a required research paper on psychological and social problems related to discrimination. CSU/UC

**PSYC 25. Psychology of Sex Differences (3)**
Lec-3 CR/NC avail.

Analysis of sex differences from physiological, psychological, and social perspectives; exploration of areas such as abilities, achievement, aggression, attitudes, including the study of concepts of femininity, masculinity, and androgyny. Designed to increase understandings of personal and professional relationships. CSU/UC

**PSYC 26. Human Relations (3)**
Lec-3 CR/NC avail.

An introduction to the understanding of human behavior, to enhance development of social skills and attitudes for more effective interpersonal relations and social behavior as related to family, group, and vocational contexts. CSU

**PSYC 40. Child and Adolescent Psychology (3)**
Lec-3 CR/NC avail.

*Adviser: PSYC 1*

Introduction to the psychology of child development from conception through adolescence. Examination of research, theories, and practical information for parents, caretakers, teachers, mental health workers, physicians, and concerned adults. Emphasis on how a child’s development is enhanced, restricted, or distorted; emotional, social and cognitive development at different age/stage levels. Role of heredity and environment on maturation and learning in various areas of behavior. CSU/UC/CAN F CS 14

Lec-1,2,3 CR/NC avail.

*Repeat: if no subject repeat*

Exploration of topics of current interest and innovations in psychology. CSU (UC upon review)

**PSYC 61-62-63. Fieldwork in Psychology (1-2-3)**
Conf-1, work-5,10,15 CR/NC only

*Prereq.: PSYC 1 or 26*

*Repeat: max. 6 units*

Work experience in a psychology-related campus placement or a community service agency; guided experience in the application of psychological principles and methods. Primarily for prospective majors and related majors. CSU

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**Public Safety**

See listings at Administration of Justice and Fire Science Department.

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**Radiation Oncology Technology**

**Announcement of Curricula**

**Degree Curriculum**

The radiation oncology technologist (radiation therapy technologist) is an essential member of the team responsible for the treatment of malignant diseases. The Option in Radiation Oncology Technology is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901, Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with the Radiotherapy Department of the University of California Medical Center and several other Bay Area hospitals.

**Consideration for Admission to the Curriculum:** To be considered for admission to the curriculum, applicants must:

1. Have completed with final grades of C or higher:
   a. Elementary algebra or MATH 840.
   (Documented algebra classes completed at secondary school levels may be credited by demonstration of a score on the C.C.S.F. Algebra Skills Placement Test indicating eligibility for MATH 90 or 860);
   b. Geometry or MATH 850 or 855;

Selected from CCSF Library Archives.
c. CHEM 30/31, 32 or 40;
d. PHYC 40.

2. Have at least a 2.0 cumulative grade point average in college work previously completed.

3. Be in good physical and mental health.

4. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”).

5. Take the City College of San Francisco placement tests on the date or dates stated in the notice mailed by the College.

6. Submit an application to the Radiologic Technology Office

For application deadline, contact Radiation Oncology Department.

Applicants who satisfy the preceding requirements will qualify to participate in an orientation session conducted by the faculty of the Radiation Oncology Program to review the requirements and expectations of the program.

**Health Clearance Requirements.** In addition to academic and orientation requirements, enrollment in the Radiation Oncology Technology Program is subject to evidence of immunizations per the San Francisco Health Department. The forms are available from the Radiologic Technology Office.

**Instruction in the Major.** The Option in Radiation Oncology Technology is 26 months in length, including an internship of thirteen weeks. The course of study includes instruction in the following: radiation therapy techniques, radiobiology, oncology, treatment planning, radiation protection, anatomy, physics, patient care, film processing and exposure factors, elementary positioning, and physiology. Clinical education in Radiation Oncology Technology, a course extending over an academic year, plus two summer sessions, is taught in the radiotherapy departments of the hospitals affiliated with the program. Members of the professional and technical staffs of those departments serve as instructors. Students have the opportunity to rotate to four different major cancer centers. The final summer session is thirteen weeks in length and may require attendance at a center away from San Francisco.

**Scholarship Requirements.** Students who receive a final grade lower than C (75%) in any of the required courses in radiologic technology, are required to repeat the course before proceeding to the next course in sequence. Students whose cumulative grade point average drops below 2.0, will not be allowed to proceed to the next course(s) until the GPA has been raised to 2.0 or higher.

**Basis for Disqualification.** Students who receive a final grade lower than C (75%) will be allowed to repeat that Radiation Oncology Technology (RADL) course once. Any further RADL grades lower than C (75%), or a grade point average below 2.0, will be cause for dismissal from the Radiologic Oncology Technology Program. Students may be disqualified prior to the end of the semester should they receive a grade lower than C in their clinical performance. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

**Readmission of Students Disqualified Because of Unsatisfactory Scholarship.** Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiology Department Review Committee. As part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the current policy of the Radiation Oncology Technology Program, which is available from the department office.

**Associate in Science Degree and Award of Achievement.** The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements, complete the required courses in the curriculum with final grades of C or higher, and complete the internship, receive the Award of Achievement in Radiation Oncology Technology.

**State and National Certification.** Graduates of the Option in Radiation Oncology Technology are eligible to apply for the certification examination administered by the California Department of Health. State certification is required for employment in California. Graduates are eligible for and are encouraged to take the certification examination given by the American Registry of Radiologic Technologists, a national certification board recognized by the Joint Review Committee for Education in Radiologic Technology. Many employers require national certification.

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The following sequence of courses is for students starting in the fall. The sequence changes for students starting in the spring. Contact the Radiologic Technology office for further information.

**Courses Required for the Award of Achievement in Radiation Oncology Technology**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 25 Gen Human Anat</td>
<td>4</td>
</tr>
<tr>
<td>DMI 49 Intro to Radl</td>
<td>3</td>
</tr>
<tr>
<td>DMI 50 Intro to Med Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RADL 52 Patient Care and Staff Relationships</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 14* CPR Adv First Aid Emerg Care</td>
<td>2</td>
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</tbody>
</table>

* Additional graduation requirements

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 26 Sectional Anat (spring)</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 1 or 12 Hum Phys or Intro to Hum Phys</td>
<td>4</td>
</tr>
<tr>
<td>DMI 50B Radiologic Physics and Equipment</td>
<td>2</td>
</tr>
<tr>
<td>RADL 70 Radiat Protect</td>
<td>2</td>
</tr>
<tr>
<td>RADL 80 Intro to Radiat Onc &amp; Clinic Observ (spring only)</td>
<td>3</td>
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</table>

* Additional graduation requirements

**Summer Session (Eight weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RADL 71 Elem Radiat Therapy Tech</td>
<td>2</td>
</tr>
<tr>
<td>RADL 81 Conf to Clinic Exper in Radiat Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RADL 82 Clinical Work Exp in Therapeutic Radl</td>
<td>2</td>
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</tbody>
</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>DMI 56 Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RADL 72 Physics of Radl Ther</td>
<td>2</td>
</tr>
</tbody>
</table>
RADL 74 Oncology ................................................. 3
RADL 83 Clin Wk Exper in Ther Radl ........................ 4
Additional graduation requirements

Fourth Semester (Spring)
RADL 73 Radiation Bio ........................................... 2
RADL 75 Adv Radiat Therapy Tech ............................ 2
RADL 84 Clinic Wk Exp Ther Rad .............................. 4
Additional graduation requirements

Summer Session (Thirteen weeks)
RADL 85 Conf to Clinic Exp in Therapeutic Radl........ 1
RADL 86 Clinic Wk Exper in Therapeutic Radl ........... 2
Total Units ....................................................... 54

Recommended electives: Courses in Computer Science; PSYC 1, 26; SOC 28; Speech 11, 12 or 1A; classes in typing and/or keyboarding, HLTH 10, 25, 27, 33, 53, 64, and 67*

*These health courses teach current health issues faced by the local patient population.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

RADL 52. Patient Care and Staff Relationships (2)  
Lec-3  
COREQ.: DMI 50A  
Students with prior clinical experience admitted to the Diagnostic Medical Imaging or Radiation Oncology Technology program may challenge this course.

Introduction to the organization of health care in this country, the ethical and interpersonal responsibilities of radiographers, the meaning of illness and therapies to the patient, and theory and practice in assessing patient situations and in meeting basic patient needs at various clinical sites. CSU

RADL 70. Radiation Protection (2)  
Lec-2, lab-1  
PREREQ.: DMI 50A  
COREQ.: CLINICAL PLACEMENT FOR DIAGNOSTIC STUDENTS; ENROLLMENT IN RADL 80 FOR ONCLOGY STUDENTS  
Methods of reducing dose per exposure to patients, and safe practices for protection of personnel. Emphasis is placed on learning State regulations applying to: radiography, fluoroscopy, radiation therapy and nuclear medicine. CSU

RADL 71. Elementary Radiation Therapy Technique (2) su  
Lec-4, lab-2 (6 wks)  
PREREQ.: ANAT 25 AND DMI 50B AND RADL 70 AND 80  
COREQ.: RADL 81 AND 82  

RADL 72. The Physics of Radiation Therapy and Radium Therapy (2) fa  
Lec-2, lab-var, field trips  
PREREQ.: RADL 71  
COREQ.: RADL 74 AND 83  
Advanced radiation physics as applied to radiation therapy. Radium usage, handling, and dose calculations. A detailed review of the production of X-rays and gamma sources, the absorption and modification of X-rays, and dose measurement. Machine calibration. CSU

RADL 73. Radiation Biology (2) sp  
Lec-2, field trips  
PREREQ.: RADL 70  
COREQ.: RADL 75 AND 84  
Basic radiation biology with applications to radiation therapy. Radiation chemistry, target theory, mechanisms of cell killing, tissue and whole-body effect, radiation botany, and the action of radiations on tumors. Genetic effects and the hazards of radiations. Combined chemotherapy and radiation therapy techniques. CSU

RADL 74. Oncology (3) fa  
Lec-3, field trips  
PREREQ.: RADL 80  
COREQ.: RADL 72 AND 83  
An introduction for therapeutic radiologic technologists to the basis of medical and nursing practice used in the treatment of cancer patients. Description of tumors of each primary site, their histology and routes of spread. The study of each site with photographs of patients, radiographs, pathology specimens, and microscopic slides. The methods of treatment of cancer of each area, including surgery, drugs, and radiation therapy, with emphasis on radiation-therapy techniques. Associated medical problems in cancer patients and their common management, including pharmacology. CSU

RADL 75. Advanced Radiation Therapy Techniques (2) sp  
Lec-2, lab-2  
PREREQ.: RADL 72  
COREQ.: RADL 73 AND 84  
Advanced methods of patient immobilization and positioning. Techniques in the manufacturing of casts, molds, special shields and shaping devices. Design and manufacture of compensating filters. Advanced treatment planning and isodose plotting, including computer applications. Experience in entering data into computer programs. CSU

RADL 80. Introduction to Radiation Oncology and Clinical Observations (3) sp  
Lec-3, lab-3  
PREREQ.: ANAT 25 AND RADL 52 AND DMI 50A  
Introduction to basic concepts of cancer and its management. Basic therapeutic physics, dose calculation, positioning, and the special care of cancer patients. Supervised clinical observation. CSU

RADL 81. Conference to Accompany Clinical Experience in Radiation Therapy (2) su  
Conf-5 (6 wks)  
PREREQ.: DMI 50B AND RADL 70  
COREQ.: RADL 71 AND 82  
Instruction in patient positioning, beam shaping and defining, dose calculation, treatment planning, operation of radiotherapy machines, machine calibration and record keeping. CSU

RADL 82. Clinical Experience in Radiation Therapy (2) su  
Lab-20 (8 wks)  
COREQ.: RADL 71 AND 81  
Practical experience in the Radiation Therapy Department of the University of California Medical Center or Bay Area hospitals. CSU

RADL 83. Clinical Experience in Radiation Therapy (4) fa  
Lec-2, lab-20  
PREREQ.: RADL 82  
COREQ.: RADL 72 AND 74  
Practical experience in the radiation therapy department of a hosp-
tal. Student must perform all oncology goals as stated in the course objectives. CSU

**RADL 84. Clinical Experience in Radiation Therapy (4) sp**  
Lec-2, lab-20  
**PREREQ.:** RADL 83  
**COREQ.:** RADL 73 AND 75  
Practical experience in the radiation therapy department of a hospital. Student must perform all oncology goals as stated in the course objectives. CSU

**RADL 85. Conference to Accompany Clinical Experience in Radiation Therapy (1) su**  
Conf-2 (8 wks)  
**PREREQ.:** RADL 84  
**COREQ.:** RADL 86  
Practical experience in the radiation therapy department of a hospital. Student must perform all oncology goals as stated in the course objectives. A comprehensive examination and an evaluation of the subject matter covered in therapeutic radiologic technology. CSU

**RADL 86. Clinical Experience in Radiation Therapy (2) su**  
Lab-40 (13 wks)  
**PREREQ.:** RADL 84  
**COREQ.:** RADL 85  
Advanced practical experience in a radiation therapy department. CSU

**Announcement of Curricula**

**Certificate Curriculum**

**Russian**

The Certificate of Completion in Russian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Russian. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

**Courses Required for the Certificate of Completion in Russian**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSS 1 Elementary Russian</td>
<td>5</td>
</tr>
<tr>
<td>RUSS 1A, 1B Elementary Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 2 Continuation of Elementary Russian</td>
<td>5</td>
</tr>
<tr>
<td>RUSS 2A, 2B Cont of Elementary Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 3 Intermediate Russian</td>
<td>5</td>
</tr>
<tr>
<td>RUSS 3A, 3B Intermediate Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 21 Elem Russian for Bilingual Students</td>
<td>5</td>
</tr>
<tr>
<td>RUSS 21A, 21B Elem Russ for Biling Students</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 22 Cont of Elem Russ/Bilingual Students</td>
<td>5</td>
</tr>
<tr>
<td>RUSS 22A, 22B Intermediate Russian</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 10A Beg Practical Spoken Russian</td>
<td>3</td>
</tr>
<tr>
<td>RUSS 10B Cont of Beg Prac Spoken Russian</td>
<td>3</td>
</tr>
<tr>
<td>RUSS 10C Intermed Conversational Russian</td>
<td>3</td>
</tr>
<tr>
<td>RUSS 10D Cont of Inter Conversational Russian</td>
<td>3</td>
</tr>
<tr>
<td>RUSS 20 Independ Studies in Russ</td>
<td>1-3 (variable)</td>
</tr>
<tr>
<td>RUSS 39A, 39B Russ Lit in Translation</td>
<td>3-3</td>
</tr>
<tr>
<td>RUSS 41 Russian Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units: 15**

**Announcement of Courses**

Students of beginning Russian are directed to consider RUSS 1, 1A, and 10A.

**CREDIT, DEGREE APPLICABLE COURSES:**

**RUSS 1. Elementary Russian (5)**

Lec-5, lab-2  
**CR/NC avail.**  
Advise: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course  
Not open to students who are enrolled in or who have completed RUSS 21  
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding Russian. CSU/UC

**RUSS 1A-1B. Elementary Russian (3-3)**

Lec-3, lab-2  
**CR/NC avail.**  
Advise: RUSS 1A: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course  
**PREREQ.:** FOR RUSS 1B: RUSS 1A OR DEMONSTRATION OF RUSS 1A EXIT SKILLS  
Not open to students who are enrolled in or who have completed RUSS 22A-22B  
Continuation of elementary grammar, composition and reading; continued practice in conversation. CSU/UC/CAN RUSS 4

**RUSS 2. Continuation of Elementary Russian (5)**

Lec-5, lab-2  
**CR/NC avail.**  
**PREREQ.:** RUSS 1 OR 1B OR DEMONSTRATION OF RUSS 1/1B EXIT SKILLS  
Not open to students who are enrolled in or who have completed RUSS 22  
Second semester course: Continuation of elementary grammar; composition and reading; continued practice in conversation. CSU/UC/CAN RUSS 4

**RUSS 2A-2B. Continuation of Elementary Russian (3-3)**

Lec-3, lab-2  
**CR/NC avail.**  
**PREREQ.:** FOR RUSS 2A: RUSS 1 OR 1B OR DEMONSTRATION OF RUSS 1/1B EXIT SKILLS  
**PREREQ.:** FOR RUSS 2B: RUSS 2A OR DEMONSTRATION OF RUSS 2A EXIT SKILLS  
Not open to students who are enrolled in or who have completed RUSS 22A-22B  
Continuation of elementary grammar, composition and reading; continued practice in conversation. CSU/UC (CAN RUSS 4 = RUSS 2A+2B)

RUSS 2A+2B = RUSS 2
RUSS 3. Intermediate Russian (5)
Lec-5, lab-2 CR/NC avail.
PREREQ.: RUSS 2 or 2B or 22 or 22B or DEMONSTRATION OF RUSS 2/2B or 22/22B EXIT SKILLS
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. CSU/UC

RUSS 3A-3B. Intermediate Russian (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FOR RUSS 3A: RUSS 2, 2B, 22, or 22B or DEMONSTRATION OF RUSS 2/2B/22/22B EXIT SKILLS
PREREQ.: FOR RUSS 3B: RUSS 3A or DEMONSTRATION OF RUSS 3A EXIT SKILLS
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. CSU/UC
RUSS 3A+3B = RUSS 3

Fourth Semester Russian
Available through the cross-registration policy of the San Francisco Consortium. See the department head of the Foreign Language Department.

The 12 unit sequence of Russian 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.

RUSS 10A. Beginning Practical Spoken Russian (3)
Lec-3, lab-2 CR/NC avail.
Not open to native speakers of Russian
Beginner's course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom rather than on formal grammar. CSU

RUSS 10B. Continuation of Beginning Practical Spoken Russian (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10A or DEMONSTRATION OF RUSS 10A EXIT SKILLS
Open to native speakers of Russian only with the consent of the instructor
Second semester course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom. CSU

RUSS 10C. Intermediate Conversational Russian (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10B or DEMONSTRATION OF RUSS 10B EXIT SKILLS
Open to native speakers of Russian only with the consent of the instructor
Third semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 10D. Continuation of Intermediate Conversational Russian (3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10C or DEMONSTRATION OF RUSS 10C EXIT SKILLS
Open to native speakers only with the consent of the instructor
Fourth semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 15A-15B. Advanced Russian Conversation (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: RUSS 10C, 10D or 3 or 3B or DEMONSTRATION of RUSS 10C, 10D, 3, or 3B EXIT SKILLS
RUSS 15A not prerequisite to RUSS 15B
Advanced conversation on Russian culture and civilization. CSU/UC

RUSS 20. Independent Studies in Russian (1-3)
Ind-st-5,10,15
PREREQ.: RUSS 2 or 10C or 10D or DEMONSTRATION of RUSS 2 or 10C or 10D EXIT SKILLS
Repeat: max. 3 units
An individualized study program for improving and increasing reading and writing skills in the Russian language. CSU (UC upon review)

RUSS 21. Elementary Russian for Bilingual Students (5)
Lec-5 CR/NC avail.
PREREQ.: ORAL FLUENCY IN RUSSIAN
Not open to students who are enrolled in or who have completed RUSS 1
Designed for students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Beginner's course for bilingual students; elementary grammar, composition and reading; special emphasis on the written aspect of the language. CSU/UC
RUSS 21A+21B = RUSS 21

RUSS 22. Continuation of Elementary Russian for Bilingual Students (5)
Lec-5 CR/NC avail.
PREREQ.: FOR RUSS 21A: ORAL FLUENCY IN RUSSIAN
PREREQ.: FOR RUSS 21B: ORAL FLUENCY IN RUSSIAN or RUSS 21A
Not open to students who are enrolled in or who have completed RUSS 1A+1B.
Designed for students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Beginner's course for bilingual students; elementary grammar, composition and reading; special emphasis on the written aspect of the language. CSU/UC
RUSS 21A+21B = RUSS 21

RUSS 22A-22B. Continuation of Elementary Russian for Bilingual Students (3-3)
Lec-3 CR/NC avail.
PREREQ.: FOR RUSS 22A: ORAL FLUENCY IN RUSSIAN or RUSS 21 or 21B
PREREQ.: FOR RUSS 22B: ORAL FLUENCY IN RUSSIAN or RUSS 22A
Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Second semester course for bilingual students; continuation of elementary grammar, composition and reading; special emphasis on the written aspect of the language. CSU/UC
RUSS 22A-22B = RUSS 22

Second level courses for bilingual students; continuation of elementary grammar, composition, and reading; special emphasis on the
written aspect of the language. CSU/UC
RUSS 22A+22B = RUSS 22

RUSS 39A-39B. Russian Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advising: Eligible for ENGL 1A
RUSS 39A not prerequisite to RUSS 39B
No knowledge of Russian required

Reading and discussion of Russian literature in English translation. CSU/UC

RUSS 39A. Russian literature and selected authors of the
twelfth to nineteenth centuries, with main emphasis on the
nineteenth century.
RUSS 39B. Russian literature and selected authors of the twen
tieth century.

RUSS 41. Russian Culture and Civilization (3)
Lec-3 CR/NC avail.
Advising: Eligible for ENGL 1A
No knowledge of Russian required.

A consideration of the major achievements of Russian culture as
reflected in language, history, literature, the arts, philosophy, reli

gion and daily life. CSU/UC

Sociology

Announcement of Curricula

Certificate Curriculum

Introduction to Human Services

The curriculum for the Introduction to Human Services Certificate is
designed to enhance the social case work, counseling, career plan
ning, and employment placement skills of human services workers.
The program offers human services workers an opportunity to
obtain theoretical and practical knowledge which will assist them in
their work. The Learning Assistance courses are focused in the areas
of career selection and success. The psychology and sociology
courses provide a theoretical framework for social work and also
provide practical information about counseling clients with diverse
backgrounds, abilities and levels of motivation.

Requirements for the Certification of Completion. The certificate
requires completion of 17 units. Each course must be completed
with a final grade of C, or higher, or Credit. No more than 6 units
may be transfer units from another academic institution.

Credit Toward Graduation. Credit earned to obtain the Certificate of
Completion satisfies the Area D, Area H and Area A requirements
for an A.A. degree at CCSF. All course work is transferable to the
California State University system with SOC 1 and 2 meeting the
D0 requirement, PSYC 1, 10, 22, 23 and 26 meeting the D9 require
ment and LERN 60 meeting the E requirement. SOC 1 and PSYC 1
apply to the Area 4 IGEC requirement. PSYC 1, 10, SOC 1 and 2
all transfer to the UC System, and PSYC 1 and SOC 1 are required
for junior year enrollment in the B.A. social work program at San
Francisco State University.

The Certificate requires completion of 17 units. Students may
choose any combination of the following courses for a total of 17
units; however, LERN 41 and 60 are strongly recommended for
human services workers who are responsible for providing welfare
to work assistance to welfare recipients, and PSYC 10 and SOC 2
are strongly recommended for human services workers who are
involved with the mental health system.

Courses Required for the Certificate of Completion in
Introduction to Human Services

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LERN 41 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td>LERN 60 Career Success and Life Planning</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 10 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 14 Psychology of Shyness &amp; Self Esteem</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 15 Assertive Behavior</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 22 or 23 Psyc of Race and Ethnic Relat</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2 Social Deviance and Social Issues</td>
<td>3</td>
</tr>
<tr>
<td>SOC 50 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SOC 51 Human Services Case Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

SOC 1. Introduction to Sociology (3)
Lec-3 CR/NC avail.
Designed for general education or those students majoring in one of
the behavioral sciences. Introduction to human interaction from the
sociological perspective and through the utilization of sociological
concepts, theories and principles. Topics include culture, socializa

tion, organizations, deviance, stratification, institutions, population,
and social change. CSU/UC/CAN SOC 2

SOC 1AC. Introduction to Sociology: Focus on American
Cultures (3)
Lec-3 CR/NC avail.
Introduction to human interaction, the sociological perspective,
social processes, social structure, and social analysis through the
study of three cultures from five of the following groups: African
American, Asian/Pacific Islander, Chicano/Latino, Native American,
and European American. CSU/UC

SOC 2. Social Deviance and Social Issues (3)
Lec-3 CR/NC avail.
Description and analysis of deviance in the United States. Crime,
drug abuse, prostitution, child abuse, rape, mental disorder and
other forms of deviance are discussed in terms of socio-psychologi
cal processes and effects, changing society and the politics of
deviance. CSU/UC/CAN SOC 4

SOC 25. Sex and Gender in American Society (3)
Lec-3 CR/NC avail.
How social institutions such as education, family, work, law, etc.
affect women and men differently; how gender roles influence self
concept as well as educational opportunities. Examines the contem
porary status of all American women, including African American,
Latina, and Asian American, in terms of differences and similarities.
The strategies, policies, and laws necessary to eliminate sexism
from society and to create alternatives for women and men.
CSU/UC

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 bereave-
ment in terms of sociological theory. Guest speakers, film, history and literature are integrated in an interdisciplinary approach to cul-
tural studies. CSU

SOC 30. Social Psychology (3)
Lec-3 CR/NC avail.
The dynamics of human behavior from the perspective of social psychology, emphasizing the social-psychological orientations of contemporary sociology. Investigation of interaction processes in the person-environment relationship. Topics such as communication, socialization, role taking, self-identity, personal organization, and social structure. CSU/UC

SOC 35. Sex, Marriage, and Family Relationships (3)
Lec-3 CR/NC avail.
A cross-cultural and cross-social study of family relationships, their development and diversity. Focus on family structure and on the functions of family relations, both contemporary and historical, in such areas as sex, reproduction, child-rearing, economics and social support; family problems and marital dissolution. CSU/UC

Lec-1,2,3, field trips CR/NC avail.
Repeat: if no subject repeat
Exploration of topics of current interest and innovations in sociolo-
y. CSU (UC upon review)

SOC 50. Introduction to Human Services (3)
Lec-3 CR/NC avail.
Theory and practice of the human service professions. Provides basic knowledge of the history and social science foundations of the field along with current practices, the roles and activities of the human service professional and legal and ethical issues pertinent to practice. CSU

SOC 51. Human Services Case Management (3)
Lec-3 CR/NC avail.
Basic training and skills in the theory and practice of case manage-
ment as a major modality of delivery of human services. Intake interview and psychosocial assessment techniques. Organization and design of a case plan and its implementation. Legal, ethical and pro-
fessional development issues related to the role of a case manager. CSU

Spanish

Announcement of Curricula

Certificate Curriculum

Spanish

The Certificate of completion in Spanish provides students, prospec-
tive employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Spanish. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Completion in Spanish

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1 Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 1A, 1B Elementary Spanish</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 2 Continuation of Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 2A, 2B Cont of Elementary Spanish</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 3 Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 3A, 3B Intermediate Spanish</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 4 Introduction to Literature in Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 5, 5S Adv Spanish: Conversation on</td>
<td></td>
</tr>
<tr>
<td>Hispanic Culture and Civilization</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 31, 32 Int Spanish for Biling Students</td>
<td>5-5</td>
</tr>
<tr>
<td>SPAN 31A, 31B Inter Span for Biling Students</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 10A Beg Conversational Spanish</td>
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<tr>
<td>SPAN 10B Cont of Beg Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10C Intermediate Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10D Cont of Inter Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 39A, 39B Contemporary Spanish</td>
<td></td>
</tr>
<tr>
<td>American Literature in Translation</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 39C, 39D Spanish Lit in Translation</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 41 Culture and Civilization of Spain</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ...........................................15

Announcement of Courses

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

A placement test in Spanish is available for guidance in selecting the appropriate course. For information, call 239-3223.

CREDIT, DEGREE APPLICABLE COURSES:

SPAN 1. Elementary Spanish (5)
Lec-5, lab-2 CR/NC avail.
Advis: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course. Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding Spanish. CSU/UC/CAN SPAN 2 (CAN SPAN SEQ A = SPAN 1+2)

SPAN 1A-1B Elementary Spanish (3-3)
Lec-3, lab-2 CR/NC avail.
PREREQ.: FOR: SPAN 1B: SPAN 1A OR DEMONSTRATION OF SPAN 1A EXIT SKILLS
Advis: SPAN 1A: ENGL 93 or 94 or higher or ESL 160 or 82 or higher or any City College or university foreign language course Grammar, composition and reading. Practice in speaking and understanding Spanish. CSU/UC (CAN SPAN 2 = SPAN 1A+1B; CAN SPAN SEQ A = SPAN 1A+1B+2A+2B)
SPAN 1A+1B = SPAN 1

SPAN 2. Continuation of Elementary Spanish (5)
Lec-5, lab-2 CR/NC avail.
PREREQ.: SPAN 1 OR 1B OR DEMONSTRATION OF SPAN 1/1B EXIT
SKILLS
Second semester course: Completion of elementary grammar. Composition and reading. Continued practice in conversation. CSU/UC/CAN SPAN 4 (CAN SPAN SEQ A = SPAN 1+2)
SPAN 2A-2B. Continuation of Elementary Spanish (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: For SPAN 2A: SPAN 1 OR 1B OR Demonstration of SPAN 1/1B Exit Skills
Prereq.: For SPAN 2B: SPAN 2A OR Demonstration of SPAN 2A Exit Skills
Completion of elementary grammar. Composition and reading. Continued practice in conversation. CSU/UC (CAN SPAN 4 = SPAN 2A+2B; CAN SPAN SEQ A = SPAN 1A+1B+2A+2B)
SPAN 2A+2B = SPAN 2

SPAN 3. Intermediate Spanish (5)
Lec-5, lab-2 CR/NC avail.
Prereq.: SPAN 2 OR 2B OR Demonstration of SPAN 2/2B Exit Skills

SPAN 3A-3B. Intermediate Spanish (3-3)
Lec-3, lab-2 CR/NC avail.
Prereq.: SPAN 2 OR 2B OR Demonstration of SPAN 2/2B Exit Skills
SPAN 3A not prerequisite to SPAN 3B
Intensive review of grammar. Culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. CSU/UC (CAN SPAN 8 = SPAN 3A+3B; CAN SPAN SEQ B = SPAN 3A+3B+4)
SPAN 3A+3B = SPAN 3

SPAN 4. Introduction to Literature in Spanish (3)
Lec-3, lab-1 CR/NC avail.
Prereq.: SPAN 2 OR 2B OR Demonstration of SPAN 2/2B Exit Skills
SPAN 3 not prerequisite to SPAN 4.
Readings of literary and cultural selections; composition; review of selected grammar. Conducted in Spanish. CSU/UC/CAN SPAN 10 (CAN SPAN SEQ B = SPAN 3+4 or SPAN 3A+3B+4)

SPAN 5-5S. Advanced Spanish: Conversation on Hispanic Culture and Civilization (3-3)
Lec-3, lab-1 CR/NC avail.
Prereq.: SPAN 2 OR 2B OR Demonstration of SPAN 2/2B Exit Skills
SPAN 5 not prerequisite to SPAN 5S.
Readings in and discussions of Hispanic Civilization: Spain and Latin America. Exclusively oral training to acquire greater command of the spoken language through building vocabulary, improving pronunciation and expressing ideas in a more natural manner. Conducted in Spanish. CSU/UC
SPAN 5. Paleolithic Period to the Golden Age
SPAN 5S. Golden Age to Present

The 12 unit sequence of Spanish 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.

SPAN 10A. Beginning Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
Advise: Concurrent enrollment in SPAN 1, 1A or 1B
Not open to native speakers of Spanish.
Beginner's course. Intensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 10B. Continuation of Beginning Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: SPAN 10A OR Demonstration of SPAN 10A Exit Skills
Advise: Concurrent enrollment in SPAN 2, 2A, or 2B
Not open to native speakers of Spanish.
Second semester course: Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who want to acquire more advanced skills of spoken Spanish. CSU

SPAN 10C. Intermediate Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: SPAN 10B OR Demonstration of SPAN 10B Exit Skills
Advise: Concurrent enrollment in SPAN 3 or 4
Not open to native speakers of Spanish.
Third semester course: Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who want to acquire more advanced skills of spoken Spanish. CSU

SPAN 10D. Continuation of Intermediate Conversational Spanish (3)
Lec-3, lab-2 CR/NC avail.
Prereq.: SPAN 10C OR Demonstration of SPAN 10C Exit Skills
Advise: Concurrent enrollment in SPAN 3, 3A, 3B, 4, or 5
Not open to native speakers of Spanish.
Fourth semester course. Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who want to acquire more advanced skills of spoken Spanish. CSU

SPAN 31-32. Intermediate Spanish for Bilingual Students (5-5)
Lec-5 CR/NC avail.
SPAN 31 not prerequisite to SPAN 32
Advise: Oral fluency in Spanish
Intensive review of grammar. Composition and translation. Designed for bilingual students who are effective in oral communication in Spanish within their communities, but have little knowledge or formal training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. CSU/UC

SPAN 31A-31B. Intermediate Spanish for Bilingual Students (3-3)
Lec-3 CR/NC avail.
Advise: Oral fluency in Spanish
Intensive review of grammar. Composition and translation. Designed for bilingual students who are effective in oral communication in Spanish within their communities, but have little knowledge or formal training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. CSU/UC

SPAN 39A-39B. Contemporary Spanish American Literature in Translation (3-3)
Lec-3 CR/NC avail.
Advise: Eligible for ENGL 1A
SPAN 39A not prerequisite to 39B
No knowledge of Spanish required
Reading and discussion of representative works in English translation. CSU/UC
SPAN 39A. Contemporary Spanish American literature from the late 19th century to 1940.
SPAN 39B. Contemporary Spanish American literature from 1940 to the present.
Speech Communication

Announcement of Curricula

Certificate Curriculum

Speech Communication

Courses Required for the Certificate of Completion in Speech Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 12 Fund of Oral Comm</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 4 Group Comm</td>
<td>3</td>
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<tr>
<td>or SPCH 20 Interper Comm</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1A Elem of Public Spkng</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 11 Basic Public Spkng</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 3 Argument and Debate</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 37 Intracollegiate Sphc Comp</td>
<td></td>
</tr>
<tr>
<td>or SPCH 38 Intercollegiate Sphc Comp</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSES:

SPCH G. Oral Communication for Teams (1)
Lec-1 CR/NC avail.
An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the context of small group discussion.

SPCH H. Oral Presentation Skills (1)
Lec-1 CR/NC avail.
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of public speaking.

SPCH I. One-on-One Oral Communication (1)
Lec-1 CR/NC avail.
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication.

CREDIT, DEGREE APPLICABLE COURSES:

SPCH 1A. Elements of Public Speaking (3)
Lec-3 CR/NC avail.
Prereq.: Completion of ENGL 93 or 94 or Eligibility for ENGL 96
Mastery of the research, organization and delivery of extemporaneous speeches. Focus on rhetorical theory, critical audience analysis, speech outlining, evidence testing, and use of visual aids. CSU/UC/CAN SPCH 4

SPCH 3. Argumentation and Debate (3)
Lec-3 CR/NC avail.
Advise: Completion of ENGL 96 or placement in 1A
Primary emphasis on argumentation as the study of analysis, evidence, reasoning, refutation, and rebuttal, etc. in oral and written communication. Significant component of instruction in oral argumentation. Critical Thinking approaches to commercial, legal, political, and academic argumentation and persuasion. CSU/UC/CAN SPCH 6

SPCH 4. Group Communication (3)
Lec-3 CR/NC avail.
Advise: ENGL 96 or placement in ENGL 1A
Training in the basic methods and principles of problem solving, leadership, decision making, and critical thinking through group communication; methods of inquiry and advocacy for participation in group discussions and presentations. CSU/UC/CAN SPCH 10

SPCH 5. Intercultural Communication (3)
Lec-3 CR/NC avail.
Prereq.: ESL 160 OR 82, ENGL 92 OR Eligibility for ENGL 94
Familiarize students with the theory and the process of communicating with people across cultural, ethnic and racial divides. Specific focus will be development of the ability to acknowledge and understand the unique voice of people from the African, Asian, Middle Eastern and Latino cultures as well as co-cultures within the United States. Students will study theories from interpersonal and intergroup, intercultural anthology and a multicultural history text. Through lectures, readings, films, group discussions, written and oral assignments, students learn the skills necessary to achieve positive outcomes when communicating with others that are perceived as different. CSU/UC

SPCH 6. Workplace Communication (3)
Lec-3 CR/NC avail.
The study and application of workplace communication principles. Focus on mastering the communication skills that can promote professional and career opportunities, workplace relationships, teamwork and effective business presentation skills. CSU

SPCH 11. Basic Public Speaking (3)
Lec-3 CR/NC avail.
Advise: ENGL 92, ESL 160 or 82
Effective organization and presentation of ideas in public speaking situations. Major topics include audience analysis and overcoming speaking anxiety. This course is designed for beginning public speakers wishing to learn basic public speaking skills. CSU

SPCH 12. Fundamentals of Oral Communication (3)
Lec-3 CR/NC avail.
Advise: ENGL 92 or ESL 150
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication, small group discussion, and public speaking. CSU
**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**S L 10. Student Government (1)**  
Work-2 CR/NC only  
**Repeat: max. 4 units**  
Training in the governance of student activities and representation/advocacy of student concerns. Learning to participate in and chair meetings, allocate funds, and implement agreed upon projects. Students will attend and participate in Associated Student Council meetings, Inter-Club Council meetings, and/or shared governance meetings to receive credit for this course. CSU

**S L 12. Leadership Skills (3)**  
Lec-3 CR/NC avail.  
Examination of the principles of leadership and their application to Associated Students Council, clubs, and activities. Specific leadership skills include chairing meetings, organizing events and campaigns, communicating effectively, working collaboratively, resolving conflicts, balancing priorities, and managing one’s time. Leadership styles, functions and approaches will be discussed and evaluated. CSU

**S L 12A. Leadership Skills: Independent Study (3)**  
Ind st-54 hrs CR/NC avail.  
**Repeat: max. 12 units**  
An independent leadership project. CSU

**TH A 1. Introduction to Theatre (3)**  
Lec-3, field trips  
**Repeat: max. 9 units**  
Designed to compare, contrast and examine the aspects of live theatre including dramatic structure, theater production, history and performance. CSU/UC/CAN DRAM 18

**TH A 3A. Introduction to Make-up and Costume Design (3)**  
Lec-2, lab-4 CR/NC avail.  
Introductory instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

**TH A 3B. Intermediate Make-up and Costume Design (3)**  
Lec-2, lab-4 CR/NC avail.  
Intermediate instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

**TH A 3C. Advanced Make-up and Costume Design (3)**  
Lec-2, lab-4 CR/NC avail.  
Advanced instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

**TH A 6. Introduction to Stage Design (3)**  
Lec-3 CR/NC avail.  
Introduction to the basic techniques used in stage design with emphasis on script analysis, research, freehand sketching, drafting techniques, ground plans and model making. CSU/UC

**TH A 17. Multicultural Theater (3)**  
Lec-3 CR/NC avail.  
Evaluation and demonstration of the importance of the origins of the Asian, African and Latin theatre in the development of the Asian American, African American, and Latin American cultures that form part of the American society of today. CSU/UC

**TH A 19. Latin American Theater (3)**  
Lec-3, field trips  
Recognize, analyze and appraise the importance of the Latin American theatre as a historical record of realities and dreams through the work of its playwrights. CSU/UC

**TH A 22. Acting Shakespeare: Text Analysis and Performance (3)**  
Lec-3, field trips  
**Advise: TH A 101 or demonstration of exit skills**  
**Repeat: Vis. & Perf. Arts repeat, max. 9 units**  
Use of scansion and verse techniques to perform Shakespearean material. Historical, textual, and analytic skills used in an ensemble
setting to re-create characters specifically from the dramatic works of William Shakespeare. CSU

TH A 50. Play Rehearsal and Presentation (1-3)
Lab-3,6,9, field trips CR/NC only
Repeat: max. 12 units
The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in the plays in order to receive credit. CSU/UC

TH A 51. Large Scale Musical Performance Preparation (0 unit)
Lab-1-6, field trips
Repeat: max. 3 times
The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department musical production. Students must audition for, be cast in, receive direction in, rehearse and perform in the plays. CSU

TH A 52. Cabaret Performance Preparation (0 unit)
Lab-1-6, field trips
Repeat: max. 3 times
The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department cabaret production. Students must audition for, be cast in, receive direction, rehearse and perform in the cabaret. CSU

TH A 55. Technical Theatre Production (1-3)
Lab-3,6,9 CR/NC only
Repeat: max. 12 units
Practical experience in stage scenery construction and use in performance, lighting installation and operation, sound equipment setup and operation, scenic painting techniques, and stage management through participation in departmental productions. CSU

TH A 60. Stagecraft (3)
Lec-2, lab-4, field trips CR/NC only
Introduction and practical experience in stage scenery construction, stage properties selection, lighting execution, sound design, scenic painting techniques, and stage management through class lab work and participation in departmental theatrical productions. CSU

TH A 101. Beginning Acting (3)
Lec-3
Repeat: max. 9 units
Examination, practice and execution of the fundamentals of acting. Staging techniques, improvisation, theatre games, stage movement, and introduction to acting terminology. Classroom presentation of scenes and monologues. CSU/UC/CAN DRAM 8

TH A 102. Character Development and Scene Study (3)
Lec-3
Advise: TH A 101
Repeat: max. 9 units
An introductory survey to the world’s great classical plays. Investigates Greek, Roman, Medieval, Renaissance, and 18th century works. CSU/UC

TH A 103. Performance Projects (3)
Lec-3
Advise: TH A 101 and 102 or demonstration of exit skills
Repeat: max. 9 units
Development of class projects and workshops that will be performed in a studio setting. Investigation of the development of performance skills as they relate to the audience and to specific studio space. CSU/UC

TH A 104. Survey of Classical Drama (3)
Lec-3
An introductory survey to the world’s great classical plays. Investigates Greek, Roman, Medieval, Renaissance, and 18th century works. CSU/UC

TH A 105. Survey of Modern Drama (3)
Lec-3, field trips
An introductory survey to the world’s great plays of modern era. Begins with 19th Century realism and explores world trends in playwriting and performance to the present times. CSU/UC

TH A 106. Playwright’s Performance Workshop (3)
Lec-3, lab-1, field trips
Prereq.: ENGL 93 or 94 or placement in ENGL 96 or demonstration of ENGL 93 or 94 Exit Skills
Advise: ENGL 35E, 35F
Repeat: max. 12 units
This course is specifically designed to teach the elements of playwriting using all the components of live theatre: directors, writers, and actors. Playwrights work with actors and directors to create, write and revise scenes and scripts based on workshop performances. CSU

TH A 107. Directing for the Theatre (3)
Lec-3
Repeat: max. 9 units
Examination of the function of a stage director and the techniques of stage direction with opportunities for practical experience. CSU/UC

TH A 116. Acting for the Camera (3)
Lec-3, lab-4, field trips
Repeat: max. 12 units
Development of performing skills for video, film and electronic media applications with emphasis on dramatic characterization in a production context. CSU/UC

TH A 121. Improvisation for Actors (3)
Lec-3
Repeat: max. 9 units
An acting class focusing on the creation of original material by the performers for presentation through the techniques of improvisation and scenario. Actor generated narrative and playscripts developed by the actor in an ensemble environment. CSU

TH A 123. Vocal Production and Audition (3)
Lec-3
Repeat: max. 12 units
Introduction to the anatomy and physiology of the vocal mechanism. Development of voice and articulation with an emphasis on Standard American English for the stage to develop the actor’s process in preparation for audition, selection of materials, and presentation of self in various audition settings. CSU

TH A 124. Physical Comedy, Masks and Clowning (3)
Lec-3, field trips
Prereq.: TH A 101
Repeat: max. 9 units
Development of the acting skills focusing on clowning; the creation and use of masks, with special attention to the physical characteristics of comic acting and an introduction to circus skills. Topics include the origins and uses of masks, tragic and comic masks, the fool and origin of the clown, and the performer’s historical uses of these acting tools. CSU
TH A 129. Storytelling (3)
Lec-3, field trips
Repeat: max. 9 units
Development of the acting skill of storytelling through performance exercises, improvisations, and uses of the literature of folklore, myth, and monologue focusing on narrative, creation of character, and the telling of stories. CSU

TH A 143. Character Voices: Voice-Over (3)
Lec-3
Advise: TH A 101
Repeat: max. 12 units
An acting skill class focusing on the vocal aspects of commercial acting. Development of the actor’s voice to be used in the recorded media for commercial and industrial purposes, selection of materials and practical application for the creation of characters. CSU

TH A 145. Performance Art New Media Workshop (3)
Lec-3, lab-3
Advise: IDST 125
Repeat: max. 12 units
Development of performance art pieces focusing on the integration of state-of-the-art digital art, computer software and hardware used for theatrical and electronic music productions with performers and scripted presentation. CSU

See also Interdisciplinary Studies - Multimedia Studies - Multimedia Performance Arts Concentration

TH A 200. Theatre Production (3)
Lec-3, lab-3
CR/NC avail.
Repeat: max. 9 units
Instruction and practical experience in stage scenery construction, stage properties selection, lighting execution, sound design and stage management through participation in theatre productions. CSU/UC

Related Courses:

MUS 44. Music Theatre Workshop (3)
Lec-6, field trips
CR/NC avail.
Repeat: max. 9 units
An opportunity for students interested in musical theatre to study, rehearse, and participate in performances of musical works for the stage. Equal emphasis given to the musical and dramatic elements involved in such productions. For staged, public performances, roles may be assigned subject to audition. CSU/UC

BCST 115. Announcing and Performance (3)
Lec-3
Advise: BCST 120
Introduction to interpretation of copy, pronunciation, and announcer’s duties for radio, television, cable, and webcast. Practical experience announcing commercials, news, public service, and other kinds of programs. Performance skills are developed through regular use of audio and video facilities and equipment. CSU

BCST 140. Video Production (3)
Lec-2, lab-4
Theory and operation of video production equipment and facilities. Video production planning and organization, concept development, program design, project documentation, and production management. Production of studio-based video programming for Cable Television Channel 27 and the district’s Media Services video production unit. CSU

IDST 38. Shakespeare: “for all time” (3)
Lec-3
CR/NC avail.
PREREQ: ELIGIBLE FOR ENGL 1A
An interdisciplinary introduction to Shakespeare’s plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare’s artistry from their respective points of view, using some of his most popular plays. CSU/UC

SPCH 38. Intercollegiate Speech Competition (3)
Lec-3, lab-3
CR/NC avail.
Advise: SPCH 1A, 3, 4, 11, 12 or ESL 79
Repeat: max. 6 units
Student competition in intercollegiate forensics tournaments in one or more of the following areas: parliamentary debate, cross-examination debate; oral interpretation; informative, persuasive, speech to entertain; communication analysis, impromptu, and extemporaneous speaking; interpretive theater. Development of public speaking skills while being a member of a team. CSU

Physical Education courses in fencing, modern and folk dance, and ballet. See listings for course description.

**Trade Skills**

**Announcement of Curricula**

**Noncredit Programs**

*All courses offered by the Trade Skills Department are without college credit.*

Apprenticeship courses may be found under “Apprenticeship” in this section of the Catalog.

Subject areas in Trade Skills may require a special materials fee. Check with the Department office at 550-4409.

Building Operation - Maintenance and Repair

Length of the program is 800 hours. Of these hours, 525 hours are core courses and the remaining hours must be from the elective courses listed below.

Core courses must be taken in the first two semesters of study.

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Code Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>TIAP 9501</td>
<td>Refrigeration/Air Condition I</td>
<td>105</td>
</tr>
<tr>
<td>TIAP 9502</td>
<td>Refrigeration/Air Condition II</td>
<td>105</td>
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<tr>
<td>TIEE 9572</td>
<td>DC Electricity</td>
<td>105</td>
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<tr>
<td>TIXX 9503</td>
<td>Boiler Theory, Oper &amp; Maint</td>
<td>105</td>
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<tr>
<td>TIXX 9571</td>
<td>AC Electricity</td>
<td>105</td>
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**Electives (select 3)**

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<tr>
<th>Course Code</th>
<th>Code Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>TICU 9550</td>
<td>Custodial Training</td>
<td>105</td>
</tr>
<tr>
<td>TIEE 9573</td>
<td>Electrical Basic Controls</td>
<td>105</td>
</tr>
<tr>
<td>TIEE 9574</td>
<td>Electrical Code and Constr Practice</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9504</td>
<td>Instruments for HV &amp; AC</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9505</td>
<td>Plumbing Applications</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9701</td>
<td>Haz Matls Training</td>
<td>105</td>
</tr>
<tr>
<td>LAIR 9809</td>
<td>Labor Rel in Select Indus</td>
<td>105</td>
</tr>
</tbody>
</table>

**Total Hours** | 840
Grade requirements: Students must have 85% of the required hours for the certificate with a grade of C or better.

**Business Machine Technology**

**Computerized Machine Technology**

Program Goal. Prepares students for employment in the maintenance and servicing of business equipment including photo-copiers and computer-oriented electronics.

Admission Requirements. 10th grade level reading, writing and math skills. For more information call 239-3505.

Length of Program. Two semesters

Core Course Hours/Weeks
TIBM 9543 Computerized Mach Tech ..................25/35

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

**Construction Trade**

Length of the program is 800 hours. Of these hours, 601 hours are core courses and the remaining hours must be from the elective courses listed below.

Core courses must be taken in the first two semesters of study.

Core Courses Hours
TIDR 9564 Mechanical Drawing – All Levels ..........180
TIXX 9699 Furnituremaking and Woodworking........108
TIXX 9704 Intro to Constr Trades, A ..................72
TIXX 9705 Intro to Constr Trades, B ..................72
TIXX 9706 Intro to Constr Trades, C ..................72
TIXX 9708 Carpentry Framing (Rough) .................105

Electives
TIDR 9567 Intro to Comp Aided Draft................180
TIDR 9568 Blueprint Reading, Constr ................105
TIEE 9574 Electrical Code and Constr Practice ....105
TIXX 9505 Plumbing Applications .....................105
TIXX 9701 Haz Mat’ls Handling .........................105
TIXX 9707 Ext & Int Finishes ..........................105
LAIR 9809 Labor Rel in Select Indus ..................105

Total Hours ..............................................800

Grade requirements: Students must have 85% of the required hours for the certificate with a grade of C or better.

**Electronics Technician**

Program Goal. Prepares students for entry-level employment as electronics technicians or Radio-TV service or repair persons. Curriculum includes fundamentals of electricity, electronic equipment, occupational safety, electric and electronic circuits, relays, test equipment, vacuum tube circuits, television and VCR repair.

Admission Requirements. High school diploma, GED, or high school proficiency certificate and demonstration of 8th grade reading, math, and language level. For more information call 550-4409.

Core Course Hours
TIEE 9572 D.C. Electricity ................................108
TIEE 9571 A.C. Electricity ...............................108
TIEL 9590 Electronic Theory & Tech..........216
TIRT 9666 TV Service Repair: Fund .................108
TIRT 9667 TV Service Repair: Adv & VCR ..........108
SECY 9356 Bus Math .......................................90

Total Hours ..............................................738

**Industrial Maintenance Mechanic**

Program Goal. Preparation for entry-level employment in the mechanical trades. Curriculum includes industrial mechanics, blueprint reading, electricity, sheet metal, basic machining, welding, tool identification, precision measuring instruments, hydraulics, pneumatics, shop safety, and shop math. For more information call 239-3905.

Admission Requirements. None

Core Course Hours
TIIM 9641 Ind Maint Mech ..........................4 x 270 hr

Total Hours .............................................1,080

Elective Courses. To be discussed with counselor.

Requirements for Completion. Completion of required hours with a grade of C or higher.

**Announcement of Courses**

**NONCREDIT COURSES:**

**Appliances**

TIAP 9500. Gas Appliance/Valve Control
Skills, knowledge and practices for the safe installation, maintenance, repair and operation of natural gas appliances and combustion devices.

TIAP 9501. Refrigeration/Air Conditioning I (105 hrs)
*Advises: GED 2105 or equivalent*
Introductory course in the theory and fundamental operations of the refrigeration system, components and electrical controls.
Preparation for continuing to Refrigeration and Air Conditioning II.

TIAP 9502 Refrigeration/Air Conditioning II (105 hrs)
*Advises: TIAP 9501 or equivalent*
Intermediate course in the troubleshooting of the operations of commercial and automotive refrigeration systems, components and electrical controls. Preparation for employment in the Stationary Engineering Apprenticeship, HVAC maintenance helper or utility person.

**Business Machine Technology**

TIBM 9543. Computerized Machine Technology/Electronics (225 hrs)
*Advises: TRST 1400 and 4601*
DC and AC circuits, semiconductors, digital hardware, machine level programming, and a proficiency in microcomputer software.

TIBM 9550. Introduction to Office Machine Repair
*Advises: ESLN 3700*
An overview of the principles and fundamental concepts of elec-
tronics and mechanics, as related to office machine repair. Includes use of tools, use of scientific calculator basic math for electronics, overview of AC/DC and digital electronics, circuit building and testing, use of voltmeter and oscilloscope, and use of computers.

TIBM 9551. Introduction to Copier Repair
Advise: ESLN 3700
Introduction to the concepts, terminology, components, schematic reading, troubleshooting and repair of modern micro-processor controlled copiers. Includes hands-on labs and use of tools.

TIBM 9553. AC/DC Electronics - Introduction (105 hrs)
Advise: TIBM 9550 and ESLN 3700
A lecture/lab course in which the students learn the fundamentals of series and parallel circuits, theory of current and voltage, identification and use of resistors, capacitors and inductors. Hands on experience building circuits and taking current and voltage measurements using meters and oscilloscopes.

TIBM 9554. Solid State Electronics - Introduction
Advise: TIBM 9553
A lecture lab course exploring the operation and design of semiconductor electronics devices. Timing and control circuits with industrial applications will be designed and constructed.

TIBM 9555. Digital Electronics Introduction
Advise: TIBM 9550 and ESLN 3700
Theory and construction of basic digital circuits, including gates, counters, shift registers, encoders and decoders, arithmetic and memory elements in small scale integrated circuits. Number systems, Boolean algebra and digital troubleshooting will also be discussed.

TIBM 9556. Microprocessor Concepts
Advise: ESLN 3700
A lecture/lab course using model 6502 microprocessor trainers to demonstrate universal and practical concepts of microprocessor operation and assembly language programming. Both software and hardware elements will be introduced.

TIBM 9557. Microcomputer Repair Introduction
Advise: TIBM 9558 and ESLN 3800
The theory and operation of the IBM PC and compatibles from a technical point of view. Assembly, maintenance, trouble-shooting and simple repairs of PC components and peripherals including keyboard, disk drives, and power supplies. Voltmeter, scope and software diagnostics programs will be used to troubleshoot simple repairs.

TIBM 9558. Introduction to Computers - Technical
Advise: SECY 9388 and ESLN 3700
Introduction to the operation of the IBM PC computer, including microcomputer architecture, DOS, BASIC, microprocessor differences, utilities diagnostic routines, and applications programs. Students must plan to spend additional time in the computer labs in order to gain proficiency.

TIBM 9559. Build a Clone Computer (105 hrs)
Advise: ESLN 3700
A step by step description and demonstration of all procedures necessary to select, purchase, assemble, configure, test and maintain an IBM PC compatible system built from component parts.

TIXX 9704. Introduction to the Construction Trades A (72 hrs)
Recommended for non-traditional and re-entry students
Basic knowledge and skills necessary in the construction trades. Identification of tools and building materials and how to handle them safely. Becoming acquainted with the variety of trades and apprenticeships in construction and with the roles of people on building projects and how the building team relies on project plans and specifications for information. Completion of several small projects in wood and concrete requiring use of measuring, hand, and power tools.

TIXX 9705. Introduction to the Construction Trades B (72 hrs)
Advise: TRST 4601 or ESLN 3800; TIXX 9704
Recommended for non-traditional and re-entry students
Additional basic knowledge and skills necessary for the construction trades. Further identification of tools and building materials and how to handle them safely. Completion of several small projects in carpentry, electricity, plumbing, and sheet metal requiring use of measuring, hand, and power tools.

TIXX 9706. Introduction to the Construction Trades C (72 hrs)
Advise: TRST 4601 or ESLN 3800; TIXX 9705
Recommended for non-traditional and re-entry students
Additional basic knowledge and skills for the construction trades. More identification of tools and building materials and their safe handling. The roles played by the people that build a project and how the team relies on project plans and specifications for information. Completion of several small carpentry, drywall, painting, and waterproofing projects using measuring, hand, and power tools.

TIXX 9707. Exterior and Interior Finishes (105 hrs)
Advise: TRST 4601 or ESLN 3800
Introduction to the tools, materials, and processes used in finishing exterior and interior surfaces. Projects include installation, taping, and texturing of drywall; application of plaster, installation of flashing and roofing materials, installation of ceramic and resilient tile, and the selection and application of paint and related products. Also includes safe use of ladders, scaffolding, and personal safety equipment and how to read and interpret material safety data sheets.

TIXX 9708. Carpentry Framing (Rough) (105 hrs)
Skills and modern techniques to do framing construction to industry standards. Emphasis on blueprint reading; appropriate tools, machines, and equipment; and framing techniques for floors, walls, ceilings, and roofs. Light frame construction for pre-apprentices and/or do-it-yourself persons.

TIXX 9710. Contractor Licensing (105 hrs)
A course covering Contractors License Laws and Construction Management. Topics included are license qualification requirements, responsibility of the Contractors License State Board, labor code provisions related to employer and employee relationships, the California Occupational Safety and Health Act, and construction management.

TICU 9550. Custodial Training (108 hrs)
Preparation for employment in the custodial field. Areas include floor care, custodial tools, equipment, methods, supplies, and custodial terminology.
TICU 9553. Carpet Care (108 hrs)
Advis: TICU 9550 or equivalent
Extensive discussion on carpets. Subject areas include: history of carpet, methods of carpet construction, identification of fibers, chemistry of cleaning, soiling, carpet and upholstery cleaning methods, techniques of dyeing, and topical treatment. Involves hands-on practices.

TICU 9554. Basic Custodial Skills (48 hrs)
Basics of custodial cleaning skills. Foundation in the chemistry of cleaning, cleaning supplies, material and equipment, floor cleaning machine, mopping techniques, restroom care, dusting, wall washing, commercial office cleaning, work safety, union role in custodial industry.

Drafting

TIDR 9564. Mechanical Drawing - All Levels (180 hrs)
Advis: TRST 4601; ESLN 3500
Practical skills and theory needed for drafting and their applications in industry. Includes instrumental drafting, lettering techniques, freehand sketching, multiview and pictorial projection, dimensioning techniques, development and layout, and working drawings.

TIDR 9565. Mechanical Drawing I (180 hrs)
Introduction to drafting. Emphasis on mechanical/machine applications. Topic areas include conventional lines, lettering technique, freehand sketching, instrumental drawing, orthographic projection, and dimension techniques.

TIDR 9566. Mechanical Drawing II (180 hrs)
Advis: TIDR 9565
Development of drafting skills. Emphasis on mechanical/machine applications of working drawings including details and assembly. Includes sectional and auxiliary views, graphic primary revolutions, review of dimensioning techniques, isometric, oblique, and perspective projections, intersections and development layouts. Includes use of computer-aided drafting.

TIDR 9567. Introduction to Computer Aided Drafting (CAD) (180 hrs)
Concepts and operation of visual engineering drawing preparation using a computer (CAD). Introduction to hardware and software operations applications in drafting. Common ways used for initial data entry will be studied. Common methods to retrieve programs and store drawings will be used. Assignments accomplished with conventional drafting techniques.

TIDR 9568. Blueprint Reading (Construction)
Basic print reading of construction drawings. Includes print reading basics, materials and specifications; print reading; estimating; and symbols and abbreviations.

Electricity and Energy Conservation

TIEE 9571. Electrical AC Electricity (108 hrs)
Basic knowledge and skills necessary to enter basic electronics and telecommunications programs. Introduction to the principles of AC electricity, motor theory and generators, and analysis and construction of electronic circuits using induction, capacitors, relays, and resistors. Laboratory includes the operation of signal generators, power supplies oscilloscopes, and VTVMs.

TIEE 9572. DC Electricity (108 hrs)
Advis: ESLN 3800
Study and practice of direct current electricity including applied mathematics, recommended safety practices and a conceptual approach to direct current electricity.

TIEE 9573. Electrical Basic Controls
Further development of knowledge and skills necessary for promotion in the electrical industry. Fundamentals of controls, control of motor study, control components, pilot devices, control circuit diagrams, analysis of control equipment, DC circuit development, and static control.

TIEE 9574. Electrical Code and Construction Practices (105 hrs)
Requirements for State Licensed Contractors. Includes: electrical safety, vocabulary, terms, distributing electrical power, house services, house circuits, installing wiring, remodeling wiring, connection (hook-ups) for appliances and devices, application and procedures for permits.

TIEE 9575. Energy Conservation/Management
Recent trends and techniques in the field of energy and its management. Saving money through energy conservation, denoting changes in heating, cooling, and lighting, and setting up an energy-conservation program at work.

TIEE 9576. Electrical Applications in Construction (105 hrs)
Includes: electrical safety, vocabulary, terms, distributing electrical power, house service, house circuits, installing wiring, remodeling wiring, connection (hook-ups) for appliances and devices, application and procedures for permits.

Electronics

TIEL 9590. Electronics I Theory and Technology
Presentation of solid state theory: diodes, zeners, LEDs, transistors, FETs, SCRs, and ICs. Circuit analysis using solid state theory will be applied to power supplies (half wave, full wave, regulated) and audio amplifiers. This course will include the construction of circuits and the analysis and problem-solving of their functions using laboratory test equipment.

TIEL 9592. Electronics 2
Topics include tuning, coupling, and filtering circuits; frequency response of amplifiers; modulation and demodulation; fundamentals of logic; integrated circuits and types and sources of wave forms.

TIEL 9594. Digital/Computer Electronics
Advis: TRST 4601
An introduction to computers which make use of digital logic. Emphasis on the technical aspects of logic circuits for computers rather than programming. Simple logic gates are expanded into counters, memories, registers, and arithmetic units as utilized in computers. Units are adapted to show the structure of microprocessors and microprocessors.

Industrial Machinery

THIM 9640. Machine Shop Practices
Use of hand tools and measuring devices, shop safety, drawings, blueprints, shop mathematics, precision tools, power saws, bench work and operations, drill press, lathe, milling machine, grinders and other general machine shop tools, devices and equipment.
TITA 56. Railroad Operations (3)
Lec-3, field trips
This course examines the railroad industry’s major assets, organizational structure, and typical operations. Emphasis is placed on the current characteristics of North American railroads, basic operating processes in the transportation, mechanical and engineering functional areas, and administrative processes in the non-operating areas. CSU

SPCH G. Oral Communication for Teams (1)
Lec-1 CR/NC avail.
An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the context of small group discussion.

SPCH H. Oral Presentation Skills (1)
Lec-1 CR/NC avail.
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of public speaking.

SPCH I. One-on-One Oral Communication (1)
Lec-1 CR/NC avail.
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication.

NONCREDIT COURSES:

TITA 9680. Assistant Conductor Training (240 hrs)
To provide participants with the tools and techniques to help them work on-board trains and in yard facilities. Participants will gain a wide spectrum of knowledge on various topics as they relate to the safe and efficient operation of trains and equipment, guest services and other agency’s regulatory policies.

TITA 9681. Foreign Language Skills for Transit Employees (30 hrs)
This course provides transit employees with basic communication and comprehension skills in a foreign language to better serve non-English speaking passengers. Lessons focus on essential language skills that transit operators might need to handle everyday interactions with non-English speaking passengers. Languages selected for instruction include (but are not limited to) Spanish, French, German, and Italian.

ESLV 3837. VESL for New Transit Operators (90 hrs)
ESLV 4837. VESL for New Transit Operators (45 hrs)
Advis: Completion of Beginning-High 4 or equivalent language ability
English language skills to prepare for entry into transit training. Content and communication skills for coach, metro, and streetcar drivers in the transit system, with an emphasis on listening and speaking.

ESLV 3838. VESL for Transit Operators (90 hrs)
ESLV 4838. VESL for Transit Operators (45 hrs)
Advis: Completion of Beginning-High 4 or equivalent language ability
English language skills for working transit operators to improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

Other Specialty Courses

TIXX 9503. Boiler Theory, Operation, and Maintenance (105 hrs)
Advis: High school diploma, GED, or H.S. proficiency certificate and demonstration of 8th grade reading, math, and language ability
Basic principles of boiler operation, maintenance, and safety procedures for stationary engineers at the pre-apprenticeship level.

TIXX 9504. Instrumentation for Measurement and Control of HV and AC (106 hrs)
Advises: ESLN 3700
Introduction to standard methods for measuring HVAC variables such as temperature, pressure, and flow. Includes continuous and on/off control instruments, feedback loop importance, and reference to blueprints and appropriate standards. Emphasis is on electronic and pneumatic methods commonly used in building service trades. Introduction to Energy Management System (EMS) concepts and methods.

TIXX 9505. Plumbing Applications (105 hrs)
Introduction to materials, tools and equipment used for installing a plumbing system. Interpretation of isometric drawings for installation of plumbing and piping systems. Understanding plumbing code requirements for installing Drain Waste Vent system, potable drinking water system, gas system and hot water heater. Maintenance and repair of plumbing fixtures, repair or replacement of pipe. Blueprint reading and reference to the Uniform Plumbing Code.

TIXX 9699. Furnituremaking and Woodworking (108 hrs)
Principles of wood fabrication, emphasizing furniture construction, hand tool and machine basics, shop safety, design, wood joinery and finishing for the beginning woodworker.

TIXX 9700. Health and Hygiene for Stationary Engineers
Health, hygiene and related safety practices for stationary engineers in six areas: pest control, drinking water, sewage laden equipment, infectious wastes, body substances and food services.

TIXX 9701. Hazardous Materials Training
The study of regulatory requirements, concepts, practices, tools and pieces of equipment for protecting workers from exposure to toxic substances and hazardous materials in general industry.

TIXX 9709. California and San Francisco Plumbing Code (105 hrs)
Course will define the code requirements of the California and San Francisco Plumbing Code. History of water supply and distribution. Discuss the powers and duties of the Administrative Authority, inspection, testing and fees. Procedure for submitting plans and obtaining permits. Qualifications of a California license Plumbing Contractor. Discuss the terminology of trade. General regulations for installation of a safe plumbing system. Interpret blueprints and isometric drawings.

FASH 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.
Formerly CASC 6003.

Transitional Studies

Announcement of Curricula and Courses

General Information
The Transitional Studies Department offers ongoing instruction in Adult Basic Education, the City College of San Francisco High School Diploma Program, General Education Development (GED), Pre-collegiate skills, and Vocational Foundation Skills.

All courses offered by the Transitional Studies Department are without college credit.

Program Goals. Provide students with basic skills for living, employment, entry into job training programs, or further college study. Prepare students to pass the General Education Development (GED) exam. Provide a comprehensive program leading to the City College of San Francisco High School Diploma.

Admission Requirements. All skill levels are accepted. After testing in reading, writing and mathematics, students are enrolled at a level matching their skills and geared toward their educational objectives. Students entering the GED in Spanish program are required to be fluent and literate in Spanish.

Offered at the following campuses:
Instruction in Spanish is offered only at the Mission Campus.
John Adams, 561-1900
Adult Learning Center, 241-2300
Mission, 551-1120
Southeast, 550-4300
Downtown, 267-6500

High School Diploma Program

The City College of San Francisco High School Diploma Program is open to adult students who meet placement requirements. The program is also open to concurrently enrolled high school students who are in the 11th or 12th grades and who require high school credits to transfer to their home high schools.

To Enroll:

1. Adult students: Through CCSF Counseling Department: placement test, orientation and educational planning appointment
Concurrently enrolled high school students: by arrangement with the student’s high school counselor

2. Transitional Studies Success Workshop
Required Coursework: A total of 40 high school credits as follows. The 5 elective credits may be fulfilled by passing all level-exit exams, passing additional level II or III courses, or transferring CCSF course credit. High school courses taken at other schools may satisfy coursework requirements. At least 15 credits must be taken at CCSF.

TRST 3300. High School English (5 high school credits)
TRST 3401. Beginning Algebra (5 high school credits)
TRST 3500. United States History I or TRST 3501. U.S. History II (5 high school credits)
TRST 3502. Civics (5 high school credits)
TRST 3503. Economics (5 high school credits)
TRST 3504. Physical Science (5 high school credits)
TRST 3505. Focus on the Future Elective Credit (5 high school credits)

3. Exit Exam: Successful passage of the GED Examination
NONCREDIT COURSES:

Individualized Learning Labs, Self-paced, Open-entry, Multi-level, Ongoing Classes

TRST 0035. Individualized Reading and Writing (54-450 hrs)
A basic reading and writing individualized program. Instruction is open-entry and open-exit and self-paced to meet the individual needs of student. Emphasizes comprehension and study skills and will prepare students for further educational and/or job demands.
Formerly ABE 2035.

TRST 0036. Basic Skills Lab (36-540 hrs)
Advising: ESLN 3500 or 3505
Reading, writing, and communication skills to prepare students for high school courses, GED, entry into the workplace, vocational and retraining programs. Self-paced, competency based individualized and small group learning with teacher, tutor, and computer assistance.
Formerly ABE 2081.

TRST 0037. High School Learning Lab (54-810 hrs)
Advising: CASAS score of 225
A competency-based, self-paced lab offering all required high school courses. Subject areas and objectives vary for each student according to previously acquired high school credit and student goal (diploma, test or college preparation, self-enrichment). Emphasis is on the development of independent, critical thinking skills applied to each subject.
Formerly HSLB 2700.

TRST 0038. Orientation to Academic Success (8-25 hrs)
Tools for students to succeed in the educational setting. Emphasis is on combining use of resources and skills with suggestions for techniques that lead to success in school.
Formerly ABE 2083.

TRST 0039. ABE/Pre-GED Preparation (54-540 hrs)
Writing, reading and mathematics skills development from intermediate through pre-GED level. Prepares the student to enter TRST 0040. Self-paced, individualized or small group instruction. Offered in Spanish at Mission Campus.
Formerly ABE 2059.

TRST 0040. GED Preparation (54-540 hrs)
Advising: TRST 0039
Prepares the student to pass the five GED Tests: Writing, Social Studies, Science, Literature, and Mathematics. Individual and/or small group instruction. Offered in Spanish at Mission Campus.
Formerly GED 2105.

TRST 0041. Math Skills Lab (36-180 hrs)
Individualized instruction in basic mathematics including whole numbers, fractions, decimals, percents, measurement, and introduction to algebra and geometry. Applications to life and workplace skills are integrated into this open entry, open exit, and competency based, self-paced course. May be repeated. No prerequisites.
Formerly ABE 2069.

Level I

Beginning and Basic Instruction in Reading, Writing, Communicating and Mathematics

TRST 1200. Language Arts: Reading 1 (180 hrs)
Advising: ESL Level 7, TABE Level 4-6.5, CASAS 214-224

TRST 1300. Vocabulary and Spelling (36-180 hrs)
A beginning course designed to develop reading, critical thinking skills, and vocabulary development. Oral/written communication and computer literacy skills will also be developed.

TRST 1301. Language Arts: Writing 1 (180 hrs)
Advising: ESL Level 7, TABE Level 4-6.5, CASAS 214-224
This is a beginning course in paragraph/essay writing. Emphasis is on sentence mechanics. Oral communication, reading, and computer literacy skills will also be developed.

TRST 1400. Math Skills Development 1 (36-180 hrs)
Addition, subtraction, multiplication, and division of whole numbers and their application to everyday situations. Introduction to number theory, measurement, basic geometry, and elementary algebra.
Formerly ABE 2070.

Level II

Intermediate Instruction in Reading, Writing, Communicating and Mathematics

TRST 2200. Language Arts Reading/Writing 2 (180 hrs)
Advising: TRST 1200 and/or TRST 1301, CASAS 225-230, TABE 7-9
Language arts competencies developed through listening, speaking, writing, and reading. Using literature, and media, students explore American culture(s) and society. Reading, writing and basic computer competencies are stressed.

TRST 2201. Language Arts: Reading/Writing 2.5 (90hrs)
Advising: TRST 1200 and/or TRST 1301, CASAS 225-230, TABE 7-9
Language arts competencies developed through writing, and reading. Using literature, and media, students explore American culture(s) and society. Reading and writing competencies are stressed.

TRST 2400. Math Skills Development 2 (36-180 hrs)
Study of decimal and common fractions, percents, basic algebra and geometry. Applications with measurement, graphic representations and development of critical thinking through word problems in functional contexts. Competency based.
Formerly ABE 2071.

TRST 2500. Career and Personal Income Management (90 hrs)
Advising: CASAS score of 225
Career awareness, job search, and job retention. Employment development and income management. Emphasizes necessary reading, oral and written communication, workability, and interpersonal skills needed to become and stay employable. SCANS competencies are integrated into the curriculum. Satisfies high school elective requirement.
Formerly HSCA 2150.

Level III

Advanced classes in reading, writing, communicating, mathematics and critical thinking in specific High School subjects.
Required coursework for the City College of San Francisco High School Diploma Program. Courses also prepare students for subject matter examinations on the GED and for transfer to credit.

TRST 3300. High School English–Literature and Composition (90 hrs)
Advising: TRST 2200, TABE 10-12, CASAS 230 and above
Students interpret, analyze, and respond to multi-cultural literature, art, and media in preparation for college English courses. Students develop awareness of their own ideological framework and writing style, strengthening their writing, editing, and critical thinking skills.

TRST 3401. Beginning Algebra (90 hrs)
A first course in algebra: expressions and variables, polynomials, and rational expressions; exponents and roots; linear, absolute value, and quadratic equations; systems of linear equations; functions and their graphs; applications.
Formerly ASE 3001.

TRST 3500. U.S. History 1 (90 hrs)
Adviser: TRST 2200
U.S. History up to the Civil War, emphasizing the influence of past events on the present. Analysis of historical cause and effect from political, social, and economic viewpoints.
Formerly HSI 2351.

TRST 3501. U.S. History 2 (90 hrs)
Adviser: TRST 2200
History of post Civil War America, emphasizing the influence of past events on the present. Analysis of historical cause and effect from political, social, and economic viewpoints.
Formerly HSI 2352.

TRST 3502. Civics (54-90 hrs)
The Constitution, the rights and responsibilities of citizens, elections, and the party system. Introduces students to a practical understanding of the law.
Formerly HSI 2204.

TRST 3503. Economics (54-90 hrs)
Basic economic principles and their applications to the free enterprise system. Economic concepts applied to students' personal financial decisions.
Formerly HSEC 2225.

TRST 3504. Physical Science 1 (54-180 hrs)
Study of how people are influenced by the physical world. Includes climate, the ocean, natural events, natural resources, the earth's relationship to the sun and moon, and the effects of population on the earth. Current events analyzed using course concepts.
Formerly HSSC 2565.

TRST 3505. Focus on the Future (30-180 hrs)
Course is divided into six flexible modules emphasizing developing skills for success in academic and vocational pursuits. Students will explore the world of work as well as the world of higher education. They will have opportunities to shadow college students or workers in business and industry. Selected students may apply for internships. Appropriate for all students returning to school. Modules components may be offered separately.
Formerly ASE 2085.

Vocationally Related Courses

Prepare for Employment, Entry Into Job Training Programs, or Further College Study

TRST 4600. Pre-Vocational Foundation Skills (45-90 hrs)
A competency based course focusing on the basic skills and personal qualities needed to succeed in the entry-level workplace. May be offered bilingually in Spanish and/or in other languages.
Formerly ABEV 2089.

TRST 4601. On the Job Communication Skills (54-180 hrs)
Listening and responding skills and other interpersonal communication skills needed for success on the job. Includes resume writing and interview practice, and introduction to on the job work standards and employer expectations. Special emphasis on the hospitality industry.
Formerly ABEV 2074.

TRST 4602. Literacy Tutor Training (12 hrs)
Provides instructional techniques in basic reading and writing including demonstration and practice. Includes student assessment, progress evaluation and choosing instructional materials. Designed for volunteers and paraprofessionals who will be tutoring adult students in literacy skills.
Formerly ABEV 2090.

TRST 4603. Graphic Arts Academics (36-180 hrs)
Academic and vocational instruction that offers a study of mathematics, science and vocabulary as it relates to the field of graphic communications. Prepares students for entry into the Graphic Communications program.
Formerly ABEV 2091.

TRST 4604. Vocational Foundation Skills (36-180 hrs)
Competency-based course designed to support student academic success in vocational programs. Focus is on the foundation skills for reading, writing, math and study skills. Course may be repeated.
Formerly ABEV 2092.

Women’s Studies

Announcement of Courses

General Information

Women’s Studies courses offer students an understanding of gender socialization and women’s experiences across cultures; knowledge of women’s political, historical, and artistic achievements; and strategies for improving communication and promoting healthy behaviors in our personal, social, and work lives.

CREDIT, DEGREE APPLICABLE COURSES:

WOMN 10. Women and Film (3)
Lec-3            CR/NC avail.
A brief history of the development of feminist film studies. Once outlined, this approach is applied to Hollywood cinema to demonstrate how movies both reflect and shape notions about women and their roles in society. Significant examples of films made by women in resistance to patriarchal images are also screened, accompanied by readings by prominent feminist theorists. CSU/UC

WOMN 20. Her/His/Ourstories (3)
Lec-3            CR/NC avail.
Adviser: ENGL 90 or ESL 150
Using oral traditions, dialogue, conversation, and storytelling, the course offers strategies for researching, recognizing, respecting, and retelling individual/community stories to enhance life and career/job choices. Overview of documentation topics and processes: negotiation, protocol, and ethics of retelling stories, as well as specific skills, such as formatting, layout, copyediting, and working with print/multimedia design consultants. Emphasis on female storytelling traditions. CSU
WOMN 51-52-53. Current Topics in Women’s Studies (1-2-3)
Lec-1,2,3
Repeat: if no subject repeat
An interdisciplinary approach to current issues and concerns of women in a variety of areas, such as health, history, and sexuality. CSU (UC upon review)

AFAM 60. The African American Woman in the United States (3)
Lec-3
The Black woman in America from 1619 to the present. Particular emphasis on contributions she has made to the society. CSU/UC

ANTH 25. Culture, Gender and Sexuality (3)
Lec-3 CR/NC avail.
An examination of the cross-cultural and historical factors that determine how women and men understand and act out their gender and sexuality. Focus on women’s role in non-western cultures such as Native American, Moslem, African, and Asian societies. Various aspects of culture which affect both female and male status, such as economics, religion, family and marriage, and sexual practices, will be examined in detail. CSU/UC

ART 108. Women through Art History (3)
Lec-3, field trips
Note: The study of art history requires college-level reading comprehension.
A study of women in art, investigating their place in society as artists and patrons, as well as subjects in art. The course will introduce women from both European and non-European cultures from prehistory to the present. All art will be discussed from both a critical and historical perspective, with regard to a social context and formal visual elements. CSU/UC

ASAM 35. Asian American Women (3)
Lec-3
Examination of the lives of Asian American women, using a multi-disciplinary approach which includes literature, poetry, history, political science, anthropology and sociology. Readings, papers and discussions on the social, cultural, political, and economic conditions facing Asian American women. Field trip may be required. CSU/UC

BCST 105. Gender and Mass Media (3)
Lec-3, field trips
An exploration of the mass mediated messages—radio, television, film, print, and the Internet—and how they influence and define gender roles, with particular emphasis on how women are represented. A critique of roles given to each gender. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

ECON 25. Women in the Economy (3)
Lec-3 CR/NC avail.
An introduction to women’s roles in the U.S. economy, including varying experiences related to race, ethnicity, and class. Examines women’s occupations and earnings; women’s household activities and how they affect paid work; women as consumers; public policy regarding women’s work and poverty; and current special topics. Applies and contrasts mainstream political economic theories within a feminist perspective. CSU/UC

ENGL 1A. University-Parallel Reading and Composition (3)
Lec-3
Practice in reading and writing expository prose. Some sections of ENGL 1A are taught from a feminist perspective.

For further information about these sections, see the Chair of Women’s Studies. CSU/UC/CAN

ENGL 37. African American Women in Literature (3)
Lec-3 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 55. Survey of Gay and Lesbian Literature (3)
Lec-3
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 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 re-discovered 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 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

Some sections of ENGL 96 are taught from a feminist perspective. For further information about these sections, see the Chair of Women’s Studies.

GLST 21. Issues in Lesbian Relationships (3)
Lec-3
Prereq.: ENGL 94, or Placement in ENGL 96
Exploration of the history, culture, and psychological dynamics of lesbian relationships. Emphasis on the central issues of intimacy and commitment as well as the sociological effect of homophobia and minority status within the lesbian dyad. CSU

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

HLTH 25. Women’s Health Issues (3)
Lec-3, field trips CR/NC avail.
Advis: Eligible for ESL 160 or 82
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, social 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, exercises,
alternative health, and more. Course work involves research on personal health concerns. CSU/UC

**HLTH 26. Women's Health: Advanced Issues (3)**  
Lec-3, field trips  
*Advis: HLTH 25, 27 or 53; and eligible for ENGL 93 or 94*  
In-depth analysis of women's health issues chosen for particular relevance to CCSF students. Focus on public policy and advocacy, emerging trends and careers in women's health, access to diverse health care modalities, and current controversies. CSU

**HIST 12A-12B. Women in American History (3-3)**  
Lec-3 CR/NC avail.  
An in-depth study of the experiences, roles, and contributions of women in the political, economic, social and cultural developments of the United States. CSU/UC  
*HIST 12A.* From the pre-colonial period to the end of the Civil War.  
*HIST 12B.* From the end of the Civil War to the present.

**HUM 25. Women in the Arts (3)**  
Lec-3 CR/NC avail.  
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and story telling to painting, sculpture, jazz, novels, and performance art. Recognized "greats" as well as anonymous women of diverse cultural and ethnic backgrounds. Films, tapes, slides and a field trip to complement class lectures and discussions. CSU/UC

**IDST 23. African American Women in the Creative Arts (3)**  
Lec-3 CR/NC avail.  
An intensive examination of the creative efforts of African American women artists and writers from 1753 to the present. CSU/UC

**IDST 54. Politics of Sexual Violence (3)**  
Lec-3, field trips CR/NC avail.  
Examination of political and psycho-social causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression. Field project required. CSU

**IDST 55. Ending Sexual Violence: Peer Education (3)**  
Lec-3, field trips CR/NC avail.  
*Advis: IDST 54*  
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically battering and rape. Peer education activities, geared towards ending sexual violence, are conducted among CCSF students, with volunteer work in community-based organizations. Field project required. CSU

**IDST 70. Architecture and Diversity (3)**  
Lec-3, field trips CR/NC avail.  
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

**IDST 80-81. Diversity and Social Justice (.5-1)**  
Lec-.5,1 CR/NC avail.  
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU  
*IDST 80A.* Diversity: Racism  
*IDST 80C.* Diversity: Sexism  
*IDST 80D.* Diversity: Heterosexism  
*IDST 80E.* Diversity: Ableism  
*IDST 80F.* Diversity: Classism  
*IDST 80G.* Diversity: Transphobia  
*IDST 81B.* Diversity: Anti-Semitism/Anti-Arabism

**LABR 78A-78B-78C. Women's Employment Issues (1-1-1)**  
Lec-1 CR/NC avail.  
*These courses may be taken in any sequence.*  
Repeat: max. 3 units if no subject repeat  
*LABR 78A.* A survey of women's work in the past and present. Examines the historical evolution of women's work lives, the impact of family structure, prevailing notions of "women's place," labor market opportunities, and trade union organizations. CSU  
*LABR 78B.* Current issues facing women workers will be discussed. Topics include pay equity, legal rights of women workers, sexual harassment, combining work and family responsibilities and women's employment issues. CSU  
*LABR 78C.* Focus on special problems of selected occupational groups such as clerical workers, health workers and women in non-traditional jobs. CSU

**LAMS 10. Latinas in the U.S.: Voces (Voices) (3)**  
Lec-3, field trips CR/NC avail.  
The lives and experiences of Latinas living in the U.S. The effects that their experiences have on self-esteem. Multi-disciplinary discussion and analysis of major social and cultural issues and themes. CSU/UC

**P E 550. Self Defense For Women (1)**  
Lab-2 CR/NC avail.  
An integrated approach to rape prevention incorporating psychological, physical and preventive skills. CSU/UC

**P E 566. Personal Defense and Safety Awareness (1)**  
Lab-2 CR/NC avail.  
Repeat: max. 4 units  
Assault prevention and personal defense skills designed to increase safety awareness. Basic physical defense skills are taught with an emphasis on streetwise safety strategies and the psychology of assault prevention. CSU/UC

**PSYC 14. Psychology of Shyness and Self Esteem (1)**  
Lec-1 CR/NC avail.  
An examination of psychological theories and research on the development of shyness and self esteem. Techniques for reducing shyness and raising self esteem. CSU

**PSYC 15. Assertive Behavior (1)**  
Lec-1 CR/NC avail.  
Emphasis on cognitive-behavioral theories and their application to assertive behavior. Assertiveness techniques in a variety of situations, including communication with family, friends and work associates. CSU

**PSYC 17. Psychology of Eating, Food, and Weight (1)**  
Lec-18 (total hrs) CR/NC avail.  
*Not open to students who have completed PSYC 41A.*  
An examination of psychological theories and research on eating, weight and food. Includes examination of eating disorders, dieting, the diet industry, and weight management. CSU
PSYC 25. Psychology of Sex Differences (3)
Lec-3 CR/NC avail.
Analysis of sex differences from physiological, psychological, and social perspectives; exploration of areas such as abilities, achievement, aggression, attitudes, including the study of concepts of femininity, masculinity, and androgyny. Designed to increase understanding of personal and professional relationships. CSU/UC

SOC 25. Sex and Gender in American Society (3)
Lec-3 CR/NC avail.
How social institutions such as education, family, work, law, etc. affect women and men differently; how gender roles influence self-concept as well as educational opportunities. Examines the contemporary status of all American women, including African American, Latina, and Asian American, in terms of differences and similarities. The strategies, policies, and laws necessary to eliminate sexism from society and to create alternatives for women and men. CSU/UC

NONCREDIT COURSES:
WOMN 9843. Issues of Concern to Women
Contemporary issues of concern to women. Course content varies to include family relations, mental and physical health issues, work related issues, and self-defense. Focus varies from semester to semester.

Word Processing

For noncredit courses in word processing see the Office Occupations course listings of the Business Department in this section of the Catalog. Also see credit courses in the Business Department listings in this section of the Catalog.
Compliance with College Rules and Regulations and Notices

Students and staff are expected to comply with the rules and regulations published in this catalog; and with the official notices published in the College newspaper, The Guardsman, or posted on official bulletin boards.

Unlawful Discrimination and Harassment Policy

The policy of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status*, medical conditions*, gender identity*, domestic partner status*, AIDS/HIV status*, status as a Vietnam-Era veteran*, or status as a lesbian, gay, bisexual, transgender* or questioning* person in any District program or activity.

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the San Francisco Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed Code, Section 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq.) and the Age Discrimination Act (42 U.S.C. Section 6101).*

*These categories are not subject to the State Chancellor’s jurisdiction.

Definitions

Definitions applicable to the nondiscrimination policies are as follows:

- “Appeal” means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor’s Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
- “Complaint” means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.
- “Days” means calendar days.
- “Mental disability” includes, but is not limited to, all of the following:
  1. Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
    A. “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
    B. A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
    C. “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.
  2. Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
  3. Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
  4. Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
  5. Being regarded or treated by the District as having, or having had, a mental or psycho-
“Responsible District Officer” means the officer identified directly by the state or receives financial assistance from the state. This includes any organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

“District” means the San Francisco Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

“Physical disability” includes, but is not limited to, all of the following:

1. Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
   - A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it make the achievement of the major life activity difficult.
   - Major life activities” shall be broadly construed and includes physical, mental, and social activities and working.

2. Any other health impairment not described in paragraph (1) that requires specialized supportive services.

3. Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.

4. Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

5. Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

6. “Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

“Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

“Unlawful discrimination” means any complaint of unlawful discrimination based on a category protected under Title 5, section 59300, including sexual harassment, harassment based on a protected group status as set forth in this Policy, and retaliation. In addition, the district will accept complaints of discrimination or harassment on the additional basis prohibited by district policy.

Harassment in the form of hostile environment harassment on the basis of any protected category is also prohibited discrimination.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

The compliance officer/coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco,
Appendix of this Catalog as well as on-line and at the web site. The full text of the Computer Usage Policy can be found in the TDD (452-5451).

Students with disabilities have the same legal entitlement as any other student. Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. It is the policy of the SFCCCD to operate its programs and services so that they are readily accessible to students with disabilities. Reasonable accommodations (academic adjustments and auxiliary aides) are arranged when needed for students with disabilities. For further information call the Disabled Students Programs and Services (DSP&S) at 452-5481 or TDD (452-5451).

Campus Attire
Students are urged to dress appropriately everywhere on the campus at all times. Instructors in special areas (i.e., gymnasiums and laboratories) may require students to wear particular clothing for suitability or to meet health and/or safety regulations.

Computer Usage Policy
City College of San Francisco is pleased to make computer accounts and resources available for student use in the pursuit of their instructional goals in certain courses in Computer Science and Computer Networking and Information Technology, and in courses where instructors require Internet or email access as part of the course. In so far as the computing resources are under the user’s control, the user is fully responsible for their proper and legal use.

Computer accounts and computer access is a privilege and requires the individual user to act responsibly. By using the CCSF accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have further agreed to observe all relevant laws, regulations, policies, and contractual obligations of the College.

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action.

The full text of the Computer Usage Policy can be found in the Appendix of this Catalog as well as on-line and at the web site (www.ccsf.edu/Info/Policy).

Disabled Students Rights
Students with disabilities have the same legal entitlement as any other student. Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. It is the policy of the SFCCCD to operate its programs and services so that they are readily accessible to students with disabilities. Reasonable accommodations (academic adjustments and auxiliary aides) are arranged when needed for students with disabilities. For further information call the Disabled Students Programs and Services (DSP&S) at 452-5481 or TDD (452-5451).

Adjustment of Graduation Requirements for Students with Disabilities
Substitution Policy
It is the policy of CCSF to provide equal educational opportunities for students with disabilities in accordance with state and federal law and regulations including the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Administrative Code. Pursuant to Title 5, Sections 56000-56076, the District has developed the DSPS to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids. It is the intent of the District that such individuals be served by regular classes and programs whenever possible. To that end, students with disabilities shall be admitted to courses and programs and matriculate through such courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal educational opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from CCSF, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution shall be considered. The District will maintain specific criteria and procedures to implement the policy.

Waiver Policy
There may be extenuating and unusual circumstances when the nature of the disability is such that a course substitution is not a recommended or realistic option. Under these circumstances, the committee may consider a WAIVER. In order to be considered for a WAIVER, the student would have to comply with all the criteria established for course substitution and, in addition, meet the following requirements:

- All graduation requirements must have been met satisfactorily with the exception of the subject for which a waiver is being petitioned.
- Successful completion of at least 18 semester units in the student’s declared major subject area used for graduation from CCSF.

The student will be informed that the WAIVER status will be on his or her transcript and the WAIVER may not be recognized by a transfer college.

DSPS should be contacted (452-5481) for additional information regarding course substitutions and/or waivers.

Drug Usage
City College is a Drug-Free College.

The campuses of the City College of San Francisco are drug-free. The College does not allow the unlawful possession, use, or distribution of illegal drugs and alcohol by students on its property or as a part of its activities. The College will discipline students according to local, state, and federal law. Discipline includes student expulsion and referral for prosecution.
For information about health and legal dangers of using alcohol and/or drugs you can go to the following places:

- Students at the Ocean Avenue Campus may visit the Student Mental Health Services in Bungalow 201 or call 239-3110 or 239-3148.
- Students are also encouraged to contact the Counseling Department in Conlan Hall, Room 205, or call for an appointment at 239-3296.
- Students at other campuses must make an appointment to see their counselor on the campus at which they are taking classes. If you need assistance in contacting your counselor, please use the general telephone number of that campus.

**Petitions for Waiving Regulations**

A student may petition the Dean of Student Affairs, Conlan Hall, Room 201, to waive a local college regulation.

**Privacy of and Access to Student Records**

City College of San Francisco protects the privacy of student records and maintains the right of students to inspect and review their records. City College has established guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Should the College be unable to resolve the complaint of a student concerning the accuracy or clarity of the student’s records, the student has the right to file a complaint with The Family Educational Rights and Privacy Act Office of the U.S. Department of Education.

**Privacy of Student Records**

The California community college student has a legal right to privacy of records. A student record is defined as “any item of information directly related to an identifiable student...which is maintained by a community college.” However, applicable law provides for certain exceptions. Appropriate District employees are authorized to collect only that information which is relevant to a student’s admission, registration, academic history, career, student benefits and services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct.

In addition to restrictions on the collection of information about students, there are significant restrictions on the release of student information. Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

In any area where records are filed, we maintain a student record log to record who asked for and received student information in accordance with applicable law. In each area, a dean or his/her designee is responsible for maintaining the student record log. A student record log is maintained in the following areas:

**Kind of Record - Log Maintained By**

- Admissions and Records - Dean of Admissions and Records
- Counseling Records - Dean of Counseling
- Disabled Student Records - Dean of the School of Behavioral and Social Sciences
- Financial Aid Information - Dean of Financial Aid
- Student Discipline, Complaints, Appeals - Associate Dean of

**Student Advocacy, Rights and Responsibilities**

**Student Health Records – Dean of Student Affairs**

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day City College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The City College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the City College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask City College to amend a record that they believe is inaccurate. They should write the City College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If City College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by City College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, City College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Other than the foregoing, the college will make a reasonable attempt to notify the student of a record request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Community
College to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The following categories of information about students are considered “directory information” pursuant to section 76240 of the Education Code: student’s name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community College District, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students. Directory information may be released at the discretion of the College to persons or agencies which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be delivered personally to the Office of Admissions and Records.

Information other than directory information will not be released without the student’s written consent unless the College is required to do so by law as, for example, in the case of a court order. Questions about policies and procedures concerning privacy of records and rights of access to them may be referred to the Dean of Admissions and Records.

Electronic Communication Privacy Statement

The college expects electronics communication privacy protections comparable to those traditionally given to paper mail and telephone communication.

Persons who have questions about the collection or dissemination of student information may call the Dean of Admissions & Records at 239-3291 or the Dean responsible for maintaining the information.

Regulations Governing Student and Other Organizations or Persons Desiring to Conduct Noninstructional Activities on Campus

Under State law and local regulations, the Administrative Staff of City College of San Francisco is responsible for the Governing Board and the Chancellor of the San Francisco Community College District for the organization, operation, and supervision of a sound educational program designed to provide transfer, general, and occupational education; essential student personnel services; and extracurricular activities. To discharge this responsibility, the Administrative Staff is required under the California State Education Code and the regulations of the Board of Governors of the California Community Colleges and the Governing Board of the San Francisco Community College District to take all steps necessary to prevent the conduct on campus of any activity that interferes with instruction or is otherwise inimical to the welfare of the student body or of individual students.

City College has therefore established various regulations, including those governing the following: student activities and government; noninstructional student meetings held on campus; guest speakers at such meetings; the use of City College facilities by student or other organizations or movements; and the distribution, posting, or other use of bulletins, circulars, and publications of any kind on campus. These regulations, like all others in effect at City College, have been established in conformance with the responsibilities assigned to and under the authority vested in the Administrative Staff under State law and College District regulations.

Student Governance: Policies, Regulations, and Procedures Governing Students, Student Organizations, and the Use of Facilities

Section I. General Provisions

Part A. Enactment Procedures

The policies, regulations, and procedures governing students, student organizations, and the use of facilities at City College of San Francisco are established as follows:

1. Guidelines are set forth by the College Administration.
2. The guidelines are reviewed by the Chancellor of City College in order to ensure conformance with State codes and local policies and regulations.
3. Upon approval by the Chancellor, the guidelines are submitted to the Governing Board of the College, with a request for approval. The guidelines become effective upon approval by this agency.

Part B. Procedure for Revision

The policies, regulations, and procedures stated in the following pages were established in accordance with the procedure described above, and may be revised only in accordance with that procedure or to meet legal requirements.

Part C. Definition of the Term “Student”

The term student, as used in connection with the foregoing College policies, regulations, and procedures is defined as follows: a person officially registered in at least one course at City College of San Francisco.

Section II. Students and Student Organizations

Part A. Student Government

1. Student Government
   Under State law and the Governing Board policy, the Chancellor of City College may authorize the establishment and continuance of the Associated Students, approve its membership fees, and delegate to it, as set forth in the Education Code and in the Constitution of the Associated Students, the specified fiscal and legislative powers and responsibilities concerning the affairs of its membership.

2. Fiscal Policy of the Associated Students
   The Chancellor of City College is responsible for the fiscal soundness of the Associated Students of City College of San Francisco. It is his/her responsibility to ensure that the financial operation of the Associated Students is in accordance with the provisions of the laws of the State of California and the policies of the Governing Board of the College.

Part B. Student Organizations

1. Registration of Student Organizations
   An organization not prohibited by law may become a regis-
Part C. Free Speech and Advocacy

1. Statement of Policy
   The Constitution of the United States guarantees freedom of assembly or association. However, this guarantee does not prohibit a governing board or a college administration from adopting reasonable regulations governing the exercise of these rights on a college campus. The right of freedom of speech, for example, is not paramount to the right of privacy. Guidelines governing the exercise of free speech on the City College campus are developed, therefore, in order to ensure that other equally important legal rights are protected as stipulated in State law and local regulations.

2. Regulations Governing Free Speech
   In order to facilitate the equitable application of the principles of free speech on campus, City College has established the guidelines enumerated in Part D as the means of ensuring orderly conduct, noninterference with College functions or activities, identification of sponsoring groups or persons, and protection of persons against practices that would make them involuntary audiences on campus for another person’s exercise of free speech. Whenever the Chancellor of City College considers it appropriate, he/she may require that either one or both of the following conditions be observed in connection with a campus meeting addressed by speakers: (1) that the chairperson of the meeting be a person approved by the Chancellor; and (2) that the speaker be required to answer questions asked by the audience. It shall be the responsibility of the Chancellor to allow opportunity for the expression of a variety of viewpoints.

3. Regulations Governing Guest Speakers
   a. Request Procedures:
      The chairperson or president of a registered on-campus organization requesting facilities for an off-campus speaker should sign up with the Associate Dean, Student Activities, for the time and place desired (see Rule 5 and Part D).
   b. Review of Request for a Speaker:
      If a decision on a request for an off-campus speaker is to be reviewed, the Associate Dean, Student Activities, and/or the on-campus organization making the request (represented by the student chairperson and the faculty sponsor) may refer the matter to Associate Dean of Student Affairs for his/her specific recommendation to the Chancellor.
   c. Sponsorship:
      The following guidelines are established to facilitate the equitable use of the City College free-speech area by all students:
      a. Only registered students (not substitutes) who have signed up in advance for use of the free-speech area are permitted to use the area.
      b. A sign-up list governing use of the area for at least two weeks in advance must be maintained in the Office of the Associate Dean, Student Activities, in order to permit proper scheduling.
      c. Students wishing to use the area for impromptu speeches or presentations must sign up for a single half-hour period at a time, and must use that period before signing up for another one. If more flexible scheduling permits, however, the Associate Dean, Student Activities, may appoint sponsors for the Management of A.S. Funds.

   1. Use of College Facilities by Student Organizations
      The Chancellor of City College may appoint sponsors for and establish regulations concerning sponsorship of registered student organizations.

   2. Regulations Governing Free Speech Area
      The following guidelines are established to facilitate the equitable use of the City College free-speech area by all students:
      a. Only registered students (not substitutes) who have signed up in advance for use of the free-speech area are permitted to use the area.
      b. A sign-up list governing use of the area for at least two weeks in advance must be maintained in the Office of the Associate Dean, Student Activities, in order to permit proper scheduling.
      c. Students wishing to use the area for impromptu speeches or presentations must sign up for a single half-hour period at a time, and must use that period before signing up for another one. If more flexible scheduling permits, however, the Associate Dean, Student Activities, may appoint sponsors for the Management of A.S. Funds.

   3. Use of the Name of City College of San Francisco
      Only a duly registered on-campus student organization may use the name of City College of San Francisco as a part of its own name. A student organization may advocate its own views and positions, but at no time shall an organization or its own name. A student organization may advocate its own views and positions, but at no time shall an organization or a coalition of student organizations purport to represent the entire student body of City College of San Francisco.

   4. Use of College Facilities by Student Organizations
      College facilities may be used by registered student organizations for meetings, social functions, raising funds, recruiting participants, and posting and distributing literature only in accordance with State law, Governing Board policy, and College rules, regulations, and procedures. Requests for use of facilities shall be made to the Associate Dean, Student Activities, sufficiently in advance to permit proper planning for the proposed use.

   5. Use of College Facilities by Student Organizations
      College facilities may be used by registered student organizations for meetings, social functions, raising funds, recruiting participants, and posting and distributing literature only in accordance with State law, Governing Board policy, and College rules, regulations, and procedures. Requests for use of facilities shall be made to the Associate Dean, Student Activities, sufficiently in advance to permit proper planning for the proposed use.

   6. Collection of Fees
      Registered student organizations, in accordance with State law, Governing Board policies, and College rules, regulations and procedures may collect dues and initiation fees, conduct sales, and charge admission fees to certain student activities. Funds collected through these activities are subject to financial accountability as specified in the Guidelines for the Management of A.S. Funds. Raising of funds for charitable organizations shall be in accordance with established policies of the Governing Board. 

Part C. Free Speech and Advocacy
Activities, at his/her discretion, may allow a student to sign up for more time on the two-week master calendar.

d. For a special event, such as an address by a sponsored off-campus speaker or an organized, planned debate, more than the half-hour period may be made available for use of the free-speech area. Chairpersons of on-campus organizations should sign up for such special events at least three College days in advance, but a week’s notice is recommended.

e. Students desiring to use the free-speech area for impromptu use or special events must
   i. sign up for the time period available, and
   ii. indicate the general topic to be discussed or entertainment activity to be scheduled.

f. If the schedule governing the use of the free-speech area cannot be followed, the following rules will apply:
   i. If a student does not arrive at the area for a scheduled appearance, another student may be permitted to sign up for the time not being used. In such instances, however, at least ten minutes must be allowed for the scheduled event to take place before anyone may sign up for the unexpired time.
   ii. A scheduled activity must be allowed to continue at the free-speech area until the next scheduled event, at which time the podium must be vacated promptly.
   iii. If time becomes available during the day because of cancellation of a scheduled event, a student scheduled for another time may be permitted to sign up for the area in addition to his scheduled activity, but may not deliver his initially scheduled address until the time originally scheduled.

g. A speaker scheduled to use the free-speech area should permit another student or students to speak in reply to his/her remarks while he/she is using the area, without the others signing up in advance as scheduled speakers. However, this provision does not apply to students denied the right to use the area because of prior disciplinary action by the administration (see Section 4 above).

h. If verification is needed to demonstrate priority for use of the free-speech area, the Associate Dean, Student Activities, will issue special scheduled cards to verify student sign-ups for particular periods and dates.

i. If necessary, and then only if a serious disturbance arises at the free-speech area, campus police or other persons delegated by the administration are authorized to ask for the identity of persons claiming the right to use the area.

j. For rules for the distribution of literature, commercial free speech rights, the manner of collecting funds on the City College campus, or for additional information, contact the Office of the Associate Dean, Student Activities.

5. Use of Bulletin Boards and Distribution of Materials on Campus

   Individual students or authorized student organizations desiring to distribute or post bulletins, circulars, or publications on the City College of San Francisco campus must obtain permission from the Associate Dean, Student Activities. Materials originating from sources outside City College must bear the official approval of the Associate Dean, Student Activities. College bulletin boards and tack boards may not be used for commercial purposes.

6. Violation of Regulations

   Students who violate the preceding regulations regarding student governance and the use of bulletin boards and distribution of materials on campus will be subject to disciplinary action.

7. Observance of Regulations

   Program Officially registered students desiring to take part in an activity of the Associated Students of City College of San Francisco or of any other organization sponsored by City College may do so only in conformance with the rules and regulations of the Associated Students, the particular organization, and the College.

Part D. Use of College Facilities

Under the California Education Code sections 82537 to 82548 and the Administrative Regulations of the San Francisco Community College District, organizations or persons not directly connected with the City College of San Francisco may use campus facilities only under certain limited conditions, and must make application for such use through the Office of Facilities and Planning of the San Francisco Community College District. Under the preceding law and regulation, ad hoc student groups are subject to the policy governing organizations and groups not directly connected with City College.

Regulations/Guidelines Governing Solicitation/Recruitment at CCSF

The following guidelines are established to grant permission to off-campus organizations and individuals to table, distribute literature and post flyers.

1. The recruiter or solicitor must report to the Student Activities office to fill out an Area Request Form for tabling and/or distribution of literature. This form must be filed out at least 5 working days in advance and not more than 20 working days in advance of the requested activity. Requests that vary from this scheduling pattern will be approved by the Student Activities Associate Dean on a case-by-case basis based on the needs of the organization/individual and/or the needs of the College. Permission will be granted on a space available basis. During the activity, a copy of this form must be in the possession of the recruiter or solicitor at all times.

2. The designated area for recruiters and solicitors at Ocean Avenue Campus is the RAM PLAZA area between Smith Hall and the Student Union. Assignment of the area is at the discretion of the Student Activities Dean; criteria is based on the smooth operation of the College, traffic flow, and/or special activities planned by the College. The recruiter or solicitor must remain in the area designated on the form.

3. Tables may be set up only in the approved area designated on the form. Recruiters and solicitors must bring their own signs, tables, chairs, and materials. Free gifts (other than food and drink) may be given away. Literature/newspapers and/or other items cannot be sold nor can donations be solicited.

4. Literature may also be distributed in the designated area on the form; however, recruiters and solicitors may not walk up
to students and force them to take literature, follow students to classes or elsewhere on campus, nor obstruct the flow of traffic and/or students walking to and from buildings.

5. Recruiters and solicitors can bring 15 copies of flyers no larger than 11” x 17” for approval for posting by the Student Activities Office. The Student Activities Office staff might post the flyers on the bulletin boards throughout Ocean Avenue Campus. If not, they will provide a map of the campus with the locations of the approved bulletin boards.

6. Recruiters and solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct which prohibits the following:
   - Abuse or any threat of force or violence directed toward any member of the College or to an authorized College visitor while on College property;
   - Willful misconduct which results in the injury or death to a student or College personnel or injury to property belonging to a member of the College or to an authorized College visitor while on the property;
   - Unauthorized entry to or use of College facilities, supplies or equipment;
   - Obstruction or disruption of classes, administration, or authorized College activities;
   - Violation of College rules and regulations including those concerning the use of college facilities, or the time, place, and manner of public expression or distribution of materials;
   - Disorderly or offensive conduct or expression which interferes with the College’s primary educational responsibility;
   - Failure to comply with the directions of College officials, staff or campus public safety officers who are acting in performance of their duties;

There are consequences for these guidelines not being followed including being denied access to CCSF.

Recruiters who want to find out more information about participation at Career Days at CCSF call Career Development and Placement Center at 239-3117 and for Transfer Days at CCSF call Transfer Center at 239-3748.

These regulations/guidelines are specific to Ocean Avenue Campus but apply to all campuses of CCSF. Locations and forms may vary. For campuses other than Ocean, recruiters and solicitors must see the campus dean at the campus where they seek permission.

The College reserves the right to make modifications to the agreement as to when, where and how recruiters and solicitors may table, distribute literature and/or post flyers in order to address the unanticipated conditions of the College. The College also reserves the right to change its policy on recruitment and solicitation.

**Student Rights and Responsibilities**

**Purpose and Scope.** Community and college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting PM 6.11.01 and AR 6.11.01, Rules of Student Conduct. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

Students of City College of San Francisco are expected to help maintain an environment in which there is freedom to learn. The College believes that each student has an earnest purpose; that he/she will adhere to acceptable standards of personal conduct; and that students and student organizations will participate in the development of proper standards of conduct and good taste; and that they will abide by all College regulations. Students or student organizations making inappropriate use of the opportunities, rights, and privileges should expect to have them withdrawn or curtailed.

In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling and admonition. In the exceptional circumstances when these preferred means are not appropriate or fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties.

When an issue of student conduct arises, the college community will take action as the particular occurrence, judged in the light of attendant circumstances, seems to require.

**Rules of Student Conduct**

Student conduct in the San Francisco Community College District must conform to District rules and regulations. The rules and regulations of student conduct prohibit the following:

1. Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of, District personnel or officials acting in the performance of their duties;
2. Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities;
3. Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;
4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;
5. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;
7. Obstruction or disruption of classes, distance learning courses and websites, computer laboratories or study facili-
ties such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;

8. The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;

9. Willful or persistent smoking in any area where smoking has been prohibited;

10. Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;

11. Violation of the District’s Sexual Harassment Policy (see appropriate sections of the Catalog for a complete version of the Policy);

12. Violation of the District’s Computer Usage Policy (see appropriate sections of the Catalog for a complete version of the Policy);

13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District’s primary educational responsibility;

14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations); any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as a threat to do bodily harm;

15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;

16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from classes by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms; and expulsion.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Procedures for implementation of these rules shall be adopted by the Chancellor or designee.

Types of Discipline

WARNING: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action (May be written or oral notice).

REPRIMAND: Written reprimand for violation of specified regulations or misconduct. A reprimand places on record that a student has violated college regulations. A student receiving a reprimand is notified that continued violations may result in formal disciplinary action.

RESTITUTION: Reimbursement by the student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise to compensate for damage.

DISCIPLINARY PROBATION: Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, he/she shall be subject to further disciplinary action to be taken in accordance with these procedures.

REMOVAL: Should be exercised when warning or reprimand fails to bring about proper conduct. Removal may be immediate if student presents a present danger. Instructor may remove a student for cause from class for the day of the class and the next meeting for a maximum of two class meetings.

SUSPENSION: Suspension from classes for up to the remainder of the school term or from all classes and activities of the College for one or more terms. Suspension is the termination of student status for that period of time.

EXPULSION: Termination of student status, for an indefinite period, requires the approval of the Governing Board. The student may be readmitted to City College only with the specific approval of the Governing Board.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Due Process

A student has a right to due process. The Office of the Associate Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106) has the responsibility to assure the implementation of this due process.

Student Complaints

A student complaint is an allegation by a student against a faculty member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. A complaint does not include a grade or file challenge, or an allegation of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result.
Student complaints are governed by the following procedure:

**Informal Process**

1. A complaint should first be raised directly with the faculty member concerned.
2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member’s supervisor.
3. The supervisor may take the following action including, but not limited to:
   a. Investigating the complaint.
   b. Meeting with any party separately or facilitating a joint meeting.
   c. Recommending appropriate action to any party.
   d. Recommending an evaluation of the faculty member to the Chancellor.
   e. Redirecting the matter as appropriate.
4. If the supervisor fails to resolve the complaint within 20 semester instructional days then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not summer sessions.
5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.

**Formal Process**

1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Advocacy, Rights and Responsibilities whose role is to channel the complaint to the appropriate Vice Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.
2. Any party who appeals a complaint to the formal level must complete a form which describes:
   a. The specific nature of the complaint and its history;
   b. All efforts which have been made to resolve the complaint;
   c. What the appealing party would consider a fair and appropriate resolution of the complaint.
3. Upon receiving a formal complaint, the appropriate Vice Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.
4. In reaching its decision, the committee may take any action which could have been taken pursuant to the informal process, except that the committee may not redirect the matter.
5. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member’s supervisor, and must encompass some or all of the following results:
   a. Resolution of the complaint to the satisfaction of all parties.
   b. Dismissal of the complaint with or without the consent of all parties.
   c. Recommendation of appropriate action to the faculty member’s supervisor.

At the committee’s discretion, its decision and the underlying student complaint may be inserted into the faculty member’s personnel file.

6. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee shall be provided with in forty [40] semester instructional days of its receipt of the formal complaint.

7. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of their choice.

**Notice:** Student complaints may have serious consequences for the faculty member concerned. Students should recognize that differences in personality, opinion, and perception do occur, and can often be resolved by discussions between the parties. Whenever possible, students are encouraged to address such differences directly with the faculty member.

**Student Grade and File Review**

**FUNCTION AND PURVIEW**

The Student Grade and File Review Board, composed of students, faculty and administrators, reviews individual student grievances respecting course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor and the student. The Board acts as arbitrating body and does not have the power to change grades directly. Students should be aware that there is also a Grading Policy Committee that addresses general grading practices and policies at the College.

**REVIEW PROCEDURES: POLICIES, GRADES, AND FILES**

1. **Review of Policies**
   The Student Grade and File Review Board reviews and proposes revision, when necessary, of policies, regulations and procedures affecting student grade and file grievances.

2. **Review of Grades**
   If a student thinks a discrepancy exists between the grade given by an instructor and the grade he/she believes was achieved, the student should follow the steps of the appeal procedure below.

   **Important:** For midterm grades, step two of the procedure below must be completed within ten (10) calendar days after receipt of the grade; and for final grades, step two of the procedure below must be completed within forty-five (45) calendar days from the start of instruction in a student’s next regular semester of attendance (fall or spring), or no later than one year from the last day of instruction in the semester in which the grade was given.

   **Appeal Procedure:**

   **STEP 1:**
   A student wishing to appeal a grade must first discuss the issue with the instructor in an office-hour conference. If, for any rea-
son, the student is unable to confer with the instructor, he/she must then consult with the department chair of the particular department. Every effort should be made to resolve the issue at this level.

STEP 2:
If the student wishes to have a grade reviewed further after completing Step One, he/she should obtain a Petition for Grade Review from the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106. This petition requires that the student explain the grading issue in writing (typed and double-spaced) and present this written explanation to the instructor, the department chair, and the school dean in turn. Each of these three individuals is expected to attempt to resolve the issue. If the issue remains unresolved, the student submits his/her petition to the Associate Dean of Student Advocacy, Rights and Responsibilities who will verify that the petition has been submitted in a complete and timely manner. The Associate Dean of Student Advocacy, Rights and Responsibilities will also review the petition with regard to content and will advise the student on the appropriateness of further appeal to the Grade and File Review Board.

STEP 3:
After the conference with the Associate Dean of Student Advocacy, Rights and Responsibilities verifying the completion and timeliness of the petition, the student may request the Dean to forward the petition to the Student Grade and File Review Board, thereby requesting a formal hearing of the dispute in accordance with the procedure below.

3. Grade Review Hearings
a. During the review of an individual student’s grade grievance, the Student Grade and File Review Board assigns the case to a subcommittee which shall in closed session discuss the issues involved, hear testimony, question witnesses and consider all available evidence relevant to the case. The subcommittee will consist of representation of student, faculty, and administration.

b. All principal parties shall have the right to present written or oral statements concerning the grievance. Each party may bring a representative.

c. The Review Board shall consider the relevancy and merit of all written and oral information and make its recommendations to the full Board, limiting its investigation to the specific case under review.

d. The Board shall make a final recommendation and submit that recommendation in writing to the Chancellor of City College, and shall communicate the recommendations to the student, the instructor, the department chair, and the school dean.

4. Review of Student Files
It is expected that City College will maintain student files for the purpose of documenting academic progress as well as documenting any events that have aided or deterred academic progress. (Note: Grade and File Review petitions do not become part of a student’s file.) Such student files are confidential and information therein contained shall be released only (a) at the written request of the student or (b) in such circumstances that, in the opinion of the Associate Dean of Student Advocacy, Rights and Responsibilities, the information is needed for the safety and well-being of the student, other students and the personnel of City College or (c) when subpoenaed by a court of law.

Every student has the right to review his or her City College files. File reviews are conducted in the office in which the file is kept with the following steps:

a. The student presents a written request, signed and dated, to review his/her file(s).

b. An appointment is arranged for the student to review his/her file under the supervision of the department chair or dean or designee. No documents are to be added or removed in this review.

c. If the student believes that material contained in his or her file(s) is inappropriate or inaccurate, the student may bring the matter to the attention of the department chair or dean in charge of the file(s) and ask for a correction of the situation.

d. If the department chair or dean in charge of the file(s) is unable, for any reason, to comply with the student’s request for correction, the student may submit a typewritten request for file correction to the Associate Dean of Student Advocacy, Rights and Responsibilities. This request must explain specifically which documents are inappropriate or inaccurate, why the student considers them so, and what specific correction is requested.

e. This request will be reviewed by the Dean of Student Advocacy, Rights and Responsibilities and, if deemed appropriate, will be forwarded to the Grade and File Review Board. The Board will review the request in the same manner as petitions for grade reviews, that is, through the subcommittee process (see 3 above) and will submit a recommendation to the Chancellor.

Further information and assistance may be obtained from the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

CCSF Bookstores

Purchasing Textbooks, Supplies, And Equipment
In accordance with State law and local regulation, City College does not supply textbooks. The cost of these varies according to students’ programs. Students are expected to secure textbooks, laboratory books, workbooks, pens, pencils, and paper for most courses. In addition, in some courses, students are expected to provide tools, equipment, clothing, materials, or pay a special materials fee. An estimate of the cost of additional materials or fees for any class may be obtained from the appropriate department or center.

The San Francisco Community College District Bookstore Auxiliary operates several bookstores to serve the City College population. Textbooks and many supplies for City College courses may be purchased at the CCSF Bookstore serving the campus where the course is taught. Books are usually available from the first day of class. Because of the size of the stores, services may vary from location to location. Current hours and store policies are available at each store.

Bookstore information is available on the bookstore web page at http://www.ccsf.edu/bookstore.

The schedule of classes issued each semester also contains current information about bookstore services.
San Francisco Community College Police Department

On May 5, 1980, the governing board of the San Francisco Community College District established a “Community College Police Department,” (to be known as the Department of Public Safety). Under the California Education Code, sections 72330 and 72334 and California Penal Code, section 830.32(a), personnel, when appointed and duly sworn, are designated as peace officers.

San Francisco Community College Police Department is a certified P.O.S.T. police agency and all officers are sworn and are identified by their distinctive patches and silver color stars. The Department operates 7 day a week, 24 hours per day from its main headquarters located at City College, Cloud Hall, Room 119, telephone 239-3200.

The San Francisco Community College Police Department is responsible for the overall law enforcement protection and duties for the entire San Francisco Community College District city-wide, including the Airport School located at San Francisco International Airport. Members patrol all City College campuses daily in district emergency patrol vehicles and on foot ensuring public safety for students, faculty and staff. The San Francisco Community College Police Department’s website can be reached at www.ccsf.edu/Departments/Public_Safety or linked from the main City College of San Francisco’s website at www.ccsf.edu.

City College Student Police

The Chief of Police of San Francisco, with the approval of the San Francisco Police Commission and at the request of the Chancellor of City College of San Francisco, pursuant to section 3.535 of the City Charter, has granted the legal authority and special police powers to the City College Student Campus Police Officers necessary to control the police and traffic problems of the campus and of the public streets adjacent to City College.

City College’s student officers have special police authority granted through the San Francisco Police Department and the Chancellor of City College to perform the following duties: control pedestrian and vehicular traffic and parking; issue municipal parking citations; enforce rules and regulations for student code of conduct as stated in the City College Catalog; request personal identification, as stated in the City College Catalog, from persons on campus; make arrests when necessary for violation of the California Penal Code, Education Code, Health and Safety Code, Welfare and Institution Code, and Business and Profession Code; investigate criminal activity on campus; protect life and property; aid the San Francisco Community College Police Department with all formal investigations and arrest warrants; and make incident reports of criminal activity and coordinate all information with the San Francisco Community College Police Department (239-3200).

The following services are also provided for the campus community by the City College Student Campus Police: Lost and Found Center, fingerprint service, emergency notification, parking permit control and enforcement; vehicle lock-out aid; and first aid assistance. The Campus Police are located in Cloud Hall, Room 119, telephone 239-3200.

Smoking


Student Identification

Student identification must be carried at all times and displayed upon request by City College staff, faculty, administrators, student campus police officers, and District police officers.

Student Lockers

Lockers in the gymnasiums are assigned to students in physical-education courses. Students must remove the contents of these lockers, together with padlocks, not later than Monday during the final examination period each semester.

Lockers are also assigned to students in various laboratory courses. Students must follow the department regulations in using these lockers.

Student Parking

The campuses of City College are easily accessible by public transportation. Students are encouraged to use MUNI and BART or to carpool.

The Ocean Avenue Campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for either a semester or daily parking permit. Sales of semester parking permits (decals) are available on a first come, first served, basis before the start of each semester. Daily parking permits are available in all student lots and are only valid after 10:30 a.m. Information regarding the rules and regulations for student parking, including fees for semester decals and rates for daily parking are available through the Student Accounting Office in Conlan Hall, Room 104. For information call (415) 239-3345 or refer to the Class Time Schedule.

Other campuses of City College of San Francisco have NO on-site parking or very limited parking for students. For student parking information for all other campuses, call the San Francisco Community College Police Department at (415) 239-3200.

Visitors on Campus

Visitors to the campus are welcome. Vehicle parking in all parking lots is by permit only. Vehicles without a permit will be ticketed.

Day School visitors may park in student lots after 10:30 a.m. with the purchase of a $1.00 permit from the vending machine. After 5:00 p.m., visitors may park in all lots (except Cloud Circle, Science Circle, Marston Rd. and “E” lot) with a purchase of a $1.00 permit from the vending machine. Information and directions are available from the Information Center located in the lobby of Conlan Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations are available in Conlan Hall, Room 104 and Cloud Hall, Room 119 (Campus Police Office). Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms. Since auditing of classes is prohibited, visits must be limited.
Credits and Grades

Unit of Work

The standard unit, a measurement of college work, represents one college hour (50 minutes) of classwork weekly for one semester. In some courses, however, such as those in physical education and the laboratory arts and sciences, a greater number of hours of classwork are required weekly for each unit than in other courses. In general, two or more clock hours of preparation outside class are needed weekly for each unit of classwork.

Semester and Quarter Units

Most universities and colleges in the United States use the semester or quarter system and hence grant credit in semester units (s.u.) or quarter units (q.u.). For example, City College uses the semester system and grants credit in semester units; some California State University campuses and most University of California campuses use the quarter system and grant credit in quarter units.

Two semester units are equivalent to three quarter units. Therefore, to convert semester units to quarter units, multiply the number of semester units by 3/2 (or 1.50); to convert quarter units to semester units, multiply the number of quarter units by 2/3 (or 0.667).

Academic Record Symbols and Standards

A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (At least satisfactory, C or better. Units awarded not counted in grade point average.)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (Less than satisfactory or failing. Units not counted in grade point average.)</td>
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</tbody>
</table>

Standard English is expected in all College course work and is a consideration in grading. Its use is not an exercise limited to English classes alone.

Credit (CR)/No Credit (NC) Courses

Certain courses offered at City College of San Francisco are designated as credit/no credit courses.

Such courses are shown in the catalog with the statement “CR/NC only” meaning that only grades of CR and NC are given for the course. Other courses are designated as optional credit/no credit courses. Such courses are shown in the catalog with the statement “CR/NC avail.” meaning the course may be taken on a credit/no credit or on a letter grade basis; i.e., the credit/no credit option is available. Note: 1) credit/no credit courses are counted toward graduation and for transfer and 2) in an optional credit/no credit course the student must file a petition with the Office of Admissions and Records to take the course on a credit/no credit basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date.) Petition forms are available from the Office of Admissions and Records. In the absence of a “Petition for Credit/No Credit” students will be evaluated on a letter-grade basis. The “NC” symbol shall be used only in calculating units attempted for probation and dismissal.

Although City College does not limit the number of units a student may take on a Credit/No Credit basis, students planning to transfer should inquire of the transfer institution its policy on credit/no-credit course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

Noncredit Grading

Some noncredit classes do issue grades. Letter grades (A, B, C, NC) or CR/NC grades are issued in all noncredit vocational/occupational classes, including VESL, Business, Trade Skills, Automotive, Health (except Tai-Chi), Labor and Community Studies and Consumer Arts and Sciences. (Each department determines whether to give letter or CR/NC grades and all classes/sections use the same grading mode.) All students on financial aid receive grades in all their noncredit classes, even if grades are not usually assigned in those courses. All students enrolled in high school classes in Transition Studies leading to a high school diploma receive letter final grades comparable to those issued in local secondary schools as agreed to with the county superintendent. Grades are not issued in Older Adult Education, Consumer Education, General ESL, DSPS, non-high school diploma Transition Studies, and CDEV and Parenting classes that are not vocational/occupational in nature.

Other Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>“EX”</td>
<td>Exclusion</td>
</tr>
<tr>
<td>“I”</td>
<td>Incomplete</td>
</tr>
<tr>
<td>“IP”</td>
<td>In Progress</td>
</tr>
<tr>
<td>“MW”</td>
<td>Military Withdrawal</td>
</tr>
<tr>
<td>“RD”</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>“W”</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

“EX” Exclusion. The “EX” symbol shall be used to denote grades of D, F, or NC the student has chosen to exclude from his or her academic history.
I" Incomplete. A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

A grade of Incomplete must be removed within one month of the first day of instruction in a student’s next regular semester of attendance, or no later than one year from the last day of instruction in the semester of issuance, whichever date comes first.

A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completion of the work has passed.

A student should make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair.

If a student is, due to extenuating circumstances, unable to complete the work within the time specified the student may, after contacting the instructor, petition the Associate Dean of Student Advocacy, Rights and Responsibilities for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

“IP” In Progress. The “IP” symbol shall be used to denote that the class is scheduled to extend beyond the normal end of the semester or summer session. An “IP” symbol indicates that work is in progress and that assignment of a grade will occur upon its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” symbol shall not be used in calculating units attempted, nor for grade points.

Late Withdrawal. Late withdrawals are those requested by students after the last day for an official student- or instructor-initiated withdrawal and up until a period of two years after a final grade has been given. A late withdrawal will be granted only for verifiable extenuating circumstances that prevented the student from academic participation. Extenuating circumstances are defined as: institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student- or instructor-initiated withdrawal and the final examination. For more information please consult with the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

“MW” Military Withdrawal. “Military Withdrawal” occurs when a student who is a member of an active or reserve United State military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

“RD” Report Delayed. Only the Office of Admissions and Records may assign the “RD” symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student’s grade. “RD” is to be replaced by a permanent symbol as soon as possible. The “RD” symbol shall not be used in calculating units attempted, nor for grade points.

“W” Withdrawal. If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a “W” symbol will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than “W.”

The “W” symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.)

Course Prerequisites, Corequisites, and Advisories (Recommendations)

City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The CCSF Governing Board recognizes that if these requisites are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the San Francisco Community College District, in compliance with Title V Matriculation Regulations, has adopted a policy to provide for the establishment, review and enforcement of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Elements of this policy follow:

Definition of Terms

Prerequisite: A condition to enrollment that a student is required to meet in order to demonstrate current readiness for a course or educational program. If a prerequisite is a course, a student must pass the prerequisite course with a grade of “C” or higher.

Corequisite: A course that a student must take concurrently with another course.

Below are the different types of pre/corequisites:

1. Standard prerequisite or corequisite: A pre/corequisite to a course, the equivalent of which is offered at three or more California State University and/or University of California campuses with an equivalent prerequisite.

2. Sequential course within and across disciplines: A course that serves as a pre/corequisite to an articulated course in the same discipline or in another discipline.

3. Course in communication or computation skills: A course in communication or computation skills that serves as a pre/corequisite to a course other than another communication or computation skills course.

4. Placement level: A Mathematics, English, or English as a Second Language course placement level determined by the
College placement assessment process, which consists of the use of State-approved assessment instruments, validated cut-scores, and multiple measures.

5. **Program prerequisites:** A pre/corequisite to enrollment in a program such as Nursing, Culinary Arts and Hospitality Studies, or Aircraft Maintenance Technology.

6. **Health and safety:** A pre/corequisite to enrollment in a course or program in which health and safety of the student or others may be endangered if the pre/corequisite is not met.

7. **Recency:** A pre/corequisite skill-level that a student must possess within a specific time period prior to enrollment in a course or program.

**Advisories on Recommended Preparation:** A condition of enrollment that a student is advised, but not required, to meet before or concurrently with enrollment in a course or educational program. Students are strongly encouraged to follow the advisories since having the recommended preparation will greatly increase the likelihood of success in the target course.

**Limitation on Enrollment:** A condition of enrollment that a student must meet (in addition to any prerequisites and corequisites) prior to enrolling in the following types of courses:

1. **Performance courses:** Courses in this area include intercollegiate athletics, theatre arts (drama), and music, for which an audition or tryout may be required.

2. **Honors courses:** These courses, which are generally designated for high school students, require a specific scholastic aptitude prior to enrollment.

3. **Blocks of courses or sections:** A “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

**Challenge of a Prerequisite or a Corequisite**

A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

**Grounds for challenge:**

A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

B. The student possesses the skills/knowledge necessary to protect the health or safety of himself and others despite not meeting the stated health and safety prerequisite.

C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

D. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

E. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites.

F. The prerequisite or corequisite is in violation of Title 5.

Any student may appeal the decision of the challenge to the Office of the Vice Chancellor of Academic Affairs or the Vice Chancellor of Student Development.

**Procedures for Filing a Petition to Challenge a Prerequisite/Corequisite**

**CAUTION:** The student shall bear the initial burden of showing that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.

**Instructions:**

1. Obtain a **Petition to Challenge a Prerequisite or Corequisite** from the Office of Matriculation Services (Conlan Hall, Room 204) or the chair of the department of the course.

2. The student should file the completed petition at the appropriate office (see the petition form) as early as possible before the first day of school, but must file no later than the end of the add/drop period. The department office will give the student a date-stamped copy of the petition and provide him/her with a decision by the end of the add/drop period.

3. If the challenge is upheld, the student will be eligible for the course; the student should retain the approved petition as proof of his/her eligibility. If the challenge is denied, the student will not be eligible for the course and will be required to drop if he/she has already registered for the course.

4. The student must file the approved petition to the Office of Matriculation for final processing. The department will keep a copy of the petition for its own records.

5. A student may appeal a decision to the Vice Chancellor of Student Development or the Vice Chancellor of Academic Affairs.

**Challenge of a Limitation on Enrollment**

Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. The District shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

**Grounds for Challenge of a Limitation on Enrollment:** A student may challenge a limitation on enrollment in a course if:

A. the course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement, and

B. the student’s graduation from the degree or certificate pro-
either type of probation or on both, may be on either type of probation or on both. If a student is on

Probation:  Probation and Dismissal

Grades and the Grade Point Average

A student’s grade point average (GPA) shows numerically the relationship between the number of units attempted and the grade points received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of CR, NC, W, I, IP, EX and MW do not affect a student’s grade point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.

Students grade point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade point averages in awarding various scholarships and in determining whether students may be disqualified from further attendance because of scholastic deficiencies. In addition, universities and colleges use grade point averages in admitting transfer students.

All credit courses offered by City College of San Francisco are graded courses as defined by Title V, California Administrative Code.

Probation and Dismissal

Probation:

There are two types of probation: academic and progress. A student may be on either type of probation or on both. If a student is on either type of probation or on both,

- there will be a permanent notation placed on the student’s academic history;

- a student will not be in good academic standing at the College;

- the student will not be removed from probation until there is improvement in the overall academic record, even if there is improvement in the current semester academic record.

Students on probation may be contacted by the General Counseling Department or the EOP&S so that they may be provided individual counseling and guidance on how to improve their academic standing. The students’ programs may be regulated so as to help them move off probation.

Academic Probation: A student who has attempted at least 12 units as shown on the official academic record will be placed on academic probation if the student has earned a grade point average below 2.00 in all units in which grades were given.

Progress Probation: A student who has attempted at least 12 units as shown on the official academic record will be placed on progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NCr.” is 50% or more.

Removal from Probation: For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NCr.” in less than 50% of all City College units in which the student has enrolled.

Dismissal:

Academic Dismissal: A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

Appeal of Academic Dismissal and Request for Reinstatement: Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

Financial Aid Probation: The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

Grade Reporting

Midterm Grades and Final Grades are made available to students through WebSTARS at http://www.ccsf.edu. Final grades are also mailed to students at the end of each term.
Repetition of Credit Courses

Course repetition is student-initiated and is not the same as course repeatability. Courses offered for credit may be repeated only when one (or more) of the following circumstances applies:

- the student has received a substandard grade of D, F, or NC;
- the district finds that the student’s grade is, at least in part, the result of extenuating circumstances, for example, accident or illness, military service, jury duty, and so forth;
- the district has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course;
- the district finds that permission to repeat a course is a valid disability accommodation, as verified by the CCSF Disabled Student Program & Services office;
- the district finds that course repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment;
- the district finds that the student is a visual or performing arts major requesting permission to repeat the course under extended repeatability (subject to limits under College policy).

Before repeating any course, it is required that a student seeks the advice of his or her counselor. In some cases, a course cannot be repeated more than once without the advice and approval of the department’s faculty advisor or the department chair. Students should be aware of the following:

1. when a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. when a student repeats a course because of a substandard grade (D or F), the original grade will not be used in calculating the student’s CCSF grade point average.
3. when a course is repeated, the latest grade may count even if it is lower than the original (except for “notation only”).
4. when a student repeats a course in which he or she has received a passing grade (for example, because of a significant time lapse) the student may not be allowed to earn a second grade or a second set of units. The notation “Post Grade Only” may be used instead.
5. course repetition may affect a student’s financial aid or other benefit status. Please check with the appropriate office.
6. some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.
7. once an associate degree has been awarded, courses taken prior to the awarding of the degree cannot be repeated.

Course Repetition Petitions are available in the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

Course Repeatability is different from course repetition because it is a characteristic of the course itself, is requested by the department concerned and is subject to review by the Curriculum Committee. Courses with established content have course repetition but no course repeatability. Three other types of courses have course repeatability. The College Catalog course descriptions will note if a course has course repeatability.

Courses with Variable Content are defined as courses in which the essential course content changes substantially from one time of offering to the next. There are two allowable types of variable content courses: Umbrella courses and Independent Studies courses. Umbrella courses consist of an umbrella and a series of letter courses. For example, ENGL 48 is the umbrella for ENGL 48A, 48B, 48C, etc. A student cannot repeat the same version of the course. Independent Studies courses allow a student to conduct special studies or research on a topic in his or her major and to receive units for such studies or research.

Courses that Build on Experience or Physical Skills are allowed repeatability with a maximum number of repeats set at three regardless of how the particular subject is subdivided. (For example, if a subject is divided into beginning, intermediate and advanced courses, the intermediate and advanced courses are counted as repeats.) Passing grades (i.e., A, B, C or Cr) are generally given in these courses to indicate progress toward (or degree of attainment of) these goals, and students are allowed to repeat only if they are making satisfactory progress toward attaining the established goals. A student cannot be allowed to repeat the course if the course goals have been attained. If a student does not make satisfactory progress, the student will receive a substandard grade (D, F, or NCr) and will thereby open the possibility of course repetition as defined in a preceding section; however, the total of the repetitions cannot exceed three.

Courses in the Performing and Visual Arts: In order to allow students who are planning to transfer in the Performing and Visual Arts to maintain proficiency until such time as they transfer, City College policy will allow extended repeatability for the Performing and Visual Arts courses identified by the departments and approved by the Curriculum Committee. Three conditions must be satisfied:

(a) a Performing and Visual Arts course must be one that develops a professional/vocational skill in the Arts and there must be a reasonable expectation that transfer opportunities exist in that skill.
(b) a Performing and Visual Arts skill may not be subdivided into more than three course levels (beginning, intermediate, and advanced) and may not have more than one course per level. The extended repeatability will consist of a maximum of one repeat at the beginning level and a maximum of three repeats at each of the intermediate and advanced levels.
(c) the concept of satisfactory progress described above must be built into any Performing and Visual Arts course using the extended repeatability. A department may not allow a student to repeat a course unless there is evidence that satisfactory progress is being achieved by the student. In the event that a student exhausts this extended repeatability prior to transferring, the student may with departmental approval, apply to the Vice Chancellor of Academic Affairs for a waiver of the Performing and Visual Arts repeatability limits.

Students may use the Course Repetition Petition (available in the Office of the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106) to ask to be allowed to repeat a course under Course Repeatability.
Academic Renewal/Exclusion

A student may petition to have college grades of D or F excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

A request for academic renewal will be granted under the following conditions:

1. A student must have completed at an accredited college at least 24 degree applicable semester units with a grade point average of at least 2.0 or 12 semester units with a grade point average of at least 3.0. These units must be earned subsequent to any grade of D or F to be lined out.
2. At least one year must have elapsed since the most recent course work to be excluded was recorded.
3. A maximum of 24 units can be lined out, and academic renewal will only be granted once.
4. A student’s official transcript will include a notation of when the request for academic renewal was granted as well as the fact that grades from other institutions may have been used to satisfy the requirements for academic renewal.

The petition for Academic Renewal/Exclusion may be picked up at the Admissions and Records Office, Conlan Hall, Room 107.

Students are reminded of the following:

- Only courses taken at City College may be lined out.
- Some transferring institutions may not accept the lining out of grades and may recalculate the grade point average. Students who plan to transfer to other institutions should inquire of the transfer institution its policy on lined out grades.
- Once an Associate degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.

Students who wish to have grades lined out under this policy must request a petition from the Office of Admissions and Records. Since academic renewal will be granted only once, students considering the petition are advised to file the petition at a time close to their graduation of transfer.

Changing Final Grades

An instructor may not change any final grade, except that of Incomplete, on the basis of additional work completed by a student after the close of a semester.

Academic Transcript of Records

A student may obtain an official or unofficial academic transcript of records by completing and submitting a Transcript Request Form to the Transcript Department, Conlan Hall, Room 107. Students may also request a Transcript of Academic Records by FAX to (415) 239-3836 or by letter to:

City College of San Francisco
Transcript Department, Box E-107
50 Phelan Avenue
San Francisco, CA 94112

When requesting an Academic Transcript of Record the following information must be included:

- Student’s full name while attending CCSVF
- Current mailing address
- Telephone number
- Present full name if different while attending CCSVF
- Birth date
- CCSVF Student ID number
- Date last attended at CCSVF, i.e., Spring 1998
- First Date of attendance at CCSVF, i.e., Fall 1996
- Where the Academic Transcript of Record is to be mailed
- When the Academic Transcript of Record should be sent, i.e., after this semester’s grades are posted, after degree/certificate has been posted
- A listing of all courses currently in progress at CCSF
- Number of copies requested
- Student’s signature
- Date

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed.

Processing time during peak periods will take from two (2) to four (4) weeks. Academic transcripts are reviewed and processed as they are submitted.

Processing Fee

The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of $5.00 is assessed for each additional transcript after the first two.

Rush Service

Students may contact the Transcript Department and request Rush Services for the issuance of Academic Transcript of Records. Normal processing time for this service is twenty-four (24) hours. The fee for this service is $10.00 per requested copy.

Transfer of Grade Points to City College

City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.0 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

Credit by Examination

According to Section 55753 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit by examination, under certain circumstances:

a. City College of San Francisco may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
1. Credit by CCSF Examination

Currently enrolled students who have completed a minimum of 12 units at CCSF, earned a grade point average of 2.00 or better, have not attempted the course, or have not completed more than 12.0 units of Credit By Examination are eligible to be considered for credit by examination. You may obtain a list of courses that may be challenged from the Admissions and Records Office.

Permission to challenge a course by examination is granted by the appropriate department chair.

Petition for Credit by Examination

Students may petition for credit by examination for selective courses offered at City College of San Francisco in accordance with the following policies and procedures:

1. Determination of eligibility for credit by examination:
   a. The student must be currently enrolled including the course which the student is petitioning for credit by examination.
   b. All enrollment and nonresident tuition fees must be paid in full and all HOLDS must be cleared prior to petitioning for credit by examination.
   c. The student must be in good standing, and have successfully completed a minimum of twelve (12) semester units at City College of San Francisco with a minimum cumulative grade point average (GPA) of 2.0.
   d. A petition form must be filed to take an examination for course credit only if the student—
      i. meets the requirements for the individual course as specified in the current City College catalog;
      ii. has neither already completed nor is currently taking a course more advanced than that for which credit by examination is requested.
   e. A student who has previously enrolled in the course for which credit by examination is requested and subsequently failed the course is not permitted to request credit by examination.
   f. A student who failed an examination for credit by examination cannot petition to retake the course for credit by examination.
   g. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration.

2. Maximum credit allowable:
   a. The maximum number of units creditable by examination toward the Associate degree is 45 semester units.
   b. Under no circumstances will a student be permitted to receive an Associate degree credit by examination for more than three quarters of the units completed at City College.

3. Limitations:
   a. Credits awarded by examination are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors or graduation residency requirements.
   b. Only one course in a direct series of courses may be awarded credit by examination, e.g., Mathematics 92, Mathematics 95, or Mathematics 110A or Mathematics 110B, not more than one of these courses. A student with the appropriate knowledge may take the examination in Mathematics 110B and receive four semester units for this course; however, the student cannot take examinations in all four courses above and be awarded 16 semester units of credit by examination. (The Allied Health and Nursing Programs are exempted from this policy.)

2. Credit by AP and CLEP Examinations

Currently enrolled students who have completed a minimum of 12 units at CCSF, earned a grade point average of 2.00 or better, and have not attempted the courses are eligible to be considered for credit by AP and CLEP examination.

1) Advancement Placement Test (AP)

City College will grant subject credit for most College Board Advanced Placement examinations, depending on the exam score obtained by the student. Credit awarded by CCSF applies to the associate degree. Transfer students must consult with senior colleges and universities to determine how AP credit will be awarded by the receiving institution.

2) College Level Examination Program (CLEP)

City College will grant general credit toward graduation for CLEP examinations. CCSF offers elective credit for the following examinations: Mathematics, Humanities, Natural Sciences, and Social Sciences and History. Generally, students must pass the examinations with a score of 500 or above (Paper and Pencil Testing) or a score of 50 or above (Computer Based Testing CBT).

All California State University (CSU) campuses will accept one chemistry and two math exams for college elective credit. Individual CSU campuses may accept additional CLEP exams for credit and/or apply them towards graduation requirements. Students should check with the CSU campus for information on how the campus applies CLEP exam credit.

Credit under both AP and CLEP programs is usually granted only to students with no college work completed. Students who have completed college work prior to taking the examinations, or who wish both advanced placement and CLEP credit, should consult the individual Departments for approval. (Students who plan to transfer to a four-year institution should contact the transfer institution regarding the acceptability of AP and CLEP credit, or should consult a CCSF counselor.)

Credit by Petition for Noncredit Courses

Students who have attended noncredit classes at City College of San Francisco and who wish to matriculate in a credit program at City
College of San Francisco to continue their education for an Associate in Arts or Associate in Science degree may petition the appropriate department at City College for credit upon achieving a certificate in a specific noncredit certificate program. Units may be applied toward the Associate degree after students have completed one City College credit course with a value of at least two semester units. Students may obtain a Credit by Petition form from the campus where they obtained the certificate. See the list below for eligible programs:

- Apprentice-related Training Program
- Automotive Mechanics
- Automotive Metal Repair
- Bookkeeping
- Clerical Training Program
- Clerk Typist
- COBOL Programming
- Computer Programmer
- Data Processing Operations Training Program
- Emergency Medical Technology-FS
- Emergency Medical Technology I
- Emergency Medical Technology II (Paramedic Training)
- Family Day Care Training Program
- Foster Parent Training Program
- Health Care Interpreter
- In-Plant Printing
- Labor and Industrial Relations
- Licensed Vocational Nursing
- Medical Assisting
- Medical/Dental Clerical
- Microcomputer Applications
- Microcomputer Business Applications
- Psychiatric Technology
- Supervision and Management
- Vocational ESL Office Training Program (VOTP)
- Welding
- Word Processing

Dean’s Honor List

In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher, and are in good academic standing are placed on the Dean’s Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation. If a student is on the Dean’s Honor List, it will be noted on the student’s unofficial/official transcript.

Graduation with Honors

Students who have maintained a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have maintained a grade point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have maintained a grade point average between 3.75 or higher will be graduated with highest honors. In determining whether students will qualify for honors at graduation, the Office of Admissions and Records does not count units, grades, or grade points earned in physical education. If a student graduates with Honors, a notation will be placed on the student’s unofficial/official transcript.

Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with honors. Such students, however, will not be granted higher honors than those earned at City College of San Francisco. Students should arrange to have transcripts from other colleges or universities sent to the Office of Admissions and Records in order to have transferable units counted toward graduation with honors.

Withholding of Services to Students in Default on Loans or Owing Refunds

If a student or former student is in default on a Title IV loan (Federal Family Education Loan, formerly Guaranteed Student Loan) or on a Federal Perkins Loan (formerly National Direct/Defense Student Loan) or owes a refund on a grant (Pell, FSEOG), the District shall withhold the following services: provision of grades, provision of transcripts, and provision of diplomas.

The term “default” is defined by the U.S. Department of Education as the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note.

The services withheld may be provided in certain circumstances which will be addressed on an individual basis by the administration.

Student’s Responsibility for Satisfying Academic Requirements

Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

Prerequisite Courses. A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled “Announcement of Programs and Courses.”

A student may not receive credit for any course which is prerequisite to any course already taken.

Field Trips. Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

Final Examinations. Final examinations are required of all students in all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown on the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Class Schedule. Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice Chancellor of Academic Affairs’s approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice
Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

**English Placement Information**

The results of the City College English Placement Test are used to determine the English courses in which a student may enroll. The student may enroll in the required course or sequence during any semester or summer session.

Students requesting exemption or change in placement on the basis of their SAT test scores or AP test scores should see the English Eligibility Coordinator or the English Department Chair.

Courses below English 1A taken at other institutions are not accepted as prerequisites for English courses. Transfer students who have not successfully completed English 1A at another institution must take the English Placement Test for placement into English courses.

The Chair of the English Department will rule on all matters of equivalency in connection with English courses students have taken at City College or elsewhere.

### English Eligibility Essay Exam

The English Eligibility Essay Exam is given each semester by the English Department. Students who pass this essay exam earn eligibility for English 94, 96, or 1A. For more information about this exam, students should contact the English Eligibility Coordinator, Batmale Hall, Room 514.

### English as a Second Language

The degree and kind of English-language proficiency achieved by students for whom English is not the primary language will be determined by additional, specially designed diagnostic examinations. Placement will be most commonly in one or more courses in English as a Second Language (ESL). Appropriate courses taken in summer session are acceptable. Students for whom English is clearly the main or only language will not be permitted to enroll in ESL courses. Students who take the ESL placement test but are judged to be sufficiently competent in English are referred to the English Department.
Faculty and Administration

1950-1959
FACULTY AND ADMINISTRATION OF CITY COLLEGE

The faculty and administration at City College of San Francisco consists of more than 1,500 men and women chosen for their training and competence. Because City College is a community college, offering instruction to meet the educational needs of both its students and the community, its teaching staff is necessarily diverse. It includes, for example, philosophers and nurses, historians and executive chefs, artists and criminologists, linguists and chemists, engineers and ornamental horticulturists, geologists and broadcasters, mechanics and biological scientists, welders and computer programmers, political scientists and printers, dentists and accountants, carpenters and physicists, tailors and journalists, specialists in literature and radiologic technicians.

Diverse Backgrounds

They bring to their students extensive backgrounds gained through years of study and research in the United States and in foreign countries; and through extensive experience in business, industry, education, travel, the Armed Forces, and government service. Many are prominent in the life of the community. Others are officers and policy makers in professional organizations. A number are authors of nationally and internationally used texts in their fields. And a surprisingly large number have done pioneer work in developing special courses and curricula.

Interest in Students

This diversity in the backgrounds and professional interests of faculty members has made a considerable contribution to the College and the community. The outstanding characteristic of the faculty, however, is neither its diversity nor its acknowledged competence, but rather a common interest in students—through teaching and its closely related activity, guidance. For these are the principal functions of the College, as they have been from its founding more than six decades ago.

The College offers many advantages, but it can offer none more important than the interest of instructors and counselors in those whom they teach and advise. Without it, the most impressive and lavishly endowed college is educationally valueless. It is the quality from which students at the College benefit most.

It is the quality most emphasized throughout the College; for instructors spend the major portion of their time working directly with students—in classrooms, in laboratories and offices, on the campus, and in the field—that the men and women entrusted to their care may acquire knowledge, skills, and understanding that will enable them, in the years ahead, to lead lives that are both useful and rich.

Regular Faculty and Administrators

- A -

ABENSOHN, STEVEN L., Computer Science
B.A., University of Pennsylvania; M.S., University of California, Berkeley; M.S., San Francisco State University

ABMA, DEANNA, Articulation
B.S., California State Polytechnical University, Pomona; M.S.W., San Diego State University

ADAMS, MARY, Social Sciences/History
B.A., M.A., Ph.D., University of California, Berkeley

AGUIAR, GLENN E., Mathematics
B.A., San Francisco State University; C.Phil., University of California, Berkeley

AHO, PATRICIA, English as a Second Language
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AMSLER, MARY, English
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ANGELOFF, THOMAS, Engineering
B.S., Arch., Kent State; M.S., M.A., University of Akron

ANINAO, JUAN JR., English as a Second Language
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ARMSTRONG, JAMES C., Chemistry
B.A., Harvard University; M.S., University of California, Berkeley

ASEBEDO, ANNA, Art
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ATKINSON, NATHAN, Graphic Communications
B.A., Cal Poly, Pomona

AUGUSTINE, HENRY L., JR., Director, African American Scholastic Programs
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B.F.A., M.F.A., California College of Arts and Crafts

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B.A., University of California Berkeley; M.A., Columbia Teachers College, New York
BALESTREI, ROBERT, Dean, (Registrar) Admissions and Records
B.A., San Francisco State University; M.A., San Jose State University

BANUET-ALVERS, YVONNE, Physical Education and Dance
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BASS, DANA, Computer Science
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BATES, STANLEY, Business
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CHAN, NORA L., Health Care Technology
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CHIN, EMILY WONG, English as a Second Language
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CHIN, TINA WONG, English as a Second Language
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CHUNG, J. CHUONG, Asian American Studies
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CLARK, ANN, Special Project
B.A., Dominican College, Orangeburg, NY; M.A., Lone Mountain College, San Francisco; Ph.D., Saybrook Institute, San Francisco

CLARK, OPELIA, Business
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CLARK, ROBERT M., JR., Counseling
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CLARK, SUNNY, Department Head, Student Health Services
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COCHENNEC, MATHEIU, Culinary Arts and Hospitality Studies
Former Executive Pastry Chef

COLLINS, CHARLES N., Engineering
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COLLINS, JOHN R., Department Head, Gay, Lesbian and Bisexual Studies
B.A., Columbia University; M.A., Ph.D., Stanford University

COLLINS, SUSAN JACKSON, Theatre Arts
B.C.A., University of North Carolina, Charlotte; M.F.A., University of North Carolina, Chapel Hill

COMMON, KURT, Engineering
A.A., College of San Mateo; B.A., California Polytechnic State University, San Luis Obispo

CONCIN, CLAUDIO, Foreign Languages
Doctorate, University of Verona, Italy

CONDE, MARIE T., Health Care Technology
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CONGER, AMY, Graphic Communications
B.A., California State University, Northridge

CONNELL, KATHERINE, Library and Learning Resources
M.A., San Francisco State University; M.L.I.S., San Jose State University

CONNOR, CONSTANCE, Computer Science
B.A., M.A., Mills College

COOK, VENETTE A., English as a Second Language
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COOPER, SYBIL M., English as a Second Language
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COX, KAREN C., English
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CRIZER, KENNETH, Engineering
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CROSS, KEVIN, English as a Second Language
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CUNNINGHAM, TOMI, English as a Second Language
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CURTIS, ARTHUR B., Department Head, Graphic Communications
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CUTTEN, BARBARA, Business/Accounting
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DAMATO, LAWRENCE R., Transfer Student Counseling
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DAVIS, BOB, Music
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DAVIS, MARK B., Mathematics
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DAVIS, PATRICIA J., College Success, Learning Assistance
B.A., California Polytechnic State University; M.A., San Francisco State University

DAVIS, RICHARD, Biological Sciences
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DAWKINS, MURIEL J., Disabled Students Programs and Services
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DAWSON, ROBERT M., English as a Second Language
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DAY, PHILIP R., JR., Chancellor
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DOS, MONEERA, English
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DOYLE, THOMAS B., English/Humanities
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DRUCKER, RONALD, Chemistry
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ENDRES, ROSE, Computer Science
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ERGUN, MARYLOU, English as a Second Language
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ERICSON, BETH, English as a Second Language
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ERWIN, MARY CINDA, Biological Sciences
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ESTUPINIAN, JOSEPH, Automotive/Trade Skills
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EVANS, SUSAN, Behavioral Sciences; Women’s Studies
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FERGUS, BRIAN, Music
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FRIED-LEE, LAURI, English as a Second Language, Office Occupations
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GREEN, HERIBERTO, English  
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IRWIN, ROBERT CIRELLI, English as a Second Language
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JOHNSON, DENNIS, Social Sciences/Economics
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B.A., University of Minnesota, Minneapolis; M.A., Stanford University

JOHNSON, ELAINE, Biological Sciences
B.S., University of Minnesota; M.A., San Francisco State University; M.S., University of Bridgeport; Ph.D., University of Texas, Austin

JOHNSON, GREGORY, Counseling
B.S., University of California, Davis; M.A., California State University, San Luis Obispo

JOHNSON, PAUL L. JR., Department Head, Disabled Students Programs and Services
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JOHNSON, RONALD, English
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JOHNSON, ROSEMARY, New Student Counseling
B.V.E., San Francisco State University; M.A., University of San Francisco

JOHNSON, STEPHAN, F., Social Sciences
A.B., University of California, Berkeley; M.A., San Francisco State University; Ph.D., University of Wisconsin, Madison

JONES, RITA, Dean, Library and Learning Resources
B.A., M.L.S., University of California, Berkeley
| Name                  | Position/Department                        | Education                                      | University/College                                |
|----------------------|--------------------------------------------|------------------------------------------------|
| KHAN, SHEHLA NASREEN | C.A.S.E., Students Programs and Services   | B.A., M.B.A., University of California, Los Angeles |
| KENTER, ALICIA       | Chief Financial Officer                   | B.A., M.A., University of California, Stockton, CA |
| KIETZKE, MARC        | Social Work                               | B.A., M.A., San Diego State University         |
| KIN, ELIZABETH       | English                                   | B.A., University of Michigan; M.A., San Francisco State University |
| KIN, ROGER           | Physics                                   | B.S., M.A., University of Arizona; Ph.D., University of California, Davis |
| KING, WILLIAM CHARLES| Mathematics                               | B.S., Mathematics; M.A., University of Illinois |
| KINZ, LAWRENCE C.    | Dean, Special Projects                    | Business; M.A., Washington University          |
| KINZ, CRAIG L.       | English                                   | B.A., M.A., Buffalo State College; M.A., San Diego State University |
| KINZ, MARLA          | Transitional Studies                      | B.A., University of California, Berkeley        |
| KNOTK, RUTH          | Business                                  | B.A., M.A., Denver, Colorado                    |
| KO, HOI MING         | Aircraft Maintenance Technology           | A.A., M.A., City College of San Francisco; B.A., San Francisco State University |
| KOFFMAN, LARAIN       | Computer Networking and Information Technology | A.A., M.A., City College of San Francisco; B.A., University of Massachusetts, Boston; M.A., San Francisco State University |
| KOREY, SUZANNE       | Vocational Education                      | B.A., M.A., University of Wisconsin; M.A., San Francisco State University |
| KOX, CHRISTOPHER     | Department Head, Library Information Technology | A.B., M.A., Brown University; M.A., San Francisco State University |

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| Name                  | Position/Department                        | Education                                      | University/College                                |
|----------------------|--------------------------------------------|------------------------------------------------|
| KAISER, LEO M.       | Mathematics                               | B.S., M.A., University of California, Los Angeles |
| KAN, JIMMY P.        | Mathematics                               | B.A., M.B.A., University of California, Berkeley; M.A., (Mathematics), Ph.D., Stanford University |
| KANEY, ROBIN         | Art                                       | A.B., M.A., University of California, Berkeley |
| KAO, LANCELOT        | Department Head, Astronomy                | A.B., M.A., University of California, Berkeley |
| KAPPA, RICHARD       | English as a Second Language              | B.A., Southern Illinois University, Carbondale; M.A., M.A., University of California, Berkeley |
| KAPPR, RICHARD       | English as a Second Language              | B.F.A., Philadelphia College of Art; M.Ed., Temple University |
| KASTNER, BARBARA J.  | English as a Second Language              | B.A., M.A., San Francisco State University     |
| KAUFMUN, WENDY S.    | Engineering                               | B.S.M.E., University of Michigan, Ann Arbor; M.S.M.E., University of California, Berkeley |
| KAWAMOTO, JUDY       | Student Health Services                   | M.S.W., Simmons College, Boston                |
| KEECH, GREGORY       | English as a Second Language              | B.S., Georgetown University, Washington, D.C.; M.A., San Francisco State University |
| KELLY, MICHAEL       | Computer Science                          | A.A., M.A., San Francisco State University     |
| KENDRICK, JAMES      | Chief Financial Officer                   | B.S., Indiana State University, Terre Haute; M.B.A., Butler University |
| KENTER, ALICIA       | English as a Second Language              | A.A., San Joaquin Delta College, Stockton, CA; M.A., San Francisco State University |
| KERR-SCHOBET, KATHLEEN| Disabled Students Programs and Services    | B.S., Towson State College, Baltimore, Maryland; M.A., Loyola College, Baltimore; C.A.S.E., Johns Hopkins University, Baltimore |
| KHAN, SHEHLA NASREEN | English as a Second Language              | A.A., M.A., City College of San Francisco; B.A., University of California, Berkeley; M.A., San Jose State University |

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| Name                  | Position/Department                        | Education                                      | University/College                                |
|----------------------|--------------------------------------------|------------------------------------------------|
| KAUZ, LAWRENCE C.    | Dean, Special Projects                    | Business; M.A., Washington University          |
| KINZ, CRAIG L.       | English                                   | M.A., Buffalo State College; M.A., San Diego State University |
| KINZ, MARLA          | Transitional Studies                      | University of California, Berkeley             |
| KNOTK, RUTH          | Business                                  | University of Denver, Colorado                 |
| KO, HOI MING         | Aircraft Maintenance Technology           | City College of San Francisco; B.A., San Francisco State University; Airframe and Powerplant Certificate, F.A.A. |
| KOFFMAN, LARAIN       | Computer Networking and Information Technology | City College of San Francisco; B.A., University of Massachusetts, Boston; M.A., San Francisco State University |
| KOREY, SUZANNE       | Vocational Education                      | University of Wisconsin; M.A., San Francisco State University |
| KOX, CHRISTOPHER     | Department Head, Library Information Technology | A.B., Brown University; M.A., Brown University; M.A., San Francisco State University |
| KRAMER, LESLIE H. LAILA| English as a Second Language              | B.A., M.A., San Francisco State University     |
| KUDDI, OMAR SAMI     | English                                   | B.A., M.A., University of California, Santa Barbara |
| KUIZENGA, ELIZABETH  | English as a Second Language              | B.A., University of California, Berkeley; M.A., San Jose State University |
| KUWISTO, SHARYN      | Foreign Languages                         | B.S., M.A., University of Minnesota, Minneapolis |
| KWA, MARION          | Extended Opportunity Programs and Services| B.A., Hastings College; M.A., San Francisco State University |

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| Name                  | Position/Department                        | Education                                      | University/College                                |
|----------------------|--------------------------------------------|------------------------------------------------|
| LABRIE, PORTIA       | EOPS Counseling                           | B.A., Mills College; M.A., University of San Francisco |
| LABRIE, MARY         | English                                   | B.A., San Diego State University; M.A., San Francisco State University |
| LABAH, JUSTIN        | Physical Education and Dance              | B.A., University of California, Berkeley; M.A., United States Sports Academy |
| LADDIN, LAURENCE     | Behavioral Sciences/Psychology            | B.A., New York University; M.A., State University of New York at Buffalo |
| LAY, ELAINNE         | Computer Studies                          | B.A., Hong Kong Baptist College; M.A., University of San Francisco |
| LALLAS, JAMES M.     | Engineering                               | A.A., M.A., City College of San Francisco; B.S., M.A., University of California, Berkeley |
| LAMHA, CARMEN        | Department Head, Computer Networking and Information Technology | B.S., Universidade Federal de Juiz de Fora, Brazil |
| LANDES, DAVID        | Social Sciences/Economics                 | B.A., Antioch College; M.A., Washington University |
| LANGMO, TORE         | English                                   | B.A., University of Oregon; M.A., San Francisco State University |
| LARIN, RENATO        | Extended Opportunity Programs and Services| A.A., City College of San Francisco; B.A., M.A., San Francisco State University |
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R.N., A.S., City College of San Francisco; B.A., New College of California

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MCGREEVY, ABIGAIL, Health Care Technology
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MCGUIRE, PHILLIS G., Associate Vice Chancellor of Workforce and Economic Development
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MCINERNEY, WILLIAM, Chemistry
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MCLEAN, AMY D., Mathematics
B.S., University of Massachusetts, Amherst; M.A., University of California, Santa Barbara

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<td>Firestone, Alan</td>
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<td>A.A., Diablo Valley College; B.A., M.A., John F. Kennedy University</td>
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<td>B.A., University of the Pacific, Stockton, CA; M.R.A., University of San Francisco</td>
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<td>B.S., Black Hills State University, Spearfish, SD</td>
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<td>Flores, Aeliza</td>
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<td>Fong, Wendy</td>
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<td>Foreman, Joyce</td>
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<td>Foston, Frances L.</td>
<td>Lifetime Credential, State of California, Standard Design Subjects</td>
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<td>Frahm, Janene</td>
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<td>Franklin, Kim R.</td>
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<td>Frazier, Laurie</td>
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<td>Friedman, Frederick</td>
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<td>Gambini, Laura</td>
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<td>Geis, Bayard</td>
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<td>George, Kathleen</td>
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<td>Giambattista, Louie</td>
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<td>Gilewaska, Bozena</td>
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<td>Ginsberg, Elaine</td>
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<td>Givens-Tolson, Cathryn</td>
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<td>Glück, Paul</td>
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<td>Godinez, Marco A.</td>
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<td>Goldstein, Augusta</td>
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<td>Goode, Ruth</td>
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<td>Gordon, Richard</td>
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<td>Gordon, Susan E.</td>
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<td>Grandits, Frank</td>
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<td>HABEGGER, VALERIE A.</td>
<td>B.A., M.A., San Francisco State University</td>
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<td>HAENA, CALVIN</td>
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<td>HANSEN, CAROL L.</td>
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<td>HANSON, KRISTA</td>
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<td>HARDING, JOHN F.</td>
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<td>HARMON, HENRY M.</td>
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<td>HART, RODNEY K.</td>
<td>B.A., Georgemeen Center/Antioch University</td>
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<td>HATCHER, HENRY C.</td>
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<td>HELLERSTEIN, NATHANIEL</td>
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<td>HELMY, ANNA-LISA</td>
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<td>HENDERSON-BROWN, TESSA</td>
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<td>B.A., San Francisco State University; M.A., University of San Francisco</td>
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<td>HILL, ROGER W.</td>
<td>B.A., M.A. (2), San Francisco State University</td>
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<td>J.D., Northeastern University</td>
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<td>HO, MARGARET</td>
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<td>HOENISCH, CHARLES E.,</td>
<td>Department Head, Administration of Justice/Fire Science</td>
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<td>HOFFMAN, CAMILLE</td>
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<td>HOLDER, VICTORIA</td>
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<td>HU, THOMAS</td>
<td>B.A., University of California, Berkeley; M.A., University of California, Los Angeles</td>
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<td>HUANG, SHU-LA</td>
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<td>HUGHES, PATRICIA</td>
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<td>HUNTZINGER, ANNE K.</td>
<td>B.A., M.A., Oral Roberts University, Tulsa, OK</td>
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<td>HUOT, BOPHANY</td>
<td>B.A., Rhodes College; M.A., School of International Training</td>
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<td>HURLEY, KATHLEEN M.</td>
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<td>HUSZAGH-LOCKWOOD, DEBORAH</td>
<td>B.A., University of California, Santa Cruz; M.A., New York University</td>
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<td>HWANG, EDWIN S.</td>
<td>B.Arch., Tamkang University; M.S., Pittsburg State University</td>
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<td>B.S., Harvey Mudd College; M.A., San Francisco State University; Fellow, Society of Actuaries</td>
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<td>JAMES, ARLENE J.</td>
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<td>JOHNSON, LINDA M.</td>
<td>B.S., University of San Francisco; M.S.N., University of California, San Francisco; M.S., San Francisco State University</td>
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<td>JOHNSON, MICHAEL S.</td>
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<td>JOSEPH, GERALDINE</td>
<td>BVE, San Francisco State University</td>
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<td>JUE, SPENCER</td>
<td>B.A., University of California, Berkeley</td>
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APPENDIX

CCSF Computer Usage Policy

This policy is displayed to users via Message of the Day (MOTD) in the first two weeks of each semester at their logon to the CCSF HPUX computer system, and each user must agree to it in order to continue to use the CCSF computing facilities.

Violation of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some of the policies below may constitute a criminal offense.

Rights and Responsibilities

CCSF is pleased to make computer accounts and resources available for student use in the pursuit of their instructional goals, and to faculty and staff to support the institution’s instructional goals. In so far as the computing resources are under the user’s control, the user is fully responsible for their proper and legal use.

The Computer Usage Policy applies to all members of the College community using our computer resources. This includes administrators, faculty, staff and students. This includes use of computer equipment at any CCSF facility including in the various computer labs, classrooms, offices, libraries and the use of the CCSF servers from any location.

Computer accounts and computer access are privileges, and require the individual user to act responsibly. By using the CCSF accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have further agreed to observe all relevant laws, regulations, policies, and contractual obligations of the College.

Other organizations operating computing and network facilities that are reachable via the City College network may have their own policies governing the use of those resources. When accessing remote resources from City College facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations. It is the user’s responsibility to be informed of the policies of other outside organizations to which they establish a computer link.

Confidentiality

All user files, including e-mail files, are not to be relied upon as confidential. CCSF explicitly does not guarantee the confidentiality of these files. It is the practice of Information Technology Services (ITS) to respect the confidential nature of user files, but the ITS Department reserves the right to view or alter user files when it is necessary. Any ITS employee must have their manager’s permission prior to investigating a user file.

User files may also be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. Student files as kept on ITS facilities are considered educational records as covered by the Family Education Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code, also referred to as the Buckley Amendment).

In addition, a system administrator may access user files as required to protect the integrity of the computer system. For example, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

Existing Legal Context

All existing federal and state laws and College regulations apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking or information resources may result in the loss of computing and/or network privileges without notice. This includes both those that ITS administers, and those that may exist in other departments associated with City College of San Francisco and connected to its network. Deliberate violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary sanctions including, but not limited to, loss of computer use privileges, dismissal from the college, and/or appropriate legal action.

Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of the College’s computing resources will be directed to those responsible for taking appropriate disciplinary action as specified under Enforcement below. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment (See CCSF Policy Manual 8.10).

Copyright

All users must follow all relevant copyright laws. U.S. Copyright law governs reproduction and distribution of software and other material, including text, fonts, graphics, sound, video and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install the product. The EULA purchased by a department also controls the number of simultaneous users of the...
product. Please review the EULA for complete information on your rights as an end user of these products.

Nondiscrimination

Computer users need to follow the same non-discrimination policy including those governing “sexual harassment” and “hostile education environment.”

All computer users must follow the non-discrimination guidelines as stated in the CCSF “Equal Opportunity Statement” listed in the catalog: [http://www.ccsf.edu/Catalog/Admin/nondiscrim.html](http://www.ccsf.edu/Catalog/Admin/nondiscrim.html)

Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. The CCSF administrator who receives a complaint of discrimination should inform the complainant of this right and that the complainant may file an additional complaint if he or she experiences retaliatory conduct.

Examples of misuse include, but are not limited to, the following activities:

**Breaking into another person’s account**

1. Using a computer account that you are not authorized to use by the ITS Department.
2. Obtaining a password for a computer account that is not your own account.
3. Using the Campus Network to gain unauthorized access to any computer systems.
4. Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating, running, and/or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
5. Masking the identity of an account or machine. This includes, but is not limited to, sending e-mail anonymously.

**Harassment**

6. Using e-mail to harass others.
7. Posting on Internet services information that may be slanderous or defamatory in nature. This includes, but is not limited to, posting of said type material on Usenet News.
8. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

**Commercial Use**

9. Using your account for any activity that is commercial in nature. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.

**Copyright**

10. Violating terms of applicable software licensing agreements or copyright laws.

**Changing Files**

11. Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
12. Modifying another user’s files, which is illegal under California Computer Crime Laws.

**System Misuse**

13. Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organization or department mailing lists, listservs, to send e-mail to groups of people on the system.
14. Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.
15. Deliberately wasting/overloading system resources, such as:
   - Printing resources – This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available online, or that might impact significantly on other users printing resources.
   - System file space – Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

**Additional System Information**

- Batch jobs or background tasks should be consistent with individual academic goals or institutional academic goals. Jobs that do not appear to coincide with the academic goals of the institution may be “killed” without warning.
- Any files stored in the temporary file systems are not backed up and are subject to deletion at any time. Users’ file names and directory names starting with a period or another punctuation or special character will be deleted immediately.

**Enforcement**

After the appropriate investigation and/or hearing procedures have been followed, the penalties below may be imposed under one or more of the following: City College regulations, California law, the laws of the United States.

- Infractions of the CCSF Computer Policy may result in the temporary or permanent loss or modification of computer account and resource access privileges, and may be
subject to further disciplinary action.

- Offenses which may be in violation of local, state or federal laws will result in the immediate loss of all computer account and resource privileges, and will be reported to the appropriate College or institution involved and law enforcement authorities.

An individual’s computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors or instructor and/or department chair.

This policy is subject to revision. The Information Technology Policy Committee will approve changes to the guidelines, as needed.
Junior College S. F.
1939
Details of Adhesion Ceramic Veneer
CVO 2957
Gladding, McBean & Co.
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