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

NONCREDIT COURSES:
TQMP 9490. Total Quality Management: Philosophy (18 hrs)
Total Quality Management (TQM) is the systematic approach to constant improvement throughout an organization. Discussion of Deming 14 points and the impact they can have on an organization.

TQMP 9491. Total Quality Management: Tools I (18 hrs)
Total Quality Management (TQM) is the systematic approach to constant improvements throughout an organization. Introduction of elementary quality improvement tools.

TQMP 9492. Total Quality Management: Values (18 hrs)
Total Quality Management (TQM) is the systematic approach to constant improvement throughout an organization. Discussion of principles, values, strategies, and tactics associated with any process improvement initiative in an organization. Applicable to both manufacturing and service organizations.

TQMP 9493. Total Quality Management: Tools II (18 hrs)
Total Quality Management is the systematic approach to constant improvement throughout an organization. Intermediate Statistical Process Control (SPC) tools such as several types of variable and attribute control charts and their applications in continuous quality improvement (CQI) activities.

Welding
NONCREDIT COURSES:
TIWE 9676. Combination Welding
Prereq.: ABE 2074
Lab/lecture course designed to prepare students for entry into the trade as combination welders. Emphasizes safety, certification preparation, and relevant theory as it applies to industry. Students will weld a variety of metals using a combination of welding processes such as: gas, stick (smaow), 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)
Prereq.: ESLN 3800; ABE 2074
Interpretation of blueprints, welding symbols and material specifications. Students will be able to read blueprint format and interpret material specifications, identify weld symbols and sizes and develop basic techniques in sketching.

English
Announcement of Courses

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

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

Students whose scores in the City College English placement examination are low are generally assigned to either English 90, 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 Department Head 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 room 514, Batmale Hall.

CREDIT, NON-DEGREE APPLICABLE COURSES:
ENGL K. Pronunciation, Spelling and Reading Skills (3)
Lec-3, conf-1, lab-1
Not recommended for students who are enrolled in ESL 22 through 38
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/NCR only
Advis: ENGL K (may be concur.)
Open to all students except those (1) who are eligible for or who have completed or who are enrolled in ENGL 96 or ENGL 1A, (2) who have completed or who are enrolled in ENGL 9 or ENGL 19, (3) who are enrolled in or who are eligible for ESL 22 through 58
Repea: 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 S. Basic Composition and Reading Workshop (2)
Lec-2
Coreq.: ENGL 92
ENGL S is part of the African American Achievement Program.
Continued instruction and practice in reading and writing with emphasis on expository prose and literature as a basis for writing.

ENGL T. Intermediate Training in Expository Reading and Writing Techniques (2)
Lec-2
Coreq.: ENGL 94
ENGL T is part of the African American Achievement Program.
Continued intermediate instruction and practice in expository reading and writing with emphasis on techniques of exposition and argumentation.

ENGL W. Writing with a Computer (1)
Lab-20 hrs.
CR/NCR avail.
Advis: typing experience
No previous computer experience required
Learning to write compositions on a computer. Emphasis on composition and on editing and revision. Techniques for producing papers without the time-consuming rewriting of the entire work.

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

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

CREDIT, DEGREE APPLICABLE COURSES:

ENGL 94. Intermediate Training in Expository and Argumentative Reading and Composition (3)
Lec-3
Prereq.: Completion of the CCSF assessment Exam in English and placement into ENGL 94; or an appropriate placement on the English Eligibility Essay Exam; or ENGL 92 or ESL 82
Intermediate training in reading and writing; emphasis on techniques of exposition and argumentation. CSU

ENGL 96. Advanced Intermediate Reading and Composition: Developing a College Writing Style (3)
Lec-3
Prereq.: completion of the CCSF Assessment Exam in English and placement into ENGL 96; or an appropriate placement on the English Eligibility Essay Exam; or ENGL 94
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.: Completion of the CCSF Assessment Exam in English and placement into English 1A; or an appropriate placement on the English Eligibility Essay Exam; or ENGL 96 with a grade of C or higher; or an SAT verbal score (before April 1995) of 510 or higher; or a score of 660 or higher (after April 1995) on the SAT II (Writing Subject Test) or an Advanced Placement Test score of 3 or higher; or completion of the Subject A course or passing the Subject A Exam at the University of California.
Practice in reading and writing expository prose. CSU/UC/CAN: ENGL 2; ENGL 1A+1B: ENGL SEQ A

ENGL 1B. University-Parallel Reading and Composition (3)
Lec-3, field trips
Prereq.: ENGL 1A
The second half of University-Parallel Reading and Composition: further instruction in expository writing in conjunction with the reading of literature. CSU/UC/CAN: ENGL 4; ENGL 1A+1B: ENGL SEQ A

ENGL 8. Words (3)
Lec-3
Prereq.: Open to students who have satisfied the English requirement for graduation or who are concurrently enrolled in ENGL 92, 94, 96, or 1A
Study of word formations based on Latin and Greek roots and affixes, etymologies of words, development of meaning of words and semantic processes. CSU/UC
ENGL 9. Reading, Study Skills and Vocabulary--Intermediate (3)
Lec-3, conf-1, lab-1
Open to all students except (1) students who are enrolled in ENGL 96, (2) students who are eligible for or who have completed ENGL 1A, (3) students who have completed ENGL 19, (4) students who are enrolled in ESL 22 through 58, (5) students who are currently enrolled in ENGL 1.
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/NCR avail.
Advis: ENGL 90, 92, or 94 (ea. conc.)
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/NCR only
Repeat: max. 2 units
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/NCR only
Coreq.: ENGL 14A and appointment as an assistant editor of the literary magazine
Practical experience in editing and supervising production of a literary publication. CSU

ENGL 16. Practical Writing Workshop (3)
Lec-3 CR/NCR only
Advis: ENGL 94 or 96
Open to students eligible for ENGL 1A
ENGL 16 does not satisfy any part of the graduation requirement in written composition; completion of ENGL 16 does not qualify a student for ENGL 1A.
Repeat: max. 9 units
Individualized instruction and practice in writing college level argumentative or expository essays, including timed writing and answers to 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 exam. CSU

ENGL 19. Advanced Reading Techniques and Vocabulary (3)
Lec-3, conf-1, lab-1 CR/NCR avail.
Advis: For students who are enrolled in ENGL 94, 96, 1A, or are eligible for or have completed ENGL 1A
Designed for students who wish to increase their reading skills, improve comprehension and speed, and develop vocabulary. CSU

ENGL 20. Modern British and American Literature (3)
Lec-3 CR/NCR avail.
Prereq.: Eligible for ENGL 1A
Consideration of works of significant authors in the United States and the British Commonwealth since 1900. CSU/UC

Lec-3 CR/NCR avail.
Recommended for all students except those enrolled in ESL 22 through 68 or ENGL K or L.
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 review of the rules of English grammar to improve the student's understanding and use of English. CSU

ENGL 30. Introduction to American Literature (3)
Lec-3 CR/NCR avail.
Prereq.: Eligible for 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
Prereq.: Eligible for 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
Prereq.: Eligible for 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
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
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 35A-F. Creative Writing (3 ea.)
Lec-3 CR/NCR avail.
Prereq.: Eligible for 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
   Prereq.: Eligible for 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
   CR/NCR avail.
   An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

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

ENGL 41. Writing in Connection with Reading of Important Books of the Nineteenth and Twentieth Centuries (3)
   Lec-3
   CR/NCR avail.
   Prereq.: Eligible for ENGL 1A
   Expository writing based upon the reading and analysis of important works of imaginative literature, as well as an examination of the 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/NCR avail.
   Prereq.: Eligible for ENGL 1A
   Lectures on poetry intended to develop the student's ability to read, understand, and evaluate a poem. CSU/UC/CAN: ENGL 20

ENGL 44A-44B. Survey of World Literature, Past and Present (3-3)
   Lec-3
   CR/NCR avail.
   Prereq.: Eligible for 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/NCR 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/CAN: ENGL 8
   ENGL 46B. Late-Seventeenth to Mid-Nineteenth Century. CSU/UC/CAN: ENGL 10
   ENGL 46C. Mid-Nineteenth through the Twentieth Century. CSU/UC

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

ENGL 49A-M. Selected Topics (3 ea.)
   Lec-3
   CR/NCR 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. Voices and Visions CSU
   ENGL 49J. 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 50. Myth and Literature (3)
   Lec-3
   CR/NCR avail.
   Advised: Eligible for ENGL 1A
   Study of classical mythology, its central themes and personalities, and its relation to modern 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/NCR avail.
   Prereq.: Eligible for 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/NCR avail.
Prereq.: Eligible for 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.
ENGL 56A. The International Scene. CSU/UC
ENGL 56B. Contemporary Fiction. CSU/UC
ENGL 56C. American Classics. CSU/UC

ENGL 57. Women and Literature (3)
Lec-3, field trips CR/NCR avail.
Prereq.: Eligible for 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/NCR avail.
Prereq.: Eligible for 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

Classics Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

CLAS 35. Tragic Dramas of Greece (3)
Lec-3 CR/NCR avail.
Prereq.: Eligible for ENGL 1A
An intensive consideration of the tragic dramas of Greece from a literary standpoint. CSU/UC

English as a Second Language (ESL)

CREDIT COURSES

Initial recommended placement in the credit ESL program is based on results of 1) the ESL Placement Examination 2) depending on the examination score, a writing sample, and 3) consultation with the student; for continuing students, successful completion of courses with letter grades requires a grade of C or higher.

CREDIT, NON-DEGREE APPLICABLE COURSES:

ESL 22. Beginning Academic ESL (10)
Lec/conf-20 CR/NCR only
Prereq.: Placement in ESL 22
Preparation for beginning ESL students for academic study in ESL at City College of San Francisco. Intensive study of basic grammar, listening, reading, writing, communication and study skills with vocabulary and structures appropriate for beginning students of ESL.
Students who have received a final grade of NCR in ESL 22 cannot progress to ESL 32.

ESL 32. ESL Intensive (10)
Lec/conf-20 CR/NCR only
Prereq.: Placement in ESL 32 or completion of ESL 22
Preparation for ESL students for further academic study in ESL at City College of San Francisco. Intensive study of basic grammar, listening, reading, writing, communication skills, and study skills, with vocabulary and structures appropriate for students below ESL 42, 44, 46.
Students who have received a final grade of NCR in ESL 32 cannot progress to ESL 42, 44 and 46.

ESL 32A. ESL Intensive (5)
Lec/conf-10 CR/NCR only
Prereq.: Placement in ESL 32 or completion of ESL 22
Preparation for ESL students for further academic study in ESL at City College of San Francisco. Intensive study of basic grammar, listening, reading, writing, communication skills, and study skills, with vocabulary and structures appropriate for students below ESL 42, 44, 46.
Students who have completed ESL 32 or who are currently enrolled in it cannot receive credit for ESL 32A.

ESL 32B. ESL Intensive (5)
Lec/conf-10 CR/NCR only
Prereq.: Placement in ESL 32 or completion of ESL 32A
Preparation for ESL students for further academic study in ESL at City College of San Francisco. Intensive study of basic grammar, listening, reading, writing, communication skills, and study skills, with vocabulary and structures appropriate for students below ESL 42, 44, 46.
Students who have completed ESL 32 or who are currently enrolled in it cannot receive credit for ESL 32B.

ESL 42. Elementary Grammar and Writing (3)
Lec/conf-5
Prereq.: Placement in ESL 42 or completion of ESL 32
Intended to be taken concurrently with required courses in reading and vocabulary (ESL 44) and conversation (ESL 46) that have not been previously completed with a final grade of Credit or C or higher.
Intensive practice in and review of the use of basic grammatical structures and forms, both in sentences and in short narrative and descriptive passages and paraphrases. Practice in reading short passages that serve as models for writing as well as in the use of vocabulary and expressions. Emphasis on communication and accuracy.
Students who receive a final grade of D or F in ESL 42 cannot progress to ESL 52.
ESL 44. Elementary Reading and Vocabulary (3)  
Lec/conf-5, lab-1  
Prereq.: Placement in ESL 44 or completion of ESL 32  
Intended to be taken concurrently with required courses in  
writing and grammar (ESL 42) and conversation (ESL 46) that  
have not been previously completed with a final grade of Credit  
or C or higher.  
Reading skills including vocabulary development, reading rate  
and contextual predictions.  
Students who receive a final grade of D or F in ESL 44 cannot  
progress to ESL 54.

ESL 46. Basic Listening and Conversation Skills (2)  
Lec/conf-3  
Prereq.: Placement in ESL 46 or completion of ESL 32  
Intended to be taken concurrently with required courses in  
writing and grammar (ESL 42) and reading and vocabulary  
(ESL 44).  
Basic practice in the spoken language: Exchange of informa- 
tion in different kinds of situations, solving problems through  
discussion; practice in vocabulary and grammatical structures  
needed in various situations; informal classes: emphasis on  
communication and participation.  
Students who receive a final grade of D F or NCR in ESL 46  
cannot progress to ESL 56.

ESL 48. Elementary Grammar/Writing/Reading (6)  
Lec/conf-10, lab-1  
Prereq.: Placement in ESL 42 and 44 or completion of ESL 32  
Intended to be taken concurrently with required course in  
conversation (ESL 46) that has not previously been completed with  
a final grade of Credit  
Intensive practice in and review of basic grammatical struc- 
tures and forms, both in sentences and in short narrative  
and descriptive passages and paraphrases. Practice in reading short  
paragraphs that serve as models for writing as well as reading  
with emphasis on contextual prediction, vocabulary expan- 
sion, and comprehension.  
Students who receive a final grade of D or F in ESL 48 cannot  
progress to ESL 52, 54, or 58.

ESL 51A. ESL for Child Development (3)  
Lec-3  
Prereq.: Placement in ESL 52 and 54 or completion of ESL 42  
and 44; 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. 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 52. Intermediate Grammar and Writing (3)  
Lec/conf-5  
Prereq.: Placement in ESL 52 or completion of ESL 42  
Intended to be taken concurrently with required courses in  
reading and vocabulary (ESL 54) and conversation (ESL 56)  
that have not been previously completed with a final grade of  
Credit or C or higher.  
Intensive practice in writing sentences, paragraphs, and short  
multi-paragraph compositions using basic grammatical struc- 
tures and forms. CSU/UC  
Students who receive a final grade of D or F in ESL 52 cannot  
progress to ESL 62.

ESL 54. Intermediate Reading and Vocabulary (3)  
Lec/conf-3  
Prereq.: Placement in ESL 54 or completion of ESL 44  
Intended to be taken concurrently with required courses in  
grammar and writing (ESL 52) and speaking and listening  
(ESL 56).  
Strategies to increase speed and comprehension of reading for  
general and academic purposes. CSU

ESL 56. Intermediate Listening and Conversation  
Skills (2)  
Lec/conf-3  
Prereq.: Placement in ESL 56 or completion of ESL 46  
Intended to be taken concurrently with required courses in  
grammar and writing (ESL 52) and reading and vocabulary  
(ESL 54).  
Intermediate practice in the spoken language: Exchange of in- 
formation in different kinds of situations, solving challenging  
problems through listening and discussion. Emphasis on effec- 
tive academic preparation, communication and participation.

ESL 58. Intermediate Grammar/Writing/Reading (6)  
Lec/conf-8  
Prereq.: Placement in ESL 52 and 54 or successful completion  
of ESL 42 and 44  
Intended to be taken concurrently with required course in  
conversation (ESL 56).  
Intensive practice in writing sentences, paragraphs and short  
multi-paragraph compositions using basic structures and  
forms.  
Students who receive a final grade of D or F in ESL 58 cannot  
progress to ESL 60 or 62.

ESL 59. Oral Communication for ESL Students (3)  
Lec/conf-3  
Prereq.: Placement in ESL 52 or completion of ESL 42  
May be substituted for ESL 46 or ESL 56  
Students with severe pronunciation problems should enroll in  
ESL 49 before taking ESL 59.  
Practice in oral communication with emphasis on conversation  
skills; listening and talking in small groups ranging in size  
from two people to an entire class; understanding new  
grahmatic structures, words, and expressions and using them in  
conversation. CSU
ESL 60. Advanced Grammar (2)  
Lec/conf-3  
Prereq.: Placement in ESL 60 or completion of ESL 52 or 58  
*Intended to be taken concurrently with ESL 62 or 72.*  
Practice of advanced grammatical patterns. CSU

ESL 62. Elementary Composition and Reading (3)  
Lec-3  
Prereq.: Placement in ESL 62 or completion of ESL 52 and 54  
*Intended to be taken concurrently with ESL 60, but may not be taken concurrently with ESL 42, 44, or 52. May be taken concurrently with ESL 54.*  
Practice in writing well-organized paragraphs and compositions; further practice in reading. CSU/UC  
*Students who receive a final grade of D or F in ESL 62 cannot progress to ESL 72.*

ESL 66. Advanced Listening and Reading (3)  
Lec-3  
Prereq.: Completion of ESL 52 or placement in ESL 62, 72, or 82  
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 68. Elementary Reading, Composition and Advanced Grammar (5)  
Lec/conf-6  
Prereq.: Placement in ESL 62 and 60 or completion of ESL 52 and 54  
Practice in writing well-organized paragraphs and compositions; further practice in reading; practice of advanced grammatical patterns. CSU/UC  
*Students who receive a final grade of D or F in ESL 68 cannot progress to ESL 72.*

ESL 69. Accent Improvement (1)  
Lec-3 (9 wks)  
CR/NCR only  
Prereq.: Placement in ESL 62 or completion of ESL 52  
Repeat: max. 3 units  
*Students with severe pronunciation problems should enroll in ESL 49 before taking ESL 69.*  
Improvement in standard American English pronunciation, voice quality, and physical presentation. CSU

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

ESL 72. Intermediate Composition and Reading (3)  
Lec-3  
Prereq.: Placement in ESL 72 or completion of ESL 62  
Practice in writing expository essays with training in their planning and preparation. Reading for comprehension and analysis to accompany and support written composition work. ESL 60 or 71 may be taken concurrently. CSU/UC  
*Students who receive a final grade of D or F in ESL 72 cannot progress to ESL 82.*

ESL 79. Advanced Speaking and Pronunciation (3)  
Lec-3, lab-1  
CR/NCR avail.  
Prereq.: ESL 62 or placement in ESL 72 or 82; may be taken one semester after completion of ESL 82  
Practice in effective communication in everyday, academic, and professional situations through the use of dialogues, role plays, improvisations, plays, interviews, debates, and formal presentations; practice in communication skills with emphasis on pronunciation, stress, intonation, phrasing, phrase reductions and tone as needed. CSU

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

Vocational ESL Office Training Noncredit Certificate Program

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

**Admission Requirements.** Completion of Intermediate Low 5 (ESL1 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>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3804</td>
<td>VESL Clerical Procedures</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 3801</td>
<td>Voc English-as-a-Second Language OR</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 3819</td>
<td>Social Communication AND</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 3829</td>
<td>Computer Voc. ESL</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9374</td>
<td>Keyboarding-All Levels</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9375</td>
<td>Clerical Keyboarding OR</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3822</td>
<td>ESL Lang. Skills Keyboard</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9354</td>
<td>Business Machines/10-Key</td>
<td>90</td>
</tr>
<tr>
<td>SECY 9341</td>
<td>Bus Math with Spreadsheets</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3821</td>
<td>Introduction to Micro</td>
<td>90</td>
</tr>
<tr>
<td>OR COMP 9857</td>
<td>Microcomp Bus Appl.</td>
<td>90</td>
</tr>
<tr>
<td>Electives (Selected from below)</td>
<td></td>
<td>90</td>
</tr>
</tbody>
</table>
Elective Courses:
COMP 9857 Microcomp Bus Appl (if ESLB 3821 before) ........................................ 90
COMP 9901 Databases—Beginning ........................................ 45
ESLV 3823 Practical Engl on the Job II ............................... 90
WOPR 9486 Word Processing—Beginning .......................... 45

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

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

For entry requirements, application procedures, and financial assistance consult counseling offices at the following campuses where this program is offered:
Alemany 561-1875; Chinatown/North Beach 561-1853; Downtown 267-6500.

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

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

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

ESL, Academic
ESLA 3012. Test of English as a Foreign Language (TOEFL) Preparation (25 hrs)  
Advises: High intermediate to advanced English skills, ability to work independently
Development of test-taking techniques essential for success in taking TOEFL exams. Sample tests of Listening, Grammar and Reading sections administered.

ESL, Bridge
Grades of CR/NCR are offered for ESL courses.

ESLB 3821. Introduction to Microcomputers for ESL (90 hrs)  
Advises: Completion of Beginning High 4 (ESLN 3400) or equivalent language ability, 20 wpm keyboarding speed or consent of instructor
Introduction to computer skills in ESL context. Development of computer vocabulary related to word processing, spreadsheets, database. Application of reading and writing skills to create and edit documents, worksheets and data reports using simple software.

ESLB 3822. ESL Language Skills/Keyboard (180 hrs)  
Advise: Completion of Beginning Low 1 (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 appropriate ESL level.

ESL, Citizenship
ESLC 3030. ESL/Citizenship Literacy (90 hrs)  
Advise: Native Language Literacy and completion of ESL Literacy A (ESLN 3010) or equivalent
Preparation for U.S. Citizenship test given by 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 Beginning Low 1 (ESLN 3100) or equivalent language ability
Preparation for U.S. Citizenship test given by 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.

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

ESLF 3001. ESL Women's Issues (90 hrs)  
Advise: Completion of Beginning High 4 (ESLN 3400) or equivalent language ability
Development of listening, speaking, reading, and writing skills though discussions on topics that effect women's lives such as family life, changing roles of men and women, gender and the workplace.

ESLF 3002. ESL Current Events (90 hrs)  
Advise: Completion of Intermediate High 6 (ESLN 3600) or equivalent language ability
Readings from a variety of materials on current events and issues followed by discussions to increase awareness of local, state, national and international issues. Development of reading vocabulary, listening and speaking skills. Emphasis on evaluation and interpretation of materials.

ESLF 3003. ESL Math (90 hrs)  
Advise: Completion of Beginning Low 1 (ESLN 3100) or equivalent language ability
Development of math vocabulary, directions and written problems involving whole numbers, fractions, decimals and percents in an ESL context.
ESL 3004. Lifeskills ESL (90 hrs)
Advised: Semi-literate in native language
Designed for students with visual, auditory, short-term memory, or physical limitations. Development of basic language skills using topics, materials, and pacing appropriate to students' needs and interests.

ESL 3005. Writing with a Computer - Intermediate (90 hrs)
Advised: Completion of Beginning High 4 or equivalent language ability
Writing in interactive classroom environment using computers to create, save, revise, and print. Revising and editing done through peer-group response and/or teacher feedback. Emphasis on paragraph development and organization.

ESL 3006. Computer-Assisted ESL (180 hrs)
Advised: Completion of Beginning High 4 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.

ESL 3126. Listening - Beginning Low (90 hrs)
Advised: Entry level or Beginning Low 1 or 2 listening ability
Beginning listening comprehension developed. Emphasis placed on listening in real life situations.

ESL 3127. Speaking - Beginning Low (90 hrs)
Advised: Entry level or Beginning Low 1 or 2 speaking ability
Speaking skills developed through dialogues relevant to daily needs and activities. Asking and answering simple questions emphasized.

ESL 3128. Reading - Beginning Low (90 hrs)
Advised: Entry level or Beginning Low 1 or 2 reading ability
Basic reading skills practiced, including phonics, recognition of basic sight words, and vocabulary building.

ESL 3129. Writing - Beginning Low (90 hrs)
Advised: Beginning Low 1 or 2 writing ability; literate in native language
Basic mechanics such as punctuation and capitalization emphasized. Most content dictated, substituted, completed or copied from other sources. Writing intended primarily to facilitate and reflect learning of spoken language.

ESL 3144. Pronunciation - Beginning (90 hrs)
Advised: Completion of ESL Literacy B or equivalent language level
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation introduced.

ESL 3346. Listening - Beginning High (90 hrs)
Advised: Beginning High 3 or 4 listening ability
Listening comprehension skills developed and expanded. Emphasis placed on listening in real life situations, including school and vocational settings.

ESL 3347. Speaking - Beginning High (90 hrs)
Advised: Beginning High 3 or 4 speaking ability
Speaking skills practiced and further expanded in communicative situations relevant to daily needs and personal vocational interests. Informal student talks given.

ESL 3348. Reading - Beginning High (90 hrs)
Advised: Beginning High 3 or 4 reading ability
Basic reading skills practiced and developed, including interpreting vocabulary in context, reading simplified forms, and using various reading strategies to comprehend written materials.

ESL 3349. Writing - Beginning High (90 hrs)
Advised: Beginning High 3 or 4 writing ability
Use of correct mechanics and formatting expanded. Writing for self-expression and practical communication needs introduced. Increased language ability drawn upon to produce limited description and narrative in controlled tasks.

ESL 3566. Listening - Intermediate Low (90 hrs)
Advised: Intermediate Low 5 or 6 listening ability
Intermediate listening skills developed. Emphasis placed on listening in real life situations, including vocational and academic settings.

ESL 3567. Speaking - Intermediate Low (90 hrs)
Advised: Intermediate Low 5 or 6 speaking ability
Fluency and accuracy in speaking developed. Oral student reports, presentations and demonstrations given. Job interview role played.

ESL 3568. Reading - Intermediate Low (90 hrs)
Advised: Intermediate Low 5 or 6 reading ability
Intermediate skills practiced including interpreting and analyzing authentic articles, utilizing reference materials, and increasing speed in reading.

ESL 3569. Writing - Intermediate Low (90 hrs)
Advised: Intermediate Low 5 or 6 writing 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.

ESL 3584. Pronunciation - Intermediate (90 hrs)
Advised: Completion of Beginning High 4 or equivalent language ability
Pronunciation skills expanded for better oral communication. Review of formation and production of English sounds. Rhythm, stress, and intonation in intermediate level conversations developed.

ESL 3786. Listening - Intermediate High (90 hrs)
Advised: Intermediate High 7 or 8 listening ability
Intermediate listening skills reinforced and applied to authentic listening material.

ESL 3787. Speaking - Intermediate High (90 hrs)
Advised: Intermediate High 7 or 8 speaking 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.

ESL 3788. Reading - Intermediate High (90 hrs)
Advised: Intermediate High 7 or 8 reading ability
Intermediate reading skills practiced and expanded, including interpreting narrative and descriptive passages, and using reference materials and library conventions.
ESL 3789. Writing - Intermediate High (90 hrs)
Advises: Intermediate High 7 or 8 writing ability
Compositions produced as response to a variety of authentic sources including movies, TV and news stories. Emphasis on development, organization and style.

ESL, General
ESL 3010. ESL Literacy-A (180 hrs)
Advises: 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.

ESL 3020. ESL Literacy B (180 hrs)
Advises: Completion of ESL Literacy A 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.

ESL 3100. Beginning Low 1 (180 hrs)
ESL 3105. Beginning Low 1 (90 hrs)
Advises: Semi-literate in native language with little or no English
Basic language skills designed to meet daily needs; aural development, oral readiness and reading readiness are stressed.

ESL 3140. Beginning Multi-level 1-4 (180 hrs)
Advises: Literate in native language
Designed to meet the needs of students with various levels of beginning English proficiency.

ESL 3150. Beginning Low 1-2 Intensive (180 hrs)
Advises: Literate in native language with ability and desire to acquire language at an accelerated rate
Accelerated course. Basic language skills designed to meet daily needs. Aural development, oral readiness, and reading readiness stressed.

ESL 3200. Beginning Low 2 (180 hrs)
ESL 3205. Beginning Low 2 (90 hrs)
Advises: Completion of Beginning Low 1 (ESL 3100) or equivalent language ability
Builds on basic language skills from Beginning Low 1. Aural development, oral readiness, and reading readiness are developed further.

ESL 3300. Beginning High 3 (180 hrs)
ESL 3305. Beginning High 3 (90 hrs)
Advises: Completion of Beginning Low 2 (ESL 3200) or equivalent language ability
Aural and oral skills expanded and practiced in communicative situations. Reading and writing skills are further developed.

ESL 3350. Beginning High 3-4 Intensive (180 hrs)
Advises: Completion of Beginning Low 2 or equivalent; 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.

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

ESL 3500. Intermediate Low 5 (180 hrs)
ESL 3505. Intermediate Low 5 (90 hrs)
Advises: Completion of Beginning High 4 or equivalent language level
Intermediate grammatical structures introduced. Fluency and communication stressed. Balance between listening/speaking skills and reading/writing skills emphasized.

ESL 3550. Intermediate Low 5-6 Intensive (180 hrs)
Advises: Completion of Beginning High 4 or equivalent language level. 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.

ESL 3580. Intermediate 5-8 Multi-level (180 hrs)
Advises: Completion of Beginning High 4 or equivalent language level
Designed to meet the needs of students with various levels of intermediate English proficiency.

ESL 3600. Intermediate Low 6 (180 hrs)
ESL 3605. Intermediate Low 6 (90 hrs)
Advises: Completion of Intermediate Low 5 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.

ESL 3700. Intermediate High 7 (180 hrs)
Advises: Completion of Intermediate Low 6 or equivalent language ability
High intermediate language skill designed to meet daily needs in familiar situations, with emphasis on fluency and communication.

ESL 3750. Intermediate High 7-8 Intensive (180 hrs)
Advises: Completion of Intermediate Low 6 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.

ESL 3785. Intermediate High 7-8 (90 hrs)
Advises: Completion of Intermediate Low 6 or equivalent language ability
High intermediate language skills designed to meet daily needs in familiar situations, with emphasis on fluency and communication.
ESL 3800. Intermediate High 8 (180 hrs)
Advising: Completion of Intermediate High 7 or equivalent language ability
High intermediate language skills designed to meet daily needs in familiar situations, with emphasis on fluency and communication in the four language skills.

ESL, Vocational
Grades of CR/NCR are offered for ESLV courses.

ESLV 3800. Vocational ESL - 5 (90 hrs)
Advising: Completion of Beginning High 3 or equivalent language ability
Verbal communication skills and cultural knowledge needed in preparation for finding employment in the United States.

ESLV 3801. Vocational ESL - 10 (180 hrs)
Advising: Completion of Beginning High 3 or equivalent language ability
Verbal communication skills and cultural knowledge needed for obtaining employment and staying successfully employed in the U.S.

ESLV 3804. VESL for Clerical Procedures (180 hrs)
Advising: Completion of Intermediate Low 5 or equivalent language ability
Communicative language required for entry-level clerical work. Terminology related to office procedures, forms, filing, and telephone training. Language for job search and job retention included.

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

ESLV 3808. Cooking Terminology (90 hrs)
Advising: Beginning High 4 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)
Advising: Intermediate Low 6 or ABE 2074 or equivalent language ability
Language and communication skills, including technical vocabulary, informal speech and idioms used by automotive mechanics. Reading of shop manuals and automotive specification data and the comprehension of oral and written descriptions.

ESLV 3814. VESL for Chinese Cooks (90 hrs)
Advising: Completion of Beginning High 3 or equivalent language ability
Verbal communication skills for the job. English terminology for cooking utensils, supplies, common tasks, and safety in restaurants specializing in Chinese cuisine.

ESLV 3816. Practical English on the Job (Janitorial) (180 hrs)
Advising: Beginning High 4 or equivalent language ability
Verbal communication skills for the job and English terminology of equipment, supplies, common tasks, and safety in janitorial work.

ESLV 3819. Social Communication (90 hrs)
Advising: Completion of Beginning High 4 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)
Advising: Completion of Intermediate Low 6 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)
Advising: Completion of Intermediate Low 6 or equivalent language ability
Obtain, practice, and utilize communication skills and related vocabulary in the areas of getting a job and interview procedures.

ESLV 3824. Food Service/Hospitality VESL (180 hrs)
Advising: Beginning High 4 or equivalent language ability
Verbal communication skills for the job, and English terminology of cooking utensils, supplies, common tasks, and safety in food service occupations.

ESLV 3825. VESL and Career Exploration I (45 hrs)
Advising: Beginning High 3 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)
Advising: Beginning High 3 or equivalent language ability
Verbal communication skills and vocabulary related to the areas of getting a job, personal skills evaluation, career evaluation, and resume writing.

ESLV 3827. VESL for Hotel/Service Workers (90 hrs)
Advising: Beginning High 4 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)
Advising: Intermediate High 7 and SECV 9388 or 25 net pm keyboarding (or) Intermediate High 8 (or) equivalent language ability
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.
ESIV 3829. Computer VESL (90 hrs)
Advisement: Intermediate Low 6 or equivalent language ability
Communicative language skills, computer vocabulary and terminology used in the automated office environment. Additional focus will be on knowledge and procedures for responding to computer messages and problem-solving.

ESIV 3830. VESL for Health Workers (180 hrs)
Advisement: Intermediate Low 6 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.

ESIV 3831. VESL for Construction Workers (180 hrs)
Advisement: Beginning High 4 or equivalent language ability
Verbal communication skills for the job, and English terminology of tools, supplies, materials, tasks, and safety in the construction field.

---

Environmental Horticulture and Floristry
Announcement of Curricula

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

Admission. Enrollment is open to all interested students.

Work Experience Training. Students in the Program may obtain field training in the horticulture or floral industries by enrolling in the appropriate work-experience course. To receive credit, students must work at least 5 hours weekly in an approved position. The College helps students 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 offer toward graduation a maximum of eight semester units earned in work experience courses.

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

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

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

---

Commercial Cut-Flower and Greenhouse Production
Degree Curriculum
Students who satisfactorily complete the Curriculum in Commercial Cut-Flower and Greenhouse Production, a two-year course of study, are qualified for employment in the cut-flower and greenhouse production industries in the following capacities: cut-flower grower, flower groundsman, flower shipper, plant propagator, plant salesperson, and pot-plant grower.

The course of study includes instruction in commercial cut-flower and greenhouse production, principles of environmental horticulture, plant identification, the use of horticultural machines, and business practices in the ornamental-horticultural industry.

Students who complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement in 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>
</tr>
</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>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>

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>
</tr>
<tr>
<td>Additional graduation requirements</td>
<td></td>
</tr>
</tbody>
</table>
Landscape Gardening and Landscape Contracting

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

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

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 50 Intro to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
</tr>
<tr>
<td>O H 76 Fall and Winter Plant Ident</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 11 Intro to Public Speaking</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>O H 53A Landscape Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 65 Soils</td>
<td>3</td>
</tr>
<tr>
<td>O H 75 Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>O H 77 Spring and Summer Plant Ident</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 57A Wholesale Nursery Operations</td>
<td>3</td>
</tr>
<tr>
<td>O H 65 Reprod of Ornamental Plants</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Nursery and Garden-Center Operation

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

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

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

Courses Required for the Award of Achievement in Nursery and Garden-Center Operation

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 50 Intro to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 56 Horticulture Machines</td>
<td>3</td>
</tr>
<tr>
<td>O H 76 Fall and 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 63 Soils</td>
<td>3</td>
</tr>
<tr>
<td>O H 75 Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>O H 77 Spring and Summer Plant Ident</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>O H 57A Wholesale Nursery Operations</td>
<td>3</td>
</tr>
<tr>
<td>O H 65 Reprod of Ornamental Plants</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements
Fourth Semester
O H 57B Retail Nursery Management .................. 3
O H 60 Bus Pract in Ornamental Hort .................. 3
O H 97 Work Experience ................................ 3
O H 71A Landscaping Construct ......................... 4
Additional graduation requirements

Recommended electives: ACCT 50, SMBS 135

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

Admission. Enrollment is open to all interested students.

Employment. A number of entry positions are open to those who complete training in any of the preceding fields. 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 maintenance, such as potting, cutting, and seeding.

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) by completing the following courses with the average final grade of C (2.00 grade-point average) or higher:

Course Units
O H 50 Intro to Ornamental Horticulture ............... 3
O H 56 Horticulture Machines ....................... 3
O H 60 Bus Pract in Ornamental Horticulture ....... 3
O H 63 Soils ......................................... 3
O H 75 Pest Control .................................. 3
O H 76 Fall and Winter Plant Ident .................. 4
O H 77 Spring and Summer Plant Ident ............... 4
SPCH 11 Intro to Public Speak ......................... 3
One of the sequences listed below .................... 3, 6, or 8
O H 53A-53B
O H 57A-57B
O H 58-65
O H 70A-70B
O H 71A-71B

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

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

Enrollment is open to all interested students.

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

The course of study includes instruction in the following: basic business arithmetic, flower-shop procedures and basic designs, work experience, business records and record keeping, flower shop management and merchandising, and marketing.

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

Courses Required for the Award of Achievement in Floristry
First Semester
Course Units
BSMA J* Basic Business Arithmetic .................. 2
R F 80A Flower Shop Proc & Basic Design ............ 5
R F 81 Flower and Foliage Identification ............. 2
R F 85 Introduction to Flower Arranging ............. 2
Additional graduation requirements

Second Semester
ACCT 50 (or equivalent) Intro to Account ............. 4
R F 80B Intermediate Floral Design .................. 5
R F 82 Interior Plant Identification .................. 2
Additional graduation requirements
  * Not required of students who have passed the City College placement examination in mathematics. Students who have passed this examination should take an elective in lieu of BSMA J.

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

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

Recommended electives: ART 130; BSEN 74, 76; CLW 18;
MRKT 122, 170; SMBS 135; PSYC 26
Environmental Horticulture
Announcement of Courses

Environmental Horticulture
CREDIT, DEGREE APPLICABLE COURSES:

O H 50. Introduction to Environmental Horticulture (3)
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.

O H 53A-53B. Landscape Horticulture (3-3)
Lec-2, conf-1, lab-2, field trips
Prereq.: O H 53A: O H 50; and 56, 63, and either 76 or 77 (all concur).
O H 53B: O H 53A
Principles of garden planting; watering, fertilizing, pruning; identifying and controlling plant pests and diseases. Practical laboratory experience on the College campus. CSU

O H 54. Turfgrass Management (1.5)
Lec-1, lab-2, field trips
Advis: O H 50 and O H 53A or significant field experience
Establishment and care of turf areas; uses of turf in landscape; site preparation, species selection, and planting of seed, sod and hydrosed; 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 of operation of irrigation and maintenance equipment. CSU

O H 57A. Wholesale Nursery Operations (3) fa
Lec-2, lab-3, field trips
Advis: O H 50, 65, and O H 76 or 77, or significant field experience
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, postharvest 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
Advis: 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 examination, introduction to marketing and management techniques, and practical training for employment in the nursery or garden center; examines a wide variety of retail operations.

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

O H 59. Business Practices in Environmental Horticulture (3) fa
Lec-3, field trips
Practical business problems in various branches of ornamental horticulture, including estimating, sales and service, public relations, budgets, record keeping, and starting a business. CSU

O H 60. Soils (3) sp
Lec-2, lab-3, field trips
Advis: O H 50 or significant field experience
Introduction to soils and growing media as encountered in environmental horticulture; preparation and management of landscape and container soils; soil composition and texture, soil chemistry, organic matter, humus, 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
Advis: O H 50 (concur.) or significant field experience
Principles and practices of reproducing plants as commercially practiced in the horticulture industry; topics include propagation by seed and vegetative methods such as cuttings, layering, division, grafting, and micro-propagation. CSU
O H 66. Irrigation (2) fa
Lec-1, lab-3, field trips
Advises: O H 50, 53A, or significant field experience
Introduction to design, installation, maintenance, and troubleshooting of sprinkler and drip irrigation systems. Emphasis on landscape and turf irrigation. Nursery and greenhouse irrigation also discussed. Hydrozones, drainage, calculating pressure and flow requirements, system design and installation, equipment and fittings, automatic control systems, water conservation technologies, and fitting copper and PVC. CSU

O H 70A. Principles of Landscaping Design (3)
Lec-2, lab-3, field trips
Prereq.: O H 50
General principles of landscape design, especially as applied to small properties; drafting techniques used in the preparation of working drawings; blueprint reading. CSU

O H 70B. Advance Landscape Design (3)
Lec-2, lab-3, field trips
Prereq.: O H 70A
General principles of landscape design, especially as applied to small properties; drafting techniques used in the preparation of working drawings; blueprint reading. CSU

O H 71A-71B. Principles of Landscaping Construction (4-4)
Lec-2, lab-6, field trips
Design and construction problems dealing with grading, walls, steps, drainage, sprinklers, and other physical aspects of landscape construction. Reports, planning, estimating, and use of basic tools and instruments. CSU

O H 75. Pest Control (3) sp
Lec-3, field trips
Advises: O H 50, O H 53A, 57A, or 65 (concur.); 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 autumn 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/NCR avail.
Prereq.: 6 units of O H course work and project approval
Research dealing with a special topic in environmental horticulture; an 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 O H
Repeat: max. 9 units
Field application of principles taught in horticulture courses. A supervised work experience program with cooperating employers, providing hands-on experience and a smooth transition into commercial practice in a particular field of horticulture; preparation of job applications and resumes; discussion of interview and career development skills. CSU

O H 101. Garden Practice (3) sp
Lec-3, field trips
CR/NCR avail.
The principles of garden planting and care. Topics include basic tools, plant needs, soil improvement and composition, planning a garden adapted to climate and microclimate, plant selection, seed germination, transplanting, watering and water conservation, pest management (using integrated, least-toxic methods) and basic maintenance (including pruning). Plants discussed include annuals, bulbs, perennials, groundcovers, lawns, shrubs, trees, vegetables, fruit shrubs and trees, drought-tolerant plants and street trees. CSU

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

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

O H 111-112-113. Selected Topics in Ornamental Horticulture (1-3)
Lec-1 to 3; lab-1 to 3, field trips
CR/NCR avail.
Repeat: if no subject repeat
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)
Lec-1, lab-1, field trips
CR/NCR avail.
Introduction to principles and practices of creating and maintaining a garden with year-round color. Appropriate seasonal plan materials to feature garden color, including trees and shrubs, annuals and perennials, vines, ground covers, and bulbs. Stress on suggested planting schemes, groupings, seasonal maintenance, and cultural tasks. CSU
Floristry

CREDIT, DEGREE APPLICABLE COURSES:

R F 80A. Flower Shop Procedures and Basic Design (5)
Lec-3, lab-6, field trips
Flower-shop operation procedures used by florists in basic arranging of flowers. Identification of materials used by florists. Principles of color and design. Practical application in identifying and constructing home, hospital, funeral, and baby arrangements, and types of corsages. CSU

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

R F 80C. Advanced Floral Design (3)
Lec-2, conf-2, lab-1 , field trips
Prereq.: R F 80B
Advanced principles and techniques for designing, coordinating, and installing floral displays for weddings, parties, churches, receptions, residencies, 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)
Lec-1, conf-1, lab-3, field trips.
*Repeat: max. 4 units*
*Students provide own materials*
Overview of fundamental floral design concepts to develop an appreciation for flowers in the home or office environment. Understanding of modern and period styles of decorating with flowers including vase arrangements, corsages, and dry and silk flower arrangements. 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
Prereq.: O H 80A or current employment in the floral industry
Repeat: max: 4 units
An in-service training program for those engaged in the field of floristry and also for those students who are 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)
Prereq.: O H 80B (concur.)
Repeat: max: 6 units
Field application of principles taught in previous retail floristry courses. This is a supervised work experience program with cooperating employers. An opportunity for students to acquire job experience in their chosen floristry field. CSU

Ethnic Studies

(See “African American Studies,” “Asian American Studies,” “Chinese Studies,” “Latin American Studies,” or “Philippine Studies.”)

Film

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 and video techniques. The emphasis is hands-on film production, with instruction and encouragement from our outstanding faculty of experienced professional filmmakers. Students can qualify for the Film Department Certificate of Completion, and skilled students will find many job sources in the San Francisco Bay Area, where the film industry is one of the largest employers.

Non-production Film Studies classes explore historic, aesthetic and sociological values in Film History, Homosexuality in Film, and Black Cinema. These courses offer Humanities credits for students of all majors.

Announcement of Curricula

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-point average of 2.75 (B minus) 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.

NOTE: Due to the extensive use of materials in lab and studio classes, students will be required to pay a materials fee.

Courses Required for the Award of Achievement in Film Production

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 20A/B Film History</td>
<td>3</td>
</tr>
<tr>
<td>FILM 24 Basic Film Prod.</td>
<td>3</td>
</tr>
<tr>
<td>FILM 25 Beg Film Editing</td>
<td>3</td>
</tr>
<tr>
<td>FILM 60 Sound for Motion Pict.</td>
<td>0</td>
</tr>
<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 30 Pre-Production Plan</td>
<td>3</td>
</tr>
<tr>
<td>FILM 55 Adv 16mm Film Editing</td>
<td>3</td>
</tr>
<tr>
<td>FILM 54 Cinematography and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 75 Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>FILM 100 Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>FILM 124A Film Production Wkshop</td>
<td>3</td>
</tr>
<tr>
<td>FILM 131 Motion Picture Directing or FILM 136 Special Effects</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>FILM 100 Production Lab</td>
<td>0</td>
</tr>
<tr>
<td>FILM 124B Film Production Workshop</td>
<td>3</td>
</tr>
<tr>
<td>FILM 131 Motion Picture Directing or FILM 126 Documentary Filmmaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements
CREDIT, DEGREE APPLICABLE COURSES:

FILM 18. American Cinema: A Telecourse (3)
Lec-3, field trips  CR/NCR avail.
American Cinema is an introductory course in film studies. It brings Hollywood film into clear focus as an art form, as an economic force, and as a system of representation and communication. This course 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/NCR avail.
Repeat: max. 6 units
Development of motion pictures as a unique expressive medium from the earliest filmmakers to the present. Aesthetics of silent and sound films, basic principles and theories of camera work and editing, examination of documentary and fiction forms. Feature films shown in class for study and analysis. Emphasis on the classic period through the 1950s. Relationship of films to their historical and social context and to other arts and popular culture. CSU/UC

FILM 20B. Film History: Contemporary Film Expression (3)
Lec-2, lab-2  CR/NCR avail.
Repeat: max. 6 units
Similar themes and approaches as in FILM 120A. Emphasis on the post World War II film renaissance and the modern film. Color, wide screens, contemporary approaches to narrative structure. Films shown in class, including a sampling of earlier, classic works that are influential in the modern tradition. CSU/UC

FILM 21. Introduction to Film Studies (3)
Lec-3, lab-2  CR/NCR avail.
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

FILM 21A. Film History: Evolution of Film Expression—Homosexuality on Film (3)
Lec-3, field trips  CR/NCR avail.
Repeat: max. 6 units
Similar themes and approaches as in FILM 120A and 120B. Review of treatment of homosexuality in mainstream films as well as study of films with specifically gay and lesbian content. Study of homosexuality in films as an example of the role of film as a mass medium of communications in shaping public values and opinions. CSU/UC

FILM 21B. Film Expression: Homosexuality in Contemporary Film (3)
Lec-3, field trips  CR/NCR avail.
Repeat: max. 6 units
Contemporary film studied as a medium for artistic expression. Aesthetics of filmmaking, theories of camerawork and editing. Feature films and shorts shown in class for study and analysis. Review of the treatment of homosexuality in mainstream, experimental, made-for-TV, and international films, along with study of films with specifically lesbian and gay content. Study of the portrayal of homosexuality on film as an example of the role of film, as a mass medium of communication, in the shaping of public values and opinions. CSU/UC

FILM 24. Basic Film Production (3)
Lec-3, lab-3  CR/NCR avail.
Super 8mm and 16mm motion picture production, including concept, principles, basic editing, projection and the 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.: FILM 24 (concur.)
Lec-3, field trips
Basic film editing. Discussion and demonstration of timing in the editing of individual scenes; the need for film overlapping action in making matched cuts; continuity of screen direction, matching shapes, movements and color; special image requirements for film reproduction on television. Students complete five editing assignments, emphasizing visual continuity and transitions. CSU

FILM 30. Pre-Production Planning (3)
Lec-3, field trips
Analysis of production elements necessary before photography begins, including laboratory and equipment rental price lists, labor costs, contingency, overhead and profit factors, production contracts, copyright procedures, and writing proposals for funding film productions. CSU

FILM 54. Cinematography and Lighting (3)
Lec-3, field trips
Prereq.: FILM 24 and 25
The art and practice of motion picture photography. Lectures/demonstrations and hands-on experience. Visualizing the script, composition, camera and lighting set-ups, and lenses and filters. Creating lighting effects and controlling exposure; lighting people, rooms, and small objects. Safety awareness. CSU

FILM 55. Advanced 16mm Film Editing (3)
Lec-3, field trips
Prereq.: FILM 24 and 25
Advanced editing theory. Short 16mm film projects with post-production in film and video, or a combination of both. Film includes: double system sync editing, splitting sound tracks, cutting dialogue, music and sound effects, , and working with commercial film labs. Video includes: digital transfer, time code, off-line editing, trimming, and transition FX. CSU
FILM 60. Sound for Motion Pictures (3)
Lec-3, field trips
Prereq.: FILM 24 and 25 (concur.)
Films, field trips, lectures, and work projects covering all stages of a motion picture sound track. Demonstrations of recording techniques and equipment, transferring, editing, and mixing. Synchronized sound location recording. Computer-based audio editing programs. CSU

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

FILM 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
Prereq.: FILM 24, 55, and 60
Practical experience in actual film production; emphasis on use of professional production techniques, especially in handling various 16mm cameras and sound equipment. Students create 16mm sound films either as a personal project or as part of a small unit working on short instructional films. CSU/UC

FILM 124B. Film Production Workshop (3)
Lec-2, conf-1, lab-4, field trips
Prereq.: FILM 124A
Repeat: max. 6 units
Additional practical experience in two principal areas of film production, at least one of which will include some synchronized sound; completing a self-generated film project, and working as part of a production unit. Emphasis on professional production quality. CSU/UC

FILM 126. Documentary Filmmaking (3)
Lec-3, field trips
Prereq.: FILM 24
Basic production skills for a short 16mm or video documentary film, from writing a proposal to making a successful answer print, including the use of sync sound. Screenings of films and discussions explore the nature, limits, aesthetics, and ethics of documentary filmmaking. CSU

FILM 131. Directing Motion Pictures (3)
Lec-3, field trips
Prereq.: FILM 24 and 25
Function of the director; manipulation of space and time; problems in continuity; script planning and blocking; handling of actors and crew. CSU

FILM 136. Special Effects (3)
Lec-3
A survey of the history, evolution of traditional motion picture special effects from their beginnings to the present. Hands-on training in the optical printer, rotoscope, and animation stand. Hands-on training in digital special effects creation including bluescreen cinematography, applying digital effects filters and multi-layer image compositing in a digital processor (Avid, Media 100, and/or Premiere/AfterEffects). Discussion of CGI (computer generated imagery), 3-D animation techniques, and pertinent multimedia issues. CSU

FILM 170. Film/Video Work Experience (2)
Conf-1, work-10
Prereq.: FILM 24, 25, 55, and 60; and FILM 30, 54, 124, or 126
Supervised, paid or unpaid work in the film/video industry or related projects. Most jobs, including on-site supervision, must be arranged by the student, subject to faculty approval. CSU

FILM 175A. Film/Video Independent Study (2)
Ind st-5
CR/NCR avail.
Prereq.: FILM 24, 25, 54, 55, and 60; and FILM 30, 75, 124, or 126
Individual film/video projects or participation in group productions including personal filmmaking, scriptwriting, serving as crew on other students' films, and similar situations, subject to faculty approval. Work progress supervised by faculty. CSU

FILM 175B. Film/Video Independent Study (2)
Ind st-5
CR/NCR avail.
Prereq.: FILM 175A (118A)
Repeat: max. 4 units
Continuation of projects-in-progress from FILM 175A or begin new film/video projects. CSU

Foreign Languages
Announcement of Courses

(See specific course entries for American Sign Language, Chinese, French, German, Greek, Hebrew, Italian, Japanese, Korean, Pilipino, Russian and Spanish.)

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.

For foreign language studies abroad, contact the International Education Coordinator, 239-3778.

Foreign Literature and Culture Courses
Offered in English

No knowledge of a language other than English is required in any of the following courses.