

Application for Employment in the ACRC

Tutors in the Academic Computing Resource Center may be called upon to assist students with assignments in any of the courses listed on pages 21-25. If you have not yet completed this part of the application, please indicate the courses for which you are capable of offering tutelage and whether your facility with the subject or the application has been classroom-taught or self-taught. Please keep this list updated with ACRC management. Submit completed photocopies of the pages available here for your reference. Complete applications are usually available behind the Reception Desk in one of the mail slots on the left side.

In addition to being knowledgeable in computer concepts and applications, Tutors must be able to communicate the subject matter clearly to students in need of assistance.

Each applicant for the position of Tutor must be recommended by an instructor of a class that is authorized to use the ACRC. These are the courses whose students are currently authorized to access proprietary networks and applications. At this time, authorized classes include all the courses in the Computer Science (CS) Department and selected courses in the Computer Networking and Information Technology (CNIT) Department, Broadcasting Media Electronic Arts (BCST), Cinema (CINE), Graphic Communications (GRPH), Journalism (JOUR), Multimedia Studies Program (MMSP), and Photography (PHOT) Departments. The instructor may send his/her recommendation by e-mail to Patrick Lee (plee@ccsf.edu) or to Jerry Wu (jwu@ccsf.edu).

If you have not yet submitted a schedule of your available hours or if the hours of your availability have changed, please submit a completed photocopy of one of the blank time schedules included on page 26 for your reference. Indicate the hours you are available for employment. A copy of the availability schedule for the appropriate semester/session is usually included with the application.

Two to three hours of each Tutor's weekly assignment is spent at the Reception Desk working as a Lab Assistant: checking users and peripheral hardware in/out, answering questions, answering the telephone, taking messages, and directing assistance.

Feel free to copy and distribute pages 19-26 to other students who also might be interested in working as Tutors in the ACRC. Links to these pages are also available online from the ACRC webpage at www.ccsf.edu/acrc Click on the last menu option on the left side: **Job Openings** Find the links to application information at the bottom of the webpage.

KEEP THIS PAGE FOR YOUR REFERENCE

Student Employment Forms

Employment with the College Lab or Federal Work Study Programs requires completion of a new hire or a re-hire packet for processing *every* semester/session at least three to four weeks before you start work for the semester. (Please refer to Item 1 in the *Memorandum to Student Workers (FWS and LAB)* from Student Payroll, 33 Gough, in the packet available from the Financial Aid Office, Cloud 324.)

Many of the forms for new student employees at CCSF can be accessed from the Student Hiring Eligibility Process (SHEP) web page at

<http://www.ccsf.edu/NEW/en/about-city-college/jobs-at-ccsf/shep.html>

or link to this page from the CCSF homepage by clicking on the *Student Jobs* link in the middle column under *Announcements* or by entering “shep” in the search box in the upper right.

The body of the SHEP page offers detailed instructions for finding campus jobs.

In the righthand column of the SHEP page, (excerpted here), online assistance is available.

Use *Directions for Students*, a SHEP .pdf document, as a reference guide for its interactive format which is only accessible from your Web4 account. After login, follow the links to *Student Services*, *Student Employment*, select the current term, and click *Submit*.




Forms, information, and instructions are included. Most of the forms may be completed and submitted online. The list includes:

1. TB Test/X-Ray Requirement
2. Sexual Harassment Statement
3. Classified Work History
4. I-9 Employment Eligibility Verification Form
(Submit completed hardcopy to E-106.)
5. W-4 form
6. Pay Card Option (found here on page 47)
7. Direct Deposit Action Form (found here on pages 45-46)
8. Payroll Instruction and Pay Schedule (schedule found here on page 37)
(detailed instructions found here on pages 39-44)

SHEP Links

- ▶ Instructional Video
- ▶ WEB4 to Begin SHEP
- ▶ Student Job Listings
- ▶ Career Development and Placement Department
- ▶ TB Testing @ Student Health Services

SHEP Docs - Students

-  Directions for Students Print Version Release 7.3.8.pdf
-  TB Procedure.pdf
-  2011-2012 Employee Webtime Payroll Policy and Deadline Schedule.pdf

KEEP THIS PAGE FOR YOUR REFERENCE

Application Date: _____ Print LAST Name, First: _____

COMPUTER SCIENCE		Grade or Self-rating	Sem/Year Completed
100	INTRODUCTION TO COMPUTER SCIENCE		
100M	INTRODUCTION TO COMPUTERS USING MACINTOSHES		
101	INTRODUCTION TO INFORMATION SYSTEMS		
105	PROGRAMMING FOR NON-MAJORS		
110A	INTRODUCTION TO PROGRAMMING: C++		
110B	PROGRAMMING FUNDAMENTALS: C++		
110C	DATA STRUCTURES AND ALGORITHMS: C++		
111A	INTRODUCTION TO PROGRAMMING: JAVA		
111B	PROGRAMMING FUNDAMENTALS: JAVA		
111C	DATA STRUCTURES AND ALGORITHMS: JAVA		
112A	INTRODUCTION TO VISUAL BASIC.NET		
112B	VISUAL BASIC.NET OBJECT-ORIENTED		
112D	VISUAL BASIC.NET WITH DATABASES		
113A	INTRODUCTION TO PERL PROGRAMMING		
113B	OBJECT-ORIENTED PERL PROGRAMMING		
114B	PROGRAMMING FUNDAMENTALS I: C#		
115A	INTRODUCTION TO PROGRAMMING FOR SCIENTISTS		
130A	PHP PROGRAMMING		
130B	ADVANCED PHP PROGRAMMING		
131A	PYTHON PROGRAMMING		
132A	RUBY PROGRAMMING		
141	MASTERING REGULAR EXPRESSIONS		
142	PROGRAMMING TECHNIQUES FOR XML		
150A	INTRODUCTION TO DATABASES USING T-SQL		
151A	ORACLE SQL DATABASES		
151B	ORACLE DATABASE ADMINISTRATION		
151P	ORACLE PL/SQL PROGRAMMING		
152A	PROGRAMMING SQL SERVER USING TRANSACT-SQL		
155A	MYSQL DATABASES		
155B	MYSQL DATABASE ADMINISTRATION		
155P	PROGRAMMING WITH MYSQL		
159A	DATABASE DESIGN AND MODELING		
160A	INTRODUCTION TO UNIX/LINUX (OPERATING SYSTEMS)		
160B	UNIX/LINUX SHELL SCRIPTING		
161	C FOR UNIX AND LINUX		
170A	PRINCIPLES OF ARTIFICIAL INTELLIGENCE		
170P	PROLOG PROGRAMMING		
172X	PROGRAMMING WITH ONLINE DATA		
176	SYSTEMS ANALYSIS AND DESIGN		
177	SOFTWARE ENGINEERING		
180	INTERACTIVE APPLICATIONS WITH FLASH		
183A	MULTIMEDIA TOOLS		
183B	FLASH GAME PROGRAMMING I		
183C	ADVANCED MULTIMEDIA PROGRAMMING		
183F	FLEX PROGRAMMING		

COMPUTER SCIENCE

(COURSELIST CONTINUED)		Grade or Self-rating	Sem/Year Completed
211D	ANDROID PROGRAMMING		
211E	ADVANCED JAVA: ENTERPRISE EDITION		
211G	GAME PROGRAMMING IN JAVA		
211M	ADVANCED JAVA: MICRO EDITION		
211S	ADVANCED JAVA: STANDARD EDITION		
211V	GRAPHICS PROGRAMMING IN JAVA		
212	IPHONE PROGRAMMING		
232	RUBY ON RAILS DEVELOPMENT		
260A	UNIX/LINUX SYSTEMS ADMINISTRATION		
261A	UNIX/LINUX SYSTEMS PROGRAMMING		
261B	ADVANCED UNIX/LINUX SYSTEMS PROGRAMMING		
262	UNIX/LINUX NETWORK PROGRAMMING		
267	UNIX AND LINUX SECURITY		
270	COMPUTER ARCHITECTURE WITH ASSEMBLY LANGUAGE		
ORAX	ORACLE AND XML		
ORBX	ORACLE OBJECT-RELATIONAL DATABASE CONCEPTS		

COMPUTER NETWORKING AND INFORMATION TECHNOLOGY

		Grade or Self-rating	Sem/Year Completed
10	CAREERS IN COMPUTER NETWORKING AND INFORMATION TECHNOLOGY		
30	INTERNET SAFETY		
100	INTRODUCTION TO COMPUTERS USING PCs		
101	OPERATING SYSTEMS I – WINDOWS		
102	OPERATING SYSTEMS II – COMMAND LINE		
102W	WORLD WIDE WEB		
105	COMPUTER TECHNICAL SUPPORT		
106	INTRODUCTION TO NETWORKS		
129	WEB 2.0 INTERNET TECHNOLOGIES		
131	INTERNET BASICS AND BEGINNING HTML		
131A	XML-EXTENSIBLE MARKUP LANGUAGE		
132	INTERMEDIATE HTML AND XHTML		
133	INTERACTIVE WEB PAGES – JAVASCRIPT AND AJAX		
134	SERVER SIDE TECHNOLOGIES: XML AND ASP.NET		
135	E-COMMERCE WEB SITE DEVELOPMENT		
190	INTERNET SYSTEMS ANALYSIS AND DESIGN		
270	UNIX/LINUX NETWORK SERVICES		
271	APACHE WEB SERVER INTRODUCTION		
272	APACHE WEB SERVER ADVANCED		
345	WINDOWS 7 TECHNICAL SUPPORT		
351	SQL SERVER ADMINISTRATION		

Application Date: _____ Print LAST Name, First: _____

BROADCAST ELECTRONIC MEDIA ARTS

		Grade or Self-rating	Sem/Year Completed
100	INTRO TO ELECTRONIC MEDIA		
110	WRITING FOR BROADCAST MEDIA		
119	DIGITAL MEDIA SKILLS		
135	PODCASTING		
136	VODCASTING		
144	DESKTOP VIDEO/FILM		
145	FIELD VIDEO PRODUCTION		
146	DIGITAL VIDEO EFFECTS		
149	ADVANCED DIGITAL VIDEO		

CINEMA

		Grade or Self-rating	Sem/Year Completed
24	BASIC FILM PRODUCTION		
25	NARRATIVE FILMMAKING		
56	INTRODUCTION TO DIGITAL FILM EDITING		
76	ADVANCED DIGITAL FILM EDITING		
126	DOCUMENTARY FILMMAKING		
131	DIRECTING MOTION PICTURES		
136	SPECIAL EFFECTS		

GRAPHIC COMMUNICATIONS

		Grade or Self-rating	Sem/Year Completed
21	VISUAL LITERACY		
25	INTRODUCTION TO MACINTOSH GRAPHICS		
35	GRAPHIC DESIGN		
36	PUBLICATION DESIGN		
37	ADVANCED GRAPHIC DESIGN		
40	DIGITAL PRINTING/PUBLISHING		
53A	BASIC TYPOGRAPHY		
53B	TYPOGRAPHIC DESIGN		
68	PREPRESS PRODUCTION LABORATORY		
78	DIGITAL SCANNING AND CORRECTION		
91A	INDESIGN FOR QUARKXPRESS USERS		
98A	BEGINNING ADOBE PHOTOSHOP		
98B	ADVANCED ADOBE PHOTOSHOP		
99A	BEGINNING QUARKXPRESS		
99B	ADVANCED INDESIGN/QUARKXPRESS		
100A	BEGINNING ADOBE ILLUSTRATOR		
100B	ADVANCED ADOBE ILLUSTRATOR		
101A	BEGINNING ADOBE INDESIGN		

GRAPHIC COMMUNICATIONS

(COURSELIST CONTINUED)		Grade or Self-rating	Sem/Year Completed
101B	ADVANCED ADOBE INDESIGN		
110A	BEGINNING DIGITAL ILLUSTRATION		
112	DIGITAL ILLUSTRATION FOR FASHION		
140	GRAPHIC DESIGN FOR WEB		
147	ADOBE ACROBAT		
GAME 100	EXPLORING GAME WORLDS		
GAME 130	GAME PRODUCTION WORKFLOW		
0921	DESIGN AND TYPE FUNDAMENTALS (NON-CREDIT)		
0925	INTRODUCTION TO MACINTOSH GRAPHICS (NON-CREDIT)		
1000	INTRODUCTION TO ADOBE ILLUSTRATOR (NON-CREDIT)		
1008	INTRODUCTION TO ADOBE PHOTOSHOP (NON-CREDIT)		
1009	INTRODUCTION TO ADOBE INDESIGN (NON-CREDIT)		

JOURNALISM

		Grade or Self-rating	Sem/Year Completed
19	CONTEMPORARY NEWS MEDIA		
21	NEWS WRITING AND REPORTING		
22	FEATURE WRITING		
23	ELECTRONIC COPY EDITING		
24	NEWSPAPER LABORATORY		
29	MAGAZINE EDITING AND PRODUCTION		
37	INTRODUCTION TO PHOTOJOURNALISM		
38	INTERMEDIATE PHOTOJOURNALISM		

MULTIMEDIA STUDIES PROGRAM

		Grade or Self-rating	Sem/Year Completed
110	ORIENTATION TO MULTIMEDIA		
125	MULTIMEDIA CONTENT AND FORM		
130	MULTIMEDIA PROCESS AND PRODUCTION		
131	SOCIAL MEDIA FOR PROFESSIONALS		
132	DIGITAL MEDIA DISTRIBUTION		
133	DVD AUTHORIZING		
135A	WEB DESIGN WITH DREAMWEAVER		
135B	ADVANCED WEB DESIGN WITH DREAMWEAVER		
140	FLASH ESSENTIALS		
145	STORYTELLING AND STORYBOARDING FOR NEW MEDIA		
146	2D ANIMATION FOR MULTIMEDIA		
147	3D IMAGING WITH 3D STUDIO MAX		
148	GAME DESIGN FOR MULTIMEDIA		
149	DESIGNING INTERACTIVE APPLICATIONS WITH FLASH		
150	ADVANCED MULTIMEDIA PRODUCTION		
165	MULTIMEDIA PORTFOLIO DEVELOPMENT		

Application Date: _____ Print LAST Name, First: _____

PHOTOGRAPHY		Grade or Self-rating	Sem/Year Completed
50A	HISTORY/AESTHETICS OF PHOTOGRAPHY		
50B	HISTORY/AESTHETICS OF PHOTOGRAPHY		
51	BEGINNING PHOTOGRAPHY		
52	PHOTOGRAPHERS AND THEIR IMAGES		
57	PHOTOGRAPHY FOR THE WEB		
60A	BEGINNING PHOTOSHOP		
60B	INTERMEDIATE PHOTOSHOP		
67	DIGITAL NEGATIVES FOR DARKROOM PRINTING		
80	OUTDOOR AND AMBIENT LIGHT PHOTOGRAPHY		
81A	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY		
82	ZONE SYSTEM TECHNIQUES		
83	VIEW CAMERA TECHNIQUES		
85A	BEGINNING LIGHTING TECHNIQUES		
85B	ADVANCED STUDIO LIGHTING TECHNIQUES		
86	MIXED MEDIA AND THE PHOTO IMAGE		
90	PORTRAITURE		
93	EDITORIAL PHOTOGRAPHY		
99	BUSINESS PRACTICES OF PHOTOGRAPHY		
101C	SELF PORTRAITURE		
101H	DIGITAL NEGATIVES FOR CONTACT PRINTING		
102A	ARCHITECTURAL PHOTOGRAPHY		
102B	DOCUMENTARY NEWS PHOTOGRAPHY		
130	PORTFOLIO FUNDAMENTALS		
DSGN 101	DESIGN FUNDAMENTALS		
DSGN 105	SURVEY OF COLLABORATIVE DESIGN		

Name: _____, _____
Last Name First Name

SID: _____

Phone #s: _____

email: _____

Fund to use: Lab Assistant

FWS Allocation Award: \$ _____

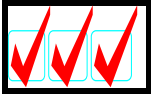
Scheduling Information

Please fill in times you are in class and times you are willing to work.

In class or otherwise committed

Examples:
 CHEM 101,
 Commuting

Prefer to work



OK to work



Hour	Monday	Tuesday	Wednesday	Thursday	Friday
9-10					
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-5					
5-6					
6-7					
7-8					
8-9					

Fall or Spring Semester Availability Schedule