Overview of the College

**Overview of the College**

**Associate in Arts or Associate in Science Degree**

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

**Extensive Choice of Disciplines and Courses**

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

**Instructional areas include the following:**

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

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

**Career and Technical Education.** Training for employment in occupations normally requiring two years or a shorter period of specialized career preparation.

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

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

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

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

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

**Noncredit Courses.** Mostly open-entry/open-exit courses, many emphasizing vocational education, leading to employment or job upgrading but also including courses in English as a second language, elementary-level and secondary-level skills, parent education, health and safety, home economics, citizenship for immigrants, and special courses for disabled persons and older adults.

**Community Service Offerings.** Short-term classes and workshops serving community interests for which fees are charged because no tax support is available.

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**City College at a Glance**

- Nearly 100,000 students served annually in a diverse campus community
- Ten campuses and over 100 instructional sites throughout the city
- 2,000 faculty
- High transfer rate to 4-year universities
- Over 50 academic and 100 vocational programs
- Extensive student support services
- Job placement assistance
- Free noncredit courses
- Low cost credit courses (only $20 per unit for California residents). Fees subject to change.

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**College Accreditation**

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

**Student Development**

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

**Counseling Services**

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

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

CDPC services include individual career counseling, online advising, workshops, career success courses (LERN 60, 61, 62, 63, and 64), job resource information and job placement referrals. The Career Center also maintains a career resources library/lab which features computerized, written, and audio-visual career and employment information to assist you in making informed career decisions, as well as planning your job search strategies. CDPC lists on campus jobs through www.ccsf.edu/jobs and off campus jobs through Career Connection, and other links found on the CDPC website: www.ccsf.edu/Services/CDPC. Job binders are also found at the Career Centers of the Ocean, John Adams, and Mission Campuses. The CDPC schedule of classes and workshops, as well as other events can also be found on our website. For more questions call 239-3117 or email careerchat@ccsf.edu.

Learning Assistance Center

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

Associated Students

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

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

The AS Ocean Campus funds such diverse programs as the Book loan program for low income students; an emergency student loan fund; developing a program of cultural events and activities; selecting student representatives on college-wide shared governance committees; Dr. Betty Shabazz Family Resource Center, Guardian Scholars, HARTS, Multi Cultural Resource Center, Queer Resource Center Women’s Resource Center, Student Health, Students Supporting Students, and more than 70 clubs and campus organizations. There is a $5 optional Student Activity Fee, payable at registration, to help support these activities.

The Associated Students can be reached in the Student Union Building at the Ocean Campus or by contacting the main office at (415) 239-3801 all other campuses.

Inter-Club Council (ICC)

Recognized and funded by the Ocean Campus Associated Students, the ICC consists of elected representatives from over 70 clubs. For more information about an existing club or about starting a new club, please stop by the Student Union Room 213 and pick up a club packet.

Student Activities Office - Student Union

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

The Student Union at the Ocean Campus is a place where recognized student organizations can meet, socialize, and sponsor events. It is also a place where individual students and small groups can study and relax. There are AS Councils that sponsor student activities at the following campuses: Alemany, Chinatown, Downtown, Evans, Gough, John Adams, Mission and Southeast.

Transfer to Universities and Colleges

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

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

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

The section in this catalog entitled “Transfer Information” lists general transfer requirements for the University of California (all campuses) and California State University (all campuses).

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and public baccalaureate degree-granting institutions in California are available online, www.assist.org. Other articulation information for City College can be found at www.ccsf.edu/artic.
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</tr>
<tr>
<td>Last day to add credit classes and change sections</td>
<td>September 4</td>
<td>February 5</td>
</tr>
<tr>
<td>Last day to add credit classes via WEBSTARS only</td>
<td>September 4</td>
<td>February 5</td>
</tr>
<tr>
<td>Labor Day Weekend</td>
<td>September 5-7</td>
<td></td>
</tr>
<tr>
<td>Lunar New Year</td>
<td></td>
<td>February 14</td>
</tr>
<tr>
<td>Last day to drop credit classes w/ no notation on academic record</td>
<td>September 11</td>
<td>February 11</td>
</tr>
<tr>
<td>Last day to drop or reduce course work to qualify for a 50% pro-rated nonresident and foreign student tuition refund fee</td>
<td>September 11</td>
<td>February 11</td>
</tr>
<tr>
<td>Last day to remove an Incomplete received in the previous semester</td>
<td>September 17</td>
<td>February 19</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td></td>
<td>February 12</td>
</tr>
<tr>
<td>Presidents’ Birthday weekend. No Saturday/Sunday classes</td>
<td></td>
<td>February 13-14</td>
</tr>
<tr>
<td>Washington’s Birthday</td>
<td></td>
<td>February 15</td>
</tr>
<tr>
<td>Last day to request a pass/no pass grading option</td>
<td>September 18</td>
<td>February 16</td>
</tr>
<tr>
<td>Last day to request GPA verification for CAL Grants to meet 3/2 deadline</td>
<td></td>
<td>February 25</td>
</tr>
<tr>
<td>Last day to petition for Degree or Certificate</td>
<td>October 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Faculty Day</td>
<td>October 12</td>
<td></td>
</tr>
<tr>
<td>End of the midterm period</td>
<td>October 9</td>
<td>March 19</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>October 9</td>
<td>March 27-April 2</td>
</tr>
<tr>
<td>Cesar Chavez Day</td>
<td></td>
<td>March 26</td>
</tr>
<tr>
<td>Veteran’s Day Observance</td>
<td>November 13-15</td>
<td></td>
</tr>
<tr>
<td>Last day to file for a Leave of Absence</td>
<td>November 20</td>
<td>April 23</td>
</tr>
<tr>
<td>Last day for student/instructor initiated withdrawal from classes</td>
<td>November 20</td>
<td>April 23</td>
</tr>
<tr>
<td>Thanksgiving Holiday-Day classes only; no classes beginning after 3:59 pm: All classes must end by 5:15 pm.</td>
<td>November 26-29</td>
<td></td>
</tr>
<tr>
<td>First day of final examinations for day classes</td>
<td>December 11</td>
<td>May 21</td>
</tr>
</tbody>
</table>
## Event Fall 2009 Spring 2010

### Last session & final examinations for Monday evening classes
- December 14
- May 24

### Last session & final examinations for Tuesday evening classes
- December 15
- May 25

### Last session & final examinations for Wednesday, Monday/Wednesday classes
- December 16
- May 26

### Last session & final examinations for Thursday, Tuesday/Thursday classes
- December 17
- May 27

### Last day of final examinations for day classes
- December 18
- May 27

### Last session & final examinations for Saturday classes
- December 19
- May 22

### Last session & final examinations for Sunday classes
- December 20
- May 23

### Mid-year recess
- December 21, 2009 - January 17, 2010
Admission to the College

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

**Step 2:** Click on the pink and orange Admission/Registration link.

**Step 3:** Under Student login, enter your 9-digit User ID: [********] Student I.D. Number. Enter your PIN: [******] normally your Birth Date (example April 1, 1975 is 040175). NOTE: To ensure maximum security it is advised that you change your PIN.

**Step 4:** Re-enter PIN: [******] on the Login Verification page.

**Step 5:** On the Main Menu page click on Student Services & Financial Aid.

**Step 6:** On the Student & Financial Aid page click on Registration.

**Step 7:** Follow the instructions on the Registration page.

**Step 8:** You can buy a Parking Permit on the web. Click on Purchase Parking Sticker and follow the instructions.

**Important:** Remember to exit your browser when you are finished.

NOTE: WEBSTARS will charge a one-time $3.00 fee per semester. This fee will cover WEBSTARS registration. There is no charge during ADD/DROP.

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

**I have questions. Who can help?**
Answers for online registration questions are available Monday through Thursday, 8 A.M. to 5 P.M. and on Friday 8 A.M. to 4 P.M. by calling (415) 239-3732.

In addition you may email your question to register@ccsf.edu

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

**Admissions Policy (Credit Classes)**
City College has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:
- You are eighteen (18) years old on or before the first day of instruction for the term which you are applying
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the GED or a state’s high school proficiency examination.

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

Contact the Office of Admissions and Records for more details or visit our website at http://www.ccsf.edu.

**Admissions as a Special Part Time Student (Concurrently Enrolled in High School)**
The Board of Trustees of the San Francisco Community College District authorizes certain High School students under the age of 18 years of age to enroll in one or more courses of instruction at City College of San Francisco.

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

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

**Advanced Standing**
Students who have previously completed course work at other schools of collegiate rank may transfer to City College of San Francisco. One month after enrolling at the College, they may request an evaluation from the Office of Registration and Records to determine which of their courses are transferable for a City College degree or certificate. Only courses from region-
ally accredited institutions will be considered for transfer to City College. For information on how coursework transfers to universities, consult with a counselor.

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

**Readmission to City College**

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

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

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

**Reduced Fees Under AB540**

As a nonresident you may be eligible to pay the $20 per unit fees just like California residents.

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

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

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

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

c. You registered in Spring 2002 or later.

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

**What steps do I take to determine whether I qualify?** Complete a California Nonresident Tuition Exemption Request form. City College will determine your eligibility. **If I qualify for nonresident tuition under AB540, how much do I have to pay to attend CCSF?** $20 per unit. **When can I apply?** You can apply at any time. Complete the California Nonresident Tuition Exemption Re-quest form and submit it to City College of San Francisco, Admissions and Records Credit Division, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112. **Where can I go for more information and a California Nonresident Tuition Exemption Request form?** Contact: Admissions and Records-Credit (Conlan Hall 107); Admissions and Records-Noncredit (31 Gough St.); Admissions and Enrollment (all campuses); Counseling (all campuses); Chinatown/North Beach (940 Filbert); African American Scholastic Programs (Bungalow 500); and Latino Services Network (Cloud 364). **If I am a U.S. citizen, does this apply to me?** Yes. AB540 applies to you if you attended a California high school for three or more years AND you graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam). **What if I have more questions?** Contact the Residency Department, Office of Admissions and Records, City College of San Francisco, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112, (415) 239-3287, fax (415) 239-3936 or email resident@ccsf.edu.

**International Students**

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

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

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

2. Demonstrate sufficient command of English to profit from instruction at the college. Accepted test scores are minimum score of 473 on the written TOEFL Exam or 52 iBT or 4.5 IELTS.

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

The documents listed above must be fully completed and submitted to the International Students Office, Conlan Hall, Room 107 by November 2nd for the Spring Semester, and by May 15th for the Fall Semester. International students are required to complete 12 units of class work each semester to maintain their status. Application forms for international students who are interested in the credit program are available from the International Students Admissions Office, City College of San Francisco, 50 Phelan Avenue, Conlan Hall, Room 107, San Francisco, CA 94112. Phone (415) 239-3837, Fax (415) 239-3936. You may request in writing for one to be mailed to you. Please include your return address.

Conditional Admission is offered to international students whose TOEFL score is below the required score of 473. For more information, please contact (415) 239-3895 or read below.

**Conditional Admission Through the Intensive English Program**

International students who have a TOEFL score lower than the required 473 PBT (152 Computer-based) or iBT 52, or IELTS 4.5 for CCSF but wish to enroll in the Academic Program, may be conditionally admitted to the Academic Program. Full admission to the Academic Program is contingent upon the successful completion of the Intensive English Program offered at CCSF. Students must also achieve a score of 473 on the Institutional TOEFL Examination or place in ESL 150. **Students interested in Conditional Admission to CCSF should complete the application form from the Academic Program and check off Conditional Admission on the form.** Applications are available on the website: [www.ccsf.edu/international](http://www.ccsf.edu/international). For more information, call 415 239-3895 or e-mail: international@ccsf.edu

**San Francisco Consortium: Cross-Registration**

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

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

**Matriculation Policy for Credit Classes**

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

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

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

The student agrees to:

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

**Matriculation Exemption Policy**

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

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

**Matriculation Steps for Enrollment in Credit Classes**

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

**STEP ONE—APPLICATION FOR ADMISSION.** All new students must file an application for admission via the world wide web at [www.ccsf.edu](http://www.ccsf.edu), or with the Office of Admissions and Records, Conlan Hall, Room E107.

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

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

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

For further information, see [www.ccsf.edu/New_Students/test.htm](http://www.ccsf.edu/New_Students/test.htm).

**All students must take either the English or ESL placement test:**

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

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

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

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

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

For dates and times of both computerized and paper-pencil testing, consult the CCSF Placement Testing Schedule available in the Admissions Office, Testing Office, or online at [www.ccsf.edu/New_Students/test.htm](http://www.ccsf.edu/New_Students/test.htm)
STEP THREE—ORIENTATION. The orientation session will focus on registration activities, test score interpretation, and information about programs and services that students need to know upon enrollment. Students may also participate in the online orientation at www.ccsf.edu/New_Students.

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

STEP FIVE—REGISTRATION. Registration is by appointment, the time and date of which appear on the registration ticket that each student receives.

Placement Testing Waiver
An alternate way of satisfying the assessment component is to waive placement testing if you have already taken specific tests and/or courses. Submit proof of any of the following criteria and a completed Placement Testing Waiver Form to the Office of Matriculation and Assessment, Conlan Hall 204, 50 Phelan Ave., San Francisco, CA 94112, in person or by mail.

ENGLISH
Students may be excused from taking the English Placement Test and may demonstrate their eligibility for English 1A or 1B by attaching proof (e.g., transcripts, official test result reports) of one of the following:
1. University of California Analytical Writing Placement Exam score of 8 or higher - Eligibility: English 1A
2. Completion of a U.C. course satisfying the U.C. Entry Level Writing Requirement - Eligibility: English 1A
3. International Baccalaureate Exam scores:
   - IB High Level English A Exam score of 5 or higher – Equivalency: English 1A
   - IB Standard Level English Exam with score of 6 – Equivalency: English 1A
4. Any of the following SAT scores:
   - SAT Verbal (before 4/95): 510 - Eligibility: English 1A
   - SAT Verbal (after 4/95): 590 - Eligibility: English 1A
   - SAT II Writing Subject Test: 660 - Eligibility: English 1A
   - SAT Reasoning Test, Writing Section: 680 - Eligibility: English 1A
5. ACT Combined English/Writing Test with score of 30 or higher - Eligibility: English 1A
6. Advanced Placement Exam in English Language or Literature
   - Score of 3 - Eligibility: English 1A
   - Score of 4 - Eligibility: English 1B
7. Completion (with “C” or higher) of English 1A - College Level Reading and Composition course or the equivalent - Eligibility: English 1B

MATHEMATICS
Students may be excused from taking the Math Placement Test and be eligible for at least Math 860 (Intermediate Algebra) by attaching proof of one of the following:
1. Any of the following SAT scores:
   - SAT I Math: 600
   - SAT II Math: 550
   - SAT Reasoning Test, Math Section: 600
2. ACT Math score of Level I or II or 28.
3. Advanced Placement Exam in Calculus AB or BC, Computer Science AB or Statistics score of 3 or higher.
4. Completion (with a “C” or higher) of a college-level math course equivalent to MATH 840 (Elementary Algebra) or higher.

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

Alternative Matriculation Services
You can access alternative services for the matriculation process if you indicate the following:
1. English is not your primary language and you do not feel proficient enough in English to take the regular English Placement Test OR
2. You have a physical, visual, or communication limitation that might require accommodation in an educational setting OR
3. You have extreme difficulty with reading, writing, spelling, math, or understanding and remembering information.

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

Enrollment Fees

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

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee per semester unit</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Non-Resident tuition per semester unit</td>
<td>$181.00 + $20.00</td>
<td></td>
</tr>
<tr>
<td>Health fee per semester (non-refundable)</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>Voluntary Student Activity Fee</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Assembly Bill 982, eliminating health fee waiver for all students was signed into law by the Governor of California on September 22, 2005. On January 26, 2006, Board of Trustees voted to implement fully AB982 at City College of San Francisco starting summer of 2006. The health fee for summer 2009 will be $14.00 and starting spring 2009 semester will be $17.00. The California State legislature also periodically allows the districts to increase health fee by one dollar increments. This health fee is not refundable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fees subject to change
Health Fee
Health fee (non-refundable): $17.00 for students registered in .50 semester unit or more.

NOTE: Students who qualify in the following categories will be exempted from payment of the health fee.

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. (Documentation required.)

2. Students who are attending college under an approved apprenticeship training program. (Documentation required.)

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

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

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

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

Student Activity Fee Refund and Request to Reverse Procedures
The student activity fee may be refunded if you have paid your fees by submitting a Request for Refund form through Tuition and Fees Office, Smith Hall, Room 118. The student that has not paid for their fees may reverse the Student Activity Fee from their account by completing the Request to Reverse Student Activity Fee Form through the Tuition and Fees Office, Smith Hall, Room 118.

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

100% NONRESIDENT TUITION REFUND for courses officially dropped during the first two calendar weeks of instruction.

50% NONRESIDENT TUITION REFUND for courses officially dropped during the third and fourth calendar weeks of instruction.

0% NONRESIDENT TUITION REFUND for courses officially dropped after the fourth calendar week of instruction.

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

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

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

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

Nonresident Tuition Policies and Procedures are subject to change during the 2009-2010 academic year.

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

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

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

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

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

It is the student’s responsibility to clearly demonstrate both physical 
presence in California and intent to establish California residence. 
Special residence regulations are in effect for married minors, for 
minors whose parents are deceased, for certain military members 
and their dependents, and for various others.

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

For more information regarding California residency please call 
(415) 239-3287 or e-mail resident@ccsf.edu.

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

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

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

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

Filing of Students’ Addresses
Every student must file his/her local and legal addresses with the 
Office of Admissions and Records. Students are required to notify 
the Office of Admissions and Records promptly concerning change 
of either address. Students may update their address on-line at 
http://www.ccsf.edu. Click on to Personal Information.

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

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

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

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

Adding Classes, Changing Sections, Dropping or 
Withdrawing from Classes
After a student has officially registered in classes, the student may 
add a course, change a section, drop or withdraw from a course 
within certain dates specified in the Calendar of Instruction. 
Information regarding these procedures is available in the time 
schedule or from the office of Admissions and Records.

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

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

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

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

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

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

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

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

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

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

Admissions Policy (Noncredit Classes)
Anyone 18 years or older can enroll in a noncredit class.

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

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

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

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

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

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

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

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

New students are required to complete a Noncredit Application. You may complete a Noncredit Application by 1.) Going to www.ccsf.edu on your web browser; 2.) Clicking on the Admissions/Registration link; 3.) Clicking on noncredit admissions link; 4.) Clicking on noncredit application link. Students may also pick up an application at the campus they plan to attend and submit it to the Office of Admissions & Enrollment.

Programs such as ESL, Citizenship, Adult Business Education/High School, DSPS, Child Development and Family Studies and short-term vocational courses such as Office Technology and Trade and Industry require that students go through the matriculation process. Please contact the Admissions & Enrollment office at the campus that you wish to attend for more information.

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

IMPORTANT: Students holding F1/F2 and B1/B2 Visas are prohibited from enrolling in noncredit courses.

Eligibility for Noncredit High School Program
Students must be 18 years old or older, or if between 17 and 18 years old they must have an exemption from their home school district.
General Programs of Study

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

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

Majors and Awards of Achievement. Career and Technical Education students may wish to pursue an Associate Degree program. Associate Degree programs require 60 or more units of coursework, normally taken in two years.

Students interested in pursuing an Associate Degree should familiarize themselves with the requirements as stated in the “Associate Degree Graduation Requirements” section of this catalog.

One requirement of the Associate Degree is the Major requirement. Students may satisfy this requirement by following one of the majors specified by the department, as listed in the “Announcement of Programs and Courses.”

Students pursuing the Associate Degree may simultaneously pursue an Award of Achievement. Requirements for Awards of Achievement are also specified in the “Announcement of Programs and Courses.”

Certificate Programs. Certificate curricula generally require completion of fewer (generally 12 to 30) than 60 semester units, normally in a period shorter than two years, in conformance with the requirements of a particular department of instruction. The College offers more than 120 career and technical certificates.

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

The College offers certificate curricula for two groups of students:

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

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

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

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

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

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

Course sequence in degree and certificate curricula in the Career and Technical programs are such that students develop occupational skills early in their training. The College is thus often able to help students find employment, even though they have been unable to complete their studies, entirely on the basis of their preparation in the program.

General Education. In addition to offering specialized career and technical training for employment, the College, in keeping with its objectives, to broaden students’ educational background. The degree curriculum in the Career and Technical Programs therefore devote a considerable part of their content to general education. A number of certificate curricula also include courses in general education. Because of the considerable variation in the general education program in the many occupational curricula, it is not feasible to include in this section a statement regarding the required and elective courses in general education in each curriculum. For information concerning these requirements see the “Graduation Requirements” section of this catalog.

Specialized Career and Technical Courses. Career and technical programs offer specialized courses designed for each occupation. Students are trained in
skills that are necessary for them to obtain a job upon completion of their selected program. These specialized courses are updated to meet changing workforce demands.

**Transfer.** Although the College does not offer career and technical training primarily for transfer students, various universities and colleges may accept coursework as credit toward completion of a major or as elective credit.

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

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

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

For enrollment requirements, refer to catalog course descriptions.

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

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and baccalaureate degree institutions are available online at [www.assist.org](http://www.assist.org) and at [www.ccsf.edu/artic](http://www.ccsf.edu/artic).

**SPECIFIC PROGRAMS OF STUDY**

**Programs for High School Students**
We offer three types of programs for high school students. For more information on any of these programs, please check with your school counselor or call Admissions and Recruitment at (415) 239-3557.

**Dual Enrollment Program.** This program allows students to earn high school credits while earning college credits simultaneously. Students are enrolled both in their high school and at CCSF.

**Concurrent Enrollment Program.** This program allows high school students to enroll in college level courses and receive college credits. Students must have a minimum of 2.0 GPA with 130 high school credits. Courses offered cannot be a part of the high school student’s basic education plan of courses required for high school graduation. The courses must be above and beyond graduation requirements. There is no cost for college tuition.

**High School Credit Program.** This program allows students to receive high school credits and/or equivalency.

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

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


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

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

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

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

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

**Family Studies**
Programs and noncredit courses include infant development, preschool years, school age child, adolescents and their families, child-parent relationship, state preschool, preschool parent participation, child development centers, and foster parent training. Classes are free and offered in convenient locations in the city. For enrollment information, call 452-5905 or 239-3172 or visit the Orfalea Family Center or Batmale 211 on the main campus. For enrollment information in CCSF Child Development Centers, call 561-1895 or e-mail mmeanier@ccsf.edu. Training for foster parents and those interested in their issues/concerns is available through a special grant from the California Community College State Chancellor’s office. For further information call 239-3172 or visit our website at: www.ccsf.edu/Departments/Child_Development.

**Honors Program**
The Honors Program offers students an enhanced educational experience along with potential transfer and scholarship benefits.

Honors courses provide students with an enriched curriculum either in:

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

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

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

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

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

- College GPA of 3.0 or higher
- SAT score of 1650 (1100 if pre-Spring 2005) or higher, ACT score of 24 or higher
- TOEFL score of 500 (PB+), 61 (IB+), or 173 (CB+)
- Score of 4 or higher on AP classes in high school

To remain in the program, you must maintain a GPA of 3.0 or better. To receive an Honors designation on a certificate, you must complete at least 15 units in Honors. By completing at least 15 units via at least five honors classes you may also be eligible for our Honors Transfer Partnerships, which will give you preferential treatment when applying for a variety of colleges and universities. Most of these partnerships require that you do no more than 9 of your 15 units of honors credits during your last semester at CCSF. Please note that while completing 15 units is an admirable goal, it is not a requirement for membership. The word “Honors” will appear on your transcripts next to all honors classes you complete, even if you do not complete all 15 units.

**UCLA Transfer Alliance Program.** If you are applying for the UCLA Transfer Alliance Program, at least 6 of the 15 required Honors Program units for certification must be completed by the end of the fall semester the academic year before the student wants to begin at UCLA. So for example if a student wants to start at UCLA in the fall of 2011, s/he must complete at least 6 honors units of the required 15 honors units by the end of fall 2010 in order to get TAP certified. The remaining 9 units can be completed in the spring. It should also be noted that in order to be eligible for TAP certification the minimum number of honors courses a student can take is five and that the student’s “UC GPA” must be at least a 3.0. TAP certified students are eligible for priority admissions to the UCLA College of Letters and Science and may be eligible for UCLA honors scholarships. Please visit [http://www.ugeducation.ucla.edu/tap/](http://www.ugeducation.ucla.edu/tap/) for additional details on the UCLA TAP Program.

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

The Honors Program instructors will work with all CCSF students on honors projects with some exceptions. Some instructors are so popular with honors students that they cannot work with everyone that wants to do honors projects with them. They may give students a test and work with only the top scorers. Others may have various other criteria. Some instructors will not work with students on honors projects who have not earned a CCSF GPA of 3.0 or higher (your GPA goes on the honors contract form so that is how they know about it). The best way to find out is to ask them. The CCSF website ([http://www.ccsf.edu/Info/Dir/dir.shtml](http://www.ccsf.edu/Info/Dir/dir.shtml)) has every instructor’s e-mail address and phone number on it so students can ask them.

For questions concerning the Honors Program, please call the Honors Office Batmale 572 at (415) 239-3376 or e-mail skuds@ccsf.edu. Additional information is also featured on our web page: [http://www.ccsf.edu/Departments/Honors](http://www.ccsf.edu/Departments/Honors).

**Intensive English Program for International Students**
City College of San Francisco offers an intensive English program for college-oriented students on F-1 (student) visas. The program is one semester (18 weeks) or nine weeks in length, 20 hours per week, and prepares the student for further academic study and to achieve a higher score on the TOEFL examination. A 4 or 8 week summer program is also available. For additional information, contact the Intensive English Program, City College of San Francisco, 50 Phelan Avenue, Box C-208D, San Francisco, CA 94112, USA or call (415) 239-3895 or visit the CCSF website: [www.ccsf.edu/international](http://www.ccsf.edu/international). E-mail: international@ccsf.edu.
Interdisciplinary Studies

The Interdisciplinary Studies Department is committed to innovation, diversity, and collaboration. The College provides interdisciplinary instruction through courses in multimedia as well as in those covering various aspects of the biological, physical, social, and behavioral sciences, humanities, and ethnic studies. The courses are listed under “Interdisciplinary Studies” in the “Announcement of Programs and Courses” section of this catalog.

Labor and Community Studies Program

Credit and noncredit classes in employment rights, leadership development and power relations in society are offered throughout the year. Classes include organizing for economic and social justice, collective bargaining, shop steward training, working class history, health and safety, environmental justice and social action theater and music. Students can earn certificates or an Associate in Arts.

Lesbian, Gay, Bisexual, and Transgender Studies

In the fall of 1972, an English Department instructor launched one of the first Gay Literature courses in the country. The durability and popularity of Gay Literature resulted over time in the development of gay and lesbian identified courses in other departments of the College and, in the spring of 1989, to the establishment of the first Gay and Lesbian Studies Department in the United States. In Spring 1996, the name of the department was changed to Gay, Lesbian and Bisexual Studies. In 2008, the name was changed again to Lesbian, Gay, Bisexual, and Transgender Studies. The courses offered in this department explore the social and cultural dimensions of the phenomenon of homosexuality and include bisexuality and transgenderism. They aim to promote objective understanding of the complexity of the gay, lesbian, bisexual, and transgender experiences while serving the broad educational needs of the student body. The department hopes to increase social awareness with regard to the gay, lesbian, bisexual, and transgender subcultures while recognizing the contributions of their members to society at large.

Noncredit Programs, Services, and Resources

Students enrolled in noncredit courses have access to a variety of services which are designed to help each student attain educational and career objectives. There are counseling services for students seeking postsecondary and/or continuing education as well as vocational training. Counseling services reinforce the overall goals and objectives of the College. Adults seeking assistance and guidance are helped to become financially, educationally, and personally self-sufficient.

GED Testing Center

The center offers the GED test at specific hours during the week. The test is available in English and Spanish. Special editions are available for the legally blind. Modifications and special accommodations for learning or physically disabled students can be made by prior arrangement and approval of the Chief Examiner. The test is used as a basis for awarding high school equivalency certificates. By California law, the equivalency certificate is considered equal to a high school diploma for purposes of employment in all state and local public agencies. The certificate is also accepted nationally by most employers, colleges, and universities. To schedule a test for you or for further information, call the center at 561-1824.

Older Adults Classes

Taught at forty different locations throughout the City, no-fee classes are available in a variety of subject areas including art, music, literature, sewing, health, writing, crafts, discussions, theater, computers and more. A brochure with the schedule of classes and locations is printed each semester and is available by calling the Public Information Office at 239-3680, or by writing the CCSF Older Adults Department, 1125 Valencia, San Francisco, CA 94110.

Transitional Studies

The Transitional Studies Department offers free individualized, small and large group instruction, computer assisted instruction, and tutoring in pre-collegiate foundation skills at various campuses and sites throughout San Francisco. Day and evening instruction in study skills, communication, reading, writing, and mathematics prepares students for academic college credit courses, vocational training programs, and the workplace. Courses can also lead to GED in either English or Spanish, or to the CCSF High School diploma in English or Spanish. Students may enroll at any time during the semester. Telephone: (415) 920-6131.

Online Courses and Hybrid Courses

Online courses and hybrid online courses allow students to attend classes using a computer and the Internet. Students may work from home at times of their choosing. Students work with the instructor and other online students through the world wide web. These courses open the classroom to a world of dynamic and diverse content. While the student is physically remote from professors and fellow students, the many forms of communication available on the Internet often make all of the participants feel surprisingly close and personal. Some courses may require on-campus orientations, specific meetings, examinations, labs, and/or other sessions. Students should have some basic experience with the Internet and access to the web. Some courses may require software downloads. Students should also understand that online courses are not for everybody. To succeed, students have to be self-motivated, possess good study skills, and be mature learners. Most students find that online courses are as difficult as on-campus courses. Fees for online courses are the same as fees for other credit courses at City College. Registration may be done in the normal manner. Specific information on course offerings each semester is listed in the Class Schedule and at http://www.ccsf.edu/online.

Study Abroad Programs

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

Telecourses

Telecourses are college level courses which are offered via television. By enrolling in Telecourses, students can complete a majority of the graduation area requirements needed for a general AA degree. In addition, students can complete a majority of the total number of units needed for a degree. Telecourses are as demanding as lecture courses. Students must be self-motivated, possess good study skills,
and be mature learners able to work independently.

City College Telecourses are broadcast on the San Francisco educational access cable Channel 27 and Channel 75. Students take Telecourses primarily by watching their video lessons at home on EATV-Channel 27. In addition, students attend three required meetings on the City College Ocean Campus - an orientation, a midterm and a final. Other optional and/or required meetings may be offered for different classes. The instructor of each Telecourse is available via telephone during scheduled office hours every week in order to answer questions about the course. Each video lesson is available in the Media Center in the Rosenberg Library on the Ocean Campus. Most courses are available for rent from private firms. Support material and newsletters for each class are sent directly to students’ homes by the instructor of the class. Fees for Telecourses are the same as the fees for other credit courses at City College. Registration for Telecourses may be done in the normal manner. Textbooks are available in the College bookstore. Specific information on course offerings each semester is listed in the Class Schedule and at http://www.ccsf.edu/Telecourses/.

Working Adults Degree Program

The Working Adults Degree Program is a fast-paced degree program for working adults offered at the Mission and Southeast Campuses. It is designed for students to attain their Associate degree while fulfilling general education requirements that are transferable for a Bachelor’s degree. Classes offered at these neighborhood locations are chosen to meet as many requirements as possible for both degrees. Every effort is made to meet the needs of the students enrolled in this program. The WADP is characterized by a high degree of support for students, priority registration, and convenient daytime, evening, and weekend classes. In addition, students have the benefit of attending classes in a smaller setting. For further information, call (415)920-6010 for Mission Campus and (415)550-4300 for Southeast Campus. You may also explore the website at http://www.ccsf.edu/WADP.

Women’s Studies

In Spring 1971, City College of San Francisco offered its first course directed specifically to women’s interests and educational objectives - Interdisciplinary Studies 20, Women in the Modern World. Its success led to the institution of the Women’s Studies program, one of the first in the nation. The program’s 30 courses, taught in various disciplines, focus on the complex role of women in society. Women’s Studies courses are open to all students. In some instances, students are required to satisfy prerequisites before enrolling. Please see “Women’s Studies” in the “Announcement of Programs and Courses” section of this catalog for details.

OTHER AREAS OF INTEREST

Concert and Lecture Series

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

Course Offerings to Fit Your Schedule

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

Fitness Center

Fitness Center provides a full-body workout utilizing the state-of-the-art Fitlinxx computerized system that is attached to Life Fitness strength machines and cardio machines, including programmable treadmills, elliptical trainers, and bikes. The Fitness Center staff are CCSF instructors in the Physical Education and Dance Department, with a range of experience including strength, sports, dance, pilates, yoga, aerobic fitness, and rehabilitation techniques, and all have received additional training on the Fitlinxx system. Students must enroll in PE 50C in order to use the Fitness Center.

Intercollegiate Athletics

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

Intercollegiate Speech and Debate

The CCSF Speech and Debate Program is a nationally ranked team that participates in intercollegiate and intramural tournaments locally, statewide, and nationally. The Speech and Debate Team competes in the Northern California Forensics Association and is a member of the California Community College Forensics Association and the Phi Rho Pi Forensics Honor Society. Students compete in persuasive, informative, and impromptu speaking along with oral interpretation and debate. For more information call Dr. Kristina Whalen, 452-4842. See courses listed under “Speech Communication.” The Speech and Debate Program is located in Cloud Hall, Room 208B.

Lost and Found Articles

Persons who find lost articles on campus are requested to bring them to the Community College Police Department, Cloud Hall, Room 119. Persons who have lost articles may check to see if they have been recovered at the Community College Police Department. Due to limited storage space, unclaimed items may be purged every six months.

Performing Arts

Performances given by students enrolled in courses in music, dance, and theatre arts contribute much to the enrichment of campus life. The Music Department schedules both professional and student recital series each semester, presenting an average of two concerts weekly. Audiences from the College as well as the community-at-large are invited to attend without charge.

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

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

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

**Public Transportation**
The City College Ocean Campus is two blocks from BART’s Balboa Park Station and the end of the J-Church line. It is also served by the following MUNI lines direct to the campus: K-Ingleside, 36-Teresita, 43-Masonic, 49-Van Ness and 9X, 9AX, 9BX Bayshore Express. The following buses stop within walking distance of the campus: 23-Monterey, 26-Valencia, 29-Sunset, and 54-Felton. For additional route information contact BART and MUNI directly.

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

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

**Financial Aid, CalWORKS, and EOPS**

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

**FINANCIAL AID**

**How to Apply for Aid**

1. Apply for admission to the College.
3. Complete and submit in person all forms and documents requested by the Financial Aid Office.
4. The Financial Aid Office staff evaluates the documentation and processes your Financial Aid award. **Awarding priority is given to early applicants.**

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

**College Policy on Financial Aid**

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

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

**General Eligibility for Financial Aid**

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

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

**Ability to Benefit Policy**

To demonstrate the “ability to benefit”, and thereby become eligible to receive Title IV (federal financial aid), the student must either

A. Pass the federally approved **Ability to Benefit Test** at City College of San Francisco (CCSF). Please call the Testing Office at 415/239-3129, Conlan Hall, Room 203, for information regarding Ability To Benefit testing sites and schedules.

OR

B. Complete **six degree applicable units** at CCSF or transfer units completed at other colleges or universities.

**Determining Financial Need**

The amount of financial aid is subject to available federal and state funds. The type of aid and amount received by each student will be determined by the Financial Aid Office. Need-based financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the family’s expected contribution (or the student’s own expected contribution) and other resources. Contribution is determined from the financial aid application and other required documentation, such as the...
Federal regulations require that all students receiving financial aid comply with the financial aid Satisfactory Academic Progress Policy established by the College. To receive financial aid, students must maintain the standards described below.

**LENGTH OF ELIGIBILITY** – City College of San Francisco (CCSF) has established a maximum time frame of **90 cumulative units attempted**. Students are no longer eligible for financial aid after attempting 90 units, whether or not financial aid was received. All transferred units are also counted in the 90 units.

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

**UNIT COMPLETION REQUIREMENT** – CCSF will review each student’s record at the end of each academic semester. To maintain satisfactory academic progress, students must earn a total of 67% of all the units attempted.

For noncredit students the requirements for satisfactory academic progress are:

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

For example:

1. If a student declares that he or she is going to carry 25 or more hours per week for 18 weeks, he or she must complete at least 18 weeks x 25 hours/week x 80% = 360 hours.
2. If a student declares that he or she is going to carry 16 hours per week for 18 weeks he or she must complete at least 18 weeks x 16 hours per week x 80% = 336 hours. If a student declares that he or she is going to carry 12 hours per week for 18 weeks, he or she must complete at least 18 weeks x 12 hours per week x 80% = 216 hours.
3. The student may not normally receive financial aid if he or she has already completed a certificated program or the student has a BA or BS or higher degree.

### Financial Aid Probation or Disqualification (Credit)

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

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

### Financial Aid Probation or Disqualification (Noncredit)

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

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

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

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

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

### Right to Information

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

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

### Financial Aid Programs

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

#### Grants

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

**Federal Pell Grant** - Maximum grant amount may exceed $5000 depending on federal allocations, Eligibility restricted to 18 semesters or equivalent.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A grant is awarded at CCSF according to a formula based on student need and generally will range from $100 to $230 per academic year.
**Academic Competitiveness Grants**
These grants are for Pell eligible students who have completed a rigorous high school program of study and met other eligibility criteria. The award amounts are $750 for first year and $1300 for second year.

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

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

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

**Cal Grant B** is awarded to disadvantaged students at the community college. The student can receive up to $1551 in Cal B Grant per year.

**Cal Grant C** helps vocational program students with tuition and training costs. Students enrolled in eligible Vocational Programs may receive up to $576 per year.

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

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

**Federal Perkins Loan** - This loan is awarded at CCSF according to a formula based on student need and generally will range from $200 to $1,200 per academic year depending on the loan collection. A student may borrow a cumulative total of $27,500 throughout his undergraduate career.

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

The Student Account Services, located in Bungalow 619, is responsible for collections of the Perkins (NDSL) loans.

**Federal Stafford Loan** - Stafford Loans are certified by the Financial Aid Office and are obtained from private lenders such as banks or credit unions and are guaranteed by the guarantee agency. City College has a multi-disbursement schedule for the issuance of Stafford checks. Interest on the Federal Unsubsidized Stafford Loan accrues on the unpaid principal balance on each loan from the date of disbursement by the lender until the entire principal balance is paid in full. Students do not have to demonstrate financial need to qualify for Unsubsidized Stafford Loan. Interest on the Federal Subsidized Stafford Loan is paid by the federal government while borrowers are enrolled in school or in deferment. Students have to demonstrate financial need to qualify for Subsidized Stafford Loan.

Repayment on the Federal Stafford Loan begins six months after the student borrower drops below half-time, withdraws or leaves school.

**Noncredit Financial Assistance**
Financial assistance consists of grants and student employment programs offered singly or in combinations to students who demonstrate financial need. The purpose of financial assistance is to provide monetary assistance to students who could benefit from furthering their education but cannot without financial assistance. Among federal financial assistance programs available to eligible students of City College of San Francisco are:

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

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

1. Cal Grant B
2. Cal Grant C

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

<table>
<thead>
<tr>
<th>Programs</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>952-1250</td>
</tr>
<tr>
<td>Basic Business Skills for Medical Office</td>
<td>765-810</td>
</tr>
<tr>
<td>Computerized Accounting Specialist</td>
<td>807-1125</td>
</tr>
<tr>
<td>Office Support Specialist</td>
<td>827-1070</td>
</tr>
<tr>
<td>Construction Trade</td>
<td>636</td>
</tr>
<tr>
<td>Microcomputer Business Application</td>
<td>810</td>
</tr>
<tr>
<td>Culinary and Service Skills Training Program</td>
<td>1080</td>
</tr>
<tr>
<td>Vocational ESL Office Training</td>
<td>810</td>
</tr>
</tbody>
</table>

**Financial Aid Payment of Nonresident Tuition and Enrollment Fee Charges**
After the Office of Tuition and Fees determines student nonresident tuition and enrollment fee charges, payment will be drawn from the student financial aid award. Charges which are not met with financial aid are the responsibility of the student.

**Return of Title IV Funds**
In accordance with federal law, students who receive federal financial aid and withdraw from all their classes before completing at least 60% of the semester will have their financial aid eligibility
recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Students who complete 60% or more of their classes will not be required to pay.

**Withholding of Services to Students in Default on Loans or Owing Refunds**

If a student or former student is in default on the Title IV loan (Federal Family Education Loan, formerly Guaranteed Student Loan) or on a Federal Perkins Loan (formerly National Direct/Defense Student Loan) or owes a refund on a grant (Pell, FSEOG), the District shall withhold the following services: provision of grades, provision of transcripts, and provision of diploma.

The term “default” is defined by the U.S. Department of Education as the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note.

The services withheld may be provided in certain circumstances which will be addressed on an individual basis by the administration.

**CalWORKS**

CalWORKs (California Work Opportunity and Responsibility to Kids) is designed to assist individuals moving from welfare to work. The CalWORKs program at City College of San Francisco provides education, training and support services. It also links students to employment opportunities related to the student’s employment goal. Through this program students receive assessment, counseling services, assistance with textbook purchases, transportation, and childcare. For additional information, please visit the website at [www.ccsf.edu/info/CalWORKs](http://www.ccsf.edu/info/CalWORKs).
Learning Resources and Student Services

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

The College Library
The College Library encompasses six campus collections. The print holdings of the entire library system consist of a total of 175,653 volumes. The current number of current periodicals and microfilm is 690 titles. Online periodical and reference databases, with access to over 3,000 full text publications, can be accessed from off campus as well as from on-campus. Reference librarians provide workshops on the use of library resources at every campus library. All students must have a current CCSF student identification card to check out books and access online resources. San Francisco residents may obtain a community card to gain library privileges.

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

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

Over 70 public computers provide access to all of the electronic resources. Wireless access is also provided. The open stacks give immediate access to almost the entire collection, affording valuable opportunities for independent browsing and research. A student computer lab is located on the fifth floor, R521.

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

The Downtown Campus Library is on the 2nd floor at 88 Fourth Street (corner of Mission Street) in downtown San Francisco. The contemporary design reflects the expanding role of technology in the learning environment. It houses a book collection with a focus on business and careers, ESL and computer technology. Students have access to state-of-the-art computers, Internet, audio-visual equipment and wireless technology. The student media lab features CD, DVD, VHS players as well as cassette tape machines. The student computer lab is equipped with 20 workstations connected to the Internet, and configured with word processing and educational software.

The John Adams Campus Library is located at both 1860 Hayes Street, Room 219, and a DeAvila School, 1351 Haight Street, Room 100. Supporting the curricula at this campus, the collection has a strong emphasis in the allied Health Education, ESL, business and careers, computing, child development and basic education.

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

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

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

The Mission Campus Library is located on the fourth floor of 1125 Valencia Street. Some one hundred computers can be used for general research, classroom work, and media training. The collection of books and periodicals has been selected for both general research and for the myriad of credit and non-credit courses.
## Tutorial and Academic Support Programs

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Program</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL</td>
<td>Computer tutorials for ESL</td>
<td>Media Center: ESL Computer Lab</td>
<td>R403</td>
</tr>
<tr>
<td>English</td>
<td>Computer tutorials for English</td>
<td>Cyberia: ENGL Computer Center</td>
<td>A265</td>
</tr>
<tr>
<td>ESL and English</td>
<td>Tutoring, small groups, and workshops for ESL and English students</td>
<td>Writing Lab/Writing Success Project</td>
<td>R207</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leaning Assistance Center</td>
<td>Mission Campus 401</td>
</tr>
<tr>
<td>ESL and English</td>
<td>Computer tutorials for English</td>
<td>Computer Lab/ Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAC @ Mission Campus</td>
<td>Mission Campus 401</td>
</tr>
<tr>
<td>Reading</td>
<td>Assistance with reading skills, speed, and comprehension</td>
<td>Reading Lab</td>
<td>R207</td>
</tr>
<tr>
<td>Math</td>
<td>Tutoring and small groups for algebra and calculus</td>
<td>Math Area: Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAC @ Mission Campus</td>
<td>Mission Campus 401</td>
</tr>
<tr>
<td>Math</td>
<td>Tutoring and Computers for arithmetic, geometry, and algebra</td>
<td>Math Tutoring Lab</td>
<td>B604</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAC @ Mission Campus</td>
<td>Mission Campus 401</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Tutoring for each language</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Audio, video and computers for foreign languages</td>
<td>Language Center</td>
<td>R205</td>
</tr>
<tr>
<td>Sciences</td>
<td>Tutoring for anatomy, biology, chemistry, physics, and physiology</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Biology</td>
<td>Materials and tutoring for biology students</td>
<td>Biology Resource Center</td>
<td>S350</td>
</tr>
<tr>
<td>Nursing</td>
<td>Materials and tutoring for nursing students</td>
<td>Nursing Skills Lab and Media Center</td>
<td>C343/ R403</td>
</tr>
<tr>
<td>Business</td>
<td>Tutoring for acct, econ, and statistics</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Speech</td>
<td>Assistance for students in speech courses</td>
<td>Communication Lab</td>
<td>C 208B</td>
</tr>
<tr>
<td>Misc. Subjects</td>
<td>Scheduled tutoring for qualified students</td>
<td>EOPS</td>
<td>EOPS 116</td>
</tr>
<tr>
<td>Misc. Subjects</td>
<td>Audio and visual materials</td>
<td>Media Center</td>
<td>R403</td>
</tr>
<tr>
<td>College Success</td>
<td>1-3 Unit “College Success Courses” and workshops</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Basic Skills and GED</td>
<td>Tutoring and diagnostics for adult basic ed. students</td>
<td>Adult Learning and Tutorial Center</td>
<td>31 Gough</td>
</tr>
</tbody>
</table>
The Learning Assistance Center

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

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

The Writing Success Project links with English and ESL composition sections to provide weekly group study sessions. Additional services, including LERN classes, workshops, student grants, help with scholarship and transfer applications, and counseling, are available to TRIO-eligible students. Services are intended for US citizens and residents who meet federal criteria based on family income, parent education, and/or disability. LAC @ Mission Campus offers tutoring and computer lab support for students taking credit courses at that campus.

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

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

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

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

The Academic Computing and Resource Center in Batmale Hall room 301 continues to support students in Computer Science, Computer Networking Information Technology, Interdisciplinary Studies/Multimedia, and there are specialized software to support students from Broadcasting, Graphic Communications, Photography and Cinema. In addition, the lab is open to all CCSF students who need Internet access, Microsoft applications or wireless Internet connectivity.

The lab houses 168 workstations including 122 Windows PCs, 40 Macs and 6 Linux stations. Software includes programs for Introduction to Macintoshes, cross platform Multimedia (Graphic Design, Audio/Video Editing, DVD Authoring, 3-D modeling and Post-Production), Linux with its dedicated subnet, Microsoft Office, web development and programming (C, C++, C#, Java, PHP, Perl, Oracle, SQL, etc.).

36 Windows PCs and 8 Macintoshes are available to CCSF students who require Internet connectivity and Microsoft Office applications. Wireless Internet connectivity is also available in the lab.

The ACRC is open M - Th 9:00 a.m. to 9:00 p.m., F 9:00 a.m. - 7:00 p.m., and Sat 10:00 a.m. - 3:00 p.m. Call (415) 239-3492.

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

The Communication Lab offers tutoring designed specifically for students enrolled in Speech Communication classes. Located in Cloud Hall, Room 208B, on the Ocean Campus, students can drop-in for tutoring and receive assistance on their speeches or other speech homework. Speech instructors are available to help students with anxiety reduction, topic selection, thesis writing, main points, outlining, research, citing sources, introductions, conclusions, timing, delivery, and visual aids. The lab offers support and assistance for all students enrolled in speech classes. Computers are available for research and outlining, and visual aids. Drop by or call 239-3390 to find out when the lab is open.

The Math Lab (operated by the Mathematics Department), housed in Bungalows 602 and 603 on the Ocean Campus, offers an array of services for students. Drop-in tutoring for basic mathematics (Math E1 and Math E3), pre-algebra (Math 835), elementary algebra (Math 840), and applied geometry (Math 850) is provided in Bungalow 602. Students can also use the computers in Bungalow 602 to view videos and use software in these subject areas. The basic mathematics classes (Math E1 and Math E3) that use the individualized and small group lecture formats meet in Bungalow 603.

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

The Transitional Studies Department Adult Learning and Tutorial Center at 31 Gough Street, Room 29, offers free, one-to-one tutorial services, as well as classes, both days and evenings. The Center focuses on adult literacy education and preparation for the GED test. The Center’s tutoring services can begin at any time. The GED pre-test, reading and mathematics diagnostic tests are available Monday through Thursday on a drop-in basis. Subjects in
STUDENT SERVICES

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

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<tr>
<th>New Student Counseling Department (NSCD)</th>
<th>239-3296</th>
<th>Are you a new student to City College with less than 24 units? Do you need help with academic and career planning?</th>
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<tbody>
<tr>
<td>Conlan 205</td>
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<tr>
<td>Continuing Student Counseling Department (CSCD)</td>
<td>452-5235</td>
<td>Have you completed a year of college or 24 or more units? Do you need an Educational Plan, degree or transfer information?</td>
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<td>Arts 201/Cloud 207/B606 (main office)</td>
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<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>239-3561</td>
<td>Do you need academic counseling, books, tutoring, and childcare? Come to EOPS to find out how to qualify for services.</td>
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<tr>
<td>EOPS Bldg.</td>
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<tr>
<td>International Student Counseling Department (ISCD)</td>
<td>239-3942</td>
<td>Are you a new or continuing International student here on an F-1 Visa? Do you need specialized assistance and orientation?</td>
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<tr>
<td>Latino Services Network (LSN)</td>
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<td>Are you interested in bilingual and bicultural (Spanish-English) programs and support services?</td>
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<tr>
<td>African American Scholastic Programs (AASP)</td>
<td>452-5315</td>
<td>Are you interested in programs for African Americans and the Diaspora, Black College tours and transfer assistance?</td>
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<td>Asian Pacific American Students Success Program (APASS)</td>
<td>452-5620</td>
<td>Are you interested in programs, services, and enrichment activities to support Asian/Pacific Island American student success?</td>
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<tr>
<td>Career Development and Placement Center (CDPC)</td>
<td>239-3117</td>
<td>Are you undecided about your educational or career interests and goals or looking for job placement information?</td>
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<tr>
<td>Science 121 and 127</td>
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<tr>
<td>Transfer Center</td>
<td>239-3748</td>
<td>Need information to apply or transfer to a university? Interested in college tours or guaranteed admission agreements?</td>
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<tr>
<td>Science 132</td>
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<tr>
<td>Psychological Services/Student Health Center</td>
<td>239-3148</td>
<td>Been feeling kind of down lately? Having concerns of a personal nature? Stop by the Health Center for assistance.</td>
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<tr>
<td>Student Health Center</td>
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<tr>
<td>Veteran’s Educational Benefits Program</td>
<td>239-3486</td>
<td>Do you qualify for Veteran’s benefits? Come to the Veteran’s Office for assistance.</td>
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<td>Conlan 2</td>
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<tr>
<td>Disabled Student Programs and Services (DSPS)</td>
<td>452-5481</td>
<td>Do you need an accommodation due to a medical, physical, or psychological condition or learning disability?</td>
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<td>Rosenberg 323</td>
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<tr>
<td>Gay/Lesbian/Bisexual/Transgender Counseling (GLBT)</td>
<td>239-3320</td>
<td>Want information about student activities, scholarships, support services, counseling, courses and programs for GLBT students?</td>
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<tr>
<td>Cloud 207</td>
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<tr>
<td>Athletic Counseling Services</td>
<td>239-3260</td>
<td>Are you a member of a City College intercollegiate athletic team? Do you need academic, career, or personal counseling?</td>
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<tr>
<td>South Gym</td>
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<tr>
<td>Homeless At-Risk Transitional Students (HARTS)</td>
<td>452-5233</td>
<td>Are you homeless and in need of special services such as transportation, food, books, and housing?</td>
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<tr>
<td>Cloud 205</td>
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<tr>
<td><strong>Financial Aid Counseling</strong></td>
<td><strong>Are you concerned about financing your education? Are you interested in financial aid? Are you eligible for CalWorks? Do you want to apply for a scholarship?</strong></td>
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<tr>
<td>Cloud 324</td>
<td>239-3576</td>
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<tr>
<td>Campuses</td>
<td>239-3576</td>
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<tr>
<td><strong>Alemany Campus Counseling</strong></td>
<td><strong>Do you hope to study English as a Second Language? Are you interested in citizenship, how to use computers, or communications?</strong></td>
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<tr>
<td>750 Eddy Street, Room 105</td>
<td>561-1878</td>
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<tr>
<td><strong>Castro Campus Counseling</strong></td>
<td><strong>Are you confused about your educational goals and what courses to take? Do you need an unofficial evaluation of course work from colleges other than CCSF?</strong></td>
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<tr>
<td>1220 Noe Street, Room 107 (evening only)</td>
<td>550-4500</td>
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<tr>
<td>Information</td>
<td>545-5235</td>
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<tr>
<td><strong>Chinatown/North Beach Counseling</strong></td>
<td><strong>Are you interested in Asian American Studies, business, child development, Health Education, sign language, or ESL?</strong></td>
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<tr>
<td>940 Dilbert Street, Room 105</td>
<td>561-1853</td>
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<tr>
<td><strong>Downtown Campus Counseling</strong></td>
<td><strong>Are you interested in Computer Studies, ESL, Food Technology or Business? Are you an entrepreneur seeking the support of our Small Business Development Center?</strong></td>
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<tr>
<td>800 Mission Street, 1st Floor</td>
<td>267-6503</td>
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<tr>
<td><strong>Evans Campus Counseling</strong></td>
<td><strong>Looking for assistance in entering vocational programs? Interested in apprenticeship programs and cooperative work experience?</strong></td>
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<tr>
<td>1400 Evans Avenue, Room 104</td>
<td>550-4409 or 550-4506</td>
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<tr>
<td><strong>Gough Street Campus</strong></td>
<td><strong>Looking for the Adult Learning and Tutorial Center? Literacy Education? Transitional Studies or GED Preparation?</strong></td>
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<tr>
<td>31 Gough Street, Room 29</td>
<td>241-2300</td>
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<tr>
<td><strong>John Adams Counseling</strong></td>
<td><strong>Are you interested in the health professions, child development, computer training, Consumer Education, ESL or GED preparation?</strong></td>
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<tr>
<td>1860 Hayes Street, Room 143</td>
<td>561-1925</td>
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<tr>
<td><strong>Mission Campus Counseling</strong></td>
<td><strong>Are you interested in Digital Printing, Office Technology, GED (in Spanish), or a Working Adults Degree Program? Are you interested in ESL studies?</strong></td>
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<tr>
<td>1125 Valencia Street, First Floor</td>
<td>550-1130</td>
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<tr>
<td><strong>Southeast Campus Counseling</strong></td>
<td><strong>Are you interested in GED preparation or ESL courses, certificate programs or our Working Adults Degree Program?</strong></td>
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<tr>
<td>1800 Oakdale Street, Room 201</td>
<td>550-4320</td>
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<tr>
<td><strong>Re-Entry Counseling Services</strong></td>
<td><strong>Are you returning to school after a prolonged absence?</strong></td>
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<tr>
<td>Smith Hall 106</td>
<td>239-3297</td>
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</tbody>
</table>

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

**Student Counseling Services**

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

**African American Scholastic Programs**

The goals of African American Achievement Program (AAAP) are to increase students’ ability to understand developments in the world, to think critically; to express thoughts clearly orally and in writing, and to make informed decisions.

The four components that drive the program are:

1. A series of English courses that include:
   - English 90-91-Basic Composition & Reading 1
   - English 92-Basic Composition & Reading 2
   - English 93-Intro to Academic Writing & Reading
   - English 96-Academic Writing and Reading
   - English 1A-University Reading and Composition
2. College Success courses
3. Library 10-Information Resources
4. Counseling Services

The counseling services component is an integral part of the instruction, which helps students acquire personal development skills. Both the instruction and counseling components are integrated. Intensive individual and group sessions provide students with educational, career and personal counseling to assist them in making appropriate choices in meeting their respective goals.

The AAAP program helps students to identify learning styles, effectively use informational resources and develop sound study habits.

The African American High School/College Program

In partnership with San Francisco Unified School District, the African American Scholastic Programs provide high school students with the opportunity to:

- Earn high school credits to complete high school graduation requirements.
- Earn college units towards an Associate in Arts Degree while still attending high school.
- Earn units which may begin to satisfy admissions requirements to a Baccalaureate Degree granting institution.
Each semester a variety of courses are offered in English, Math, History, Psychology, and Interdisciplinary Studies. High school juniors and seniors are enrolled each semester with a recommendation from their high school principal or counselor. A program application is required and can be obtained from a participating SFUSD high school or from Rosenberg 209 at CCSF. Please see your high school counselor for more information.

The Summer Bridge Program is designed to assist high school students in the transition from high school to college. This program allows students to matriculate in the summer and enroll in college credit courses. The Summer Bridge Program is a six week summer program and students are eligible to enroll in a maximum of seven (7) units. Courses are pre-selected for program participants based on an English and Math placement exam prior to the beginning of the Summer semester. Other support services that are provided are an orientation to college, a financial aid workshop, a campus tour, group and individual counseling sessions and the development of an educational plan.

After the successful completion of the Summer Bridge Program, participants are considered continuing students who will receive an early registration date for the following Fall semester. There is no fee to graduating high school seniors; however, students must purchase required class text books and materials.

The Historically Black College/Universities (HBCU) Transfer Program is designed to provide CCSF students the opportunity to attend and graduate from CCSF, then transfer as a junior to an HBCU of their choice. CCSF/HBCU transfer students will participate in a collaborative learning environment while earning a General Education Associate Degree and completing transfer requirements. The program provides a variety of support services that include individual and group counseling and student mentoring.

The Peer Mentoring Program provides peer mentoring for high school and CCSF students enrolled in African American Scholastic Programs. Students enrolled in the CCSF/High School program are mentored by college students making a successful transition from high school to college.

The Peer Mentoring Program provides CCSF students and SFUSD elementary students, grades 2-6, the opportunity to interact and develop positive relationships, to encourage younger students to stay in school and understand the benefits of a college education.

Counseling Services
AASP provides academic, career and personal counseling to all students who utilize AASP programs and services. Students meet with academic counselors on a regular basis to create educational and career plans and monitor their progress. Counselors are available by appointment or drop in sessions. Counselors’ schedules are available in Rosenberg 209.

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

- Academic, career, and personal counseling
- Assistance on financial aid
- Referrals to campus and community services

Center offers:
- Outreach to Asian & Pacific Islander high school and college students
- Support services to students who are either on academic or progress probation
- Bilingual/bicultural counselors, staff, and peer advisors
- Peer support study groups
- Mentorship program
- APASS, Goldman, and Mosaic Scholarship
- Workshops on personal growth and academic development
- APASS classes: English 91, 92, 93, 96, 1A, IDST 3,45, 50, Math E3, 840, 860, 90 and PHST 30

TULAY (‘Bridge’) Program
Filipino-American Student Success Program is a learning community that integrate Pilipino curriculum, counseling services, basic English & Math skills support and peer mentoring for Filipino-American students at City College of San Francisco.

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

Continuing Student Counseling Department
The Continuing Student Counseling Department (CSCD) addresses the needs of continuing students who have completed one year of college or more than 24 units at City College of San Francisco or another college or university. Students can work with CSCD counselors to discuss their academic goals, and develop or revise educational plans. They can also discuss the requirements needed for a certificate, a degree, or transfer to a 4-year institution. CSCD counselors make referrals to helpful support services on and off campus, provide specialized workshops including probation, transfer planning, and Internet resources, and offer brief personal counseling. The CSCD offers both express counseling for short questions, and counseling by appointment for educational plans and more complicated academic planning issues. Continuing students who fit the definition above may call 452-5235 to make a counseling appointment. Counselors are available Monday-Thursday from 8 a.m. until 6:00 p.m. and Fridays from 8 a.m. until 4:00 p.m. Counselors are available on the Ocean Campus in SH106, A201, C207, B606 (main office), and on the Mission campus (hours may vary at each location). CSCD includes the Veterans Educational Benefits Office, located in Conlan Hall, Room E2. Please phone 239-3486 for more information or to schedule an appointment with the veteran’s counselor.

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

Latino Services Network (LSN)
The Latino Services Network (LSN) is dedicated to the development and implementation of effective support services and programs
to meet the academic, vocational, and career needs of the Latino student community.

Our services include:

**Bilingual (Spanish and English) Counseling**
- Academic, personal, and career
- Goal setting, educational plan development
- Graduation, certificate, and transfer information
- Bilingual (Spanish and English) college orientations

**The Latino CLASS Project**
- Targeted sections for LSN students in English and Math classes. (Course offerings vary by semester). English courses address multicultural issues.
- Collaboration between students, counselors, instructors, and professional tutors

**The Latino Service Center**
- Computer laboratory use for homework and research
- A friendly place to meet other students and study
- Educational and cultural events and workshops
- Assistance with financial aid
- Advocacy and referrals to campus and community services
- Book Loan Program
- Goldman and Mosaic Scholarships

For more information, please call us at (415) 452-5335, email us at latino@ccsf.edu, visit our website at [www.ccsf.edu/latino](http://www.ccsf.edu/latino), or come visit us in Cloud Hall, Room 364.

**New Student Counseling Department**

The New Student Counseling Department (NSCD) assists students entering college for the first time and returning students with less than 24 units completed. The focus of the counseling services is to help students with their decision-making process to support the beginning their academic life on campus. Counselors discuss requirements for CCSF certificates, graduation, and transfer to both public and private institutions, academic, life, and career achievement goals. Our services include orientation to college workshops and retention intervention classes for general Basic Skills students, educational planning, student growth/development classes and short personal counseling sessions leading to referrals to other support services as appropriate for student success. Our goal is to support student success.

The New Student Counseling Department offers counseling services at the following campuses: Ocean Campus (main campus), Alemany Campus, Chinatown North Beach Campus, Downtown Campus, Evans Campus, John Adams Campus, and Southeast Campus.

The Ocean Campus office hours are: Monday - Thursday (8 a.m. - 6 p.m.), Fridays (8 a.m. - 4:30 p.m.). For the Ocean Campus please call the main switchboard at (415) 239-3000 and ask for the appropriate campus counseling department number. Please see the City College of San Francisco map for campus locations.

**Additional Counseling Services**

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

**Counseling for Gay, Lesbian, Bisexual and Transgender Students** is provided on the Ocean Avenue and John Adams Campuses and by appointment on selected evenings at the Castro Campus (450 Church St.) and the GLBT Center (1800 Market St.). Academic, career, and personal counseling is available with gay and lesbian identified counselors in the Continuing Student Counseling Department (C207/B606), as well as in the Disabled Student Programs and Services Department (DSPS), the Career Development and Placement Center (CDPC), and Extended Opportunity Programs and Services (EOP). For more information, please call Sarah Thompson in C207 at 239-3320.

**Career Development and Placement Center**

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

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

Students or alumni who have not yet chosen careers or majors, or who wish to change their careers or majors may obtain assistance with these decisions from the career counselors at CDPC. Through individual or group counseling, career assessment and exploration, labor market information, career workshops and career success courses (LERN 60, Career Success and Life Planning; 61, Orientation to Career Success; 62, Successful Job Search Techniques; 63, Career Counseling for Work Experience; and 64, Financial Planning for Academic/Career Success), students will develop personal awareness and information essentials in making sound careers and major choices.

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

**College Work Study/Lab Aide Referrals**: For college aide positions on campus (college work study and lab aide) students can view job announcements online through www.ccsf.edu/jobs. For further assistance visit the Career Centers located at the Ocean, John Adams and Mission Campus or call 239-3117.

**Job Placement Information**: Job placement information and referrals are available at the Career Centers located at the Ocean, John Adams and Mission Campuses. Online jobs referrals can also be found through Career Connection, or other links found on the CDPC website: [www.ccsf.edu/Services/CDPC](http://www.ccsf.edu/Services/CDPC). Further questions, e-mail careerchat@ccsf.edu.
Disabled Students Programs and Services (DSPS)

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), City College of San Francisco is committed to making programs, services and activities accessible for students with disabilities. DSPS provides reasonable accommodations and support services for students with verified disabilities. Services may include, but are not limited to, counseling, advocacy, priority registration, testing accommodations, classroom relocation, learning disability assessments, hearing screenings, sign language interpreters, real-time captioning, assistive listening devices, note takers, alternate formats (Braille, electronic text, Books on Tape) for reading material, lockers, scooters, adaptive technology, adaptive furniture and special classes. Emphasis is given to those services which allow the student with a disability to fully participate in academic and vocational programs for which they are otherwise qualified. Students wishing to receive services through DSPS should schedule an appointment to meet with a counselor. Services are confidential. Students with disabilities who need to bring an animal on campus, other than a service animal as defined in law, such as a guide dog, need to check with the DSPS office.

The DSPS High Tech Centers (HTCs) are computer labs designed for students with disabilities. The HTCs offer instruction in adaptive computer software and/or hardware and tutorial software for the development of academic, vocational and daily living skills. City College has two High Tech Centers: one located on the Ocean Campus in Batmale Hall, Room 231, and the other located at the John Adams De Avila Campus, Room 209.

The DSPS Strategies Lab located on the Ocean Campus in Batmale Hall, Room 231, provides special classes with small group instruction on learning intervention strategies. The classes (DSPS M and DSPS O, Diagnostic Learning) are designed for students with disabilities. The instructor and trained instructional aides assist students in applying learning techniques as they work on classroom assignments.

DSPS has offices on the Ocean, John Adams and Mission campuses. DSPS services are also available at other campuses by appointment. For further information, for office hours or to request an appointment, call or visit one of the offices. The Ocean Campus DSPS office is located in the Rosenberg Library, Room 323, (415) 452-5481 (voice) or (415) 452-5451 (TDD). The DSPS office on the John Adams Campus has been temporarily relocated due to the John Adams Campus renovation. It can be reached and its current location can be verified by calling (415) 561-1001 (voice) or (415) 561-1007 (TDD). To reach the Mission Campus DSPS Office and to verify its room location, please call (415) 920-6037. Hearing impaired students may contact DSPS by email at deafserv@ccsf.edu.

To view the Campus Access Guide and updated accessibility information, the DSPS Student Handbook, policies and procedures or office hours, please visit the DSPS website at www.ccsf.edu/dsp. Should you have questions or encounter difficulty regarding access, please contact the DSPS Accommodations Specialist at (415) 452-5485.

Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Programs and Services (EOPS) assists low-income, educationally under-prepared students by providing support services that are over, above, and in addition to those provided by the College as a whole. A state-funded program, EOPS provides counseling, one-on-one tutorial, priority registration, orientation to college, financial aid advising, book services, transfer workshops, and CSU and UC transfer application fee waivers. EOPS coordinates its resources with other CCSF departments and programs to enhance student success. In addition, eligible EOPS/TANF students may participate in the Cooperative Agencies Resources for Education (CARE), a program which provides counseling, advising, and transportation assistance to EOPS students who are single head of household with dependent(s) less than 14-years-old. Noncredit and international students are ineligible for EOPS services. The Extended Opportunity Programs and Services offices are located in the EOPS Center adjacent to Smith Hall. Go to our webpage at http://www.ccsf.edu/Services/EOPS for more information, or call (415)239-3561.

Student Health Services

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

Medical/Nursing Health Services

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

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

Nurse practitioners are available at Student Health Services (HC100), Monday through Friday, only when classes are in session. Call 239-3110 for hours of operation. Most of the services are without additional charge. However, some services such as lab tests are charged a discounted fee or on a sliding scale basis.

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

Psychological Services

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

The goal of Psychological Services is to aid in student retention and to contribute to the psychological well-being of the campus.
community. As such, our services include short-term psychotherapy for individuals and couples, crisis intervention, assessment, information, referrals, and consultation with faculty regarding student concerns. Each semester staff conducts groups on topics such as procrastination, relationship problems, managing anxiety and panic attacks, stress reduction, and meditation. There are also workshops on re-entry and test anxiety. Appointments can be scheduled at the Student Health Center (HC 100), at the personal counseling window, or by calling (415) 239-3148.

**HIV/STI Prevention Studies**
The HIV/STI Prevention Studies is a program of the Health Education Department. A wide variety of HIV/STI (Sexually Transmitted Infection) services are available to CCSF students, faculty, employees and their significant others through the HIV/STI Prevention Studies program. The office is located in Cloud Hall, Room 404. Office hours are Monday through Friday 10 a.m. – 6 p.m. For more information, call (415) 452-5202 or fax (415) 452-5203.

**Project SAFE Peer Activities Room/Club** located in Cloud Hall, Room 405, provides free condoms and other safe sex supplies, information and referrals related to HIV and STI prevention and treatment. Office hours are Monday and Friday 10 a.m. – 2 p.m., Tuesday through Thursday 10 a.m.–4 p.m. Telephone (415) 452-5070 or (415) 452-5202.

**Teacher Prep Center**
The Teacher Prep Center at City College of San Francisco is located in Bungalow 213 (behind the library) on the Main Campus. A program of the Child Development and Family Studies Department, the Center provides resources, workshops, counseling, advising, career planning and job information, coursework, outreach and support to future teachers. Co-located with the Early Childhood Professional Development Project, which assists all future and current ECE staff in San Francisco, the Center provides assistance to students and community members interested in entering the field of ECE, elementary, secondary, or CTE teaching. Call 452-5605 or 239-3890 for additional information or visit the web at: www.ccsf.edu/Departments/Child_Development.

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

**Transfer Admission Guarantee (TAG) Programs.** TAG programs are designed to ease the admissions process for CCSF students prior to submitting an official application to the university. Students can take advantage of guaranteed admission opportunities with a variety of public and private institutions: CSU-East Bay, San Jose State, UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz, Santa Clara University, and St. Mary’s College. In most cases, eligible students must be permanent residents of the U.S. who are seeking their first bachelor’s degree. Obtain additional TAG eligibility requirements and applications from the Transfer Center.

**Concurrent Enrollment Program.** This program with CCSF and the University of California, Berkeley, provides qualified students the opportunity to enroll in a maximum of two free UCB courses. Eligible students must have a 2.4 grade point average; be eligible for, enrolled in, or have completed ENGL 1A and maintain 12 semester units including the UCB course. Students who have attended four-year colleges or universities are not eligible. Call (415) 239-3334 for more information, and/or visit the Transfer Center, Rm. S-132.

**ADDITIONAL STUDENT PROGRAMS AND SERVICES**

**Alumni Relations Program**
You are an alumnus of CCSF if you graduated, transferred, received a degree or certificate, or just attended a few classes. The Alumni Relations Program engages in a variety of activities to meet your needs.

Specifically, the Alumni Relations Program maintains an ongoing relationship with alumni by: informing alumni of important services the College offers to them, such as free access to the Career Development and Placement Center; alerting alumni to College and department activities and other professional development opportunities; tracking alumni success stories; and offering opportunities for alumni to contribute their time, talent, and resources to help other students succeed and realize their educational goals.

If you wish to receive periodic news and updates or share your success story via e-mail, send a note to alumni@ccsf.edu or visit www.ccsf.edu/alumni. For more information, call (415) 452-4711.

**Child Care Services**
The Child Development & Family Studies Department administers 7 child development centers in San Francisco for children of CCSF students and other low income families. The centers feature subsidized child care and development services and are full time at most locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Care for toddlers is available at the Orfalea Family Center at the John Adams Campus. Parents can place their names on a waiting list by calling (415) 561-1895. The Department also features Parent/Child Observation courses at 26 sites throughout the city for parents who wish to participate in adult education opportunities with their children. For further information on specific Child Development services offered by the Department, please call the office at the Orfalea Family Center, Rm 203, (415) 452-5905 and at Ocean Campus, Batmale 211, (415) 239-3172 or visit our website at: www.ccsf.edu/Departments/Child_Development.

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

**Math Bridge Program**
This is a one year long program beginning each fall semester whose purpose is to assist African American, Latino, Pilipino, and Native American students to complete elementary and intermediate algebra successfully. However, all students are welcome to apply.
Interested students must attend an orientation, usually held in April, and submit an application by May 15 in order to enter the program in the fall semester.

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

A workshop, group tutoring, and other activities supplement the traditional mathematics lecture. Students also learn to develop skills that will be useful in other college courses. Contact bhian@ccsf.edu for more information regarding admission to the program.

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

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

Peer-Mentoring and Service-Learning
The Office of Mentoring and Service-Learning offers two types of programs to increase student success and transfer, and enrich the college experience with hands-on application of classroom learning. In the Peer-Mentoring program, a student is matched with a peer mentor. The peer-mentor is a student who has experience in a particular course or program, and who provides information, advice, support and encouragement. The peer-mentor is selected by a Project Sponsor for the course or program. Mentors are currently available to students taking specific courses in science, social science, liberal arts, and vocational programs.

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

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

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

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

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

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

Dr. Betty Shabazz Family Resource Center
The Dr. Betty Shabazz Family Resource Center empowers students with children through information, resources, and support and builds a stronger student parent community on campus. The Center is student-run and provides the following services: supervised children’s activities, use of FRC computers, job referrals, information about CalWORKs, peer mentoring, and support groups. For further information, come to the Student Union, Room 202, or call (415) 239-3109.

Queer Resource Center
The Queer Resource Center seeks to empower the lives of LGBTQQI (lesbian, gay, bisexual, transgender, queer, questioning, intersex) students at CCSF by uniting the diverse individuals in the community across gender, race, age and economic standing, religion, and ability differences. It provides access to a support system of peers and allies and strengthens the LGBTQQI community at CCSF. In addition, the QRC acts as a center of education for and about the queer community through peer-led teachings, workshops, and other such events. The Queer Resource Center is a safe place for queer and transgender students and all, welcoming the opportunity to outreach to its community. For further information, come to the Student Union, Room 201, or call (415) 452-5723.
Students Supporting Students (S Cube)

Student Peer Mentoring Program supports students to navigate the college programs and classes that will enable them to be successful students. Peer-mentors provide resources on financial support, academic assistance, clubs on campus, self awareness, and on-campus resources. The peer mentors encourage interaction with others who are going through similar situations, similar struggles to create a positive environment for people to be themselves and realize their own success. For further information, come to the Student Union, Room 203, or call (415) 239-3660.

Veterans Services

The Veterans Educational Benefits Office is located in Conlan Hall, Room E2. For information call: (415) 239-3486

Veterans, veterans’ dependents and eligible persons may apply at the Veterans Educational Benefits Office, Conlan Hall, Room E2. Students must also apply for admission to City College through the Office of Admissions and Records, Conlan Hall, Room E107.

Available Benefits:

1. GI Bill – Active Duty Educational Assistance Program (Chapter 30)
2. Selected Reserve Educational Assistance Program (Chapter 1606)
3. Survivors and Dependents of Veterans’ (who are either 100% disabled or died due to service-related conditions) Educational Assistance Program (Chapter 35)
4. Reserve Educational Assistance Program (REAP) Chapter 1607
5. Vocational Rehabilitation, Veterans with Service Connected Disabilities (Chapter 31)

Please inquire at the Veterans Educational Benefits Office for further details regarding benefits.

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

Credit for Military Training. City College will grant six semester units of credit to students who present to the Office of Veterans Educational Benefits official documentation showing that they have completed one year or more of active duty in any of the Armed Forces of the United States. Veterans who have completed military-training courses equivalent to courses offered at City College will be awarded up to a maximum of ten units. These are based on the recommendations made by the American Council of Education. Students may use such credit in partial unit satisfaction of the requirements for the degree of Associate in Arts or Associate in Science. Since many universities and colleges do not accept credit that other schools have granted for military service, students who desire to transfer such credit should consult the policy of the school to which they intend to transfer.

Academic Progress Policy for Veteran Students. If the student has been on either academic probation or on progress probation or on both academic and progress probation for more than two consecutive semesters, he or she will have their veteran’s education benefits terminated. Appeals to the termination of veteran’s education benefits must be submitted and addressed to the Dean of Admissions and Records. All appeals will be reviewed on a case-by-case basis.

Women’s Resource Center

The Women’s Resource Center is a safe place that provides information to women about resources available to them both on and off campus. The Center houses a lending library of nearly 1,000 books by and about women. It sponsors campus-wide events and hosts various support groups. The Center is run by students who work closely with a faculty advisor from the Women’s Studies department. For more information, call (415) 239-3112. Located in Smith Hall, Room 103-104.
Associate Degree
Graduation
Requirements

City College of San Francisco is dedicated to the principle that the highest quality education possible be provided to all students. Central to this philosophy is the belief that all students granted an Associate degree should be required to study a variety of general breadth courses in addition to those courses which are required by a student’s major. These courses shall introduce the student to the languages, the methods of inquiry, and the achievements of the major academic disciplines. Consistent with this philosophy, it is the intent of the College to involve students in the various disciplines in such a way that students will develop an interest in learning that will continue and expand throughout their lives.

Goals of the General Education Program

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

a. skills in the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

b. English language and information competency skills so that they can communicate clearly, both orally and in writing; can evaluate what they hear and read; and can acquire, interpret and use information appropriately.

c. an appreciation and understanding of the scientific method, of the achievements of at least one of the natural sciences, and of the relationships between the natural sciences and other human activities.

d. an appreciation and understanding of the methods of inquiry used in the social and behavioral sciences and of the ways people act and have acted in response to their societies.

e. an appreciation and understanding of the ways in which people throughout the ages and in different cultures have responded to themselves and to the world around them through artistic and cultural creation, and have developed aesthetic sensitivity and skills as well as an ability to make informed value judgments.

f. an appreciation and understanding of American history and government so that they can be responsible and active citizens.

g. an appreciation and understanding of the physical skills and health knowledge essential for mental and physical well-being.

h. an appreciation and understanding of the history, culture, and perspective of diverse ethnic groups, of women and of gays, lesbians and bisexuals.

Catalog Rights

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

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

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

Graduation Requirements

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

1. General Education Requirements

General educational courses are required in the following areas:

a. communication and analytical thinking,

b. written composition and information competency,

c. natural sciences,

d. social and behavioral sciences,
e. humanities,
f. United States history and government,
g. physical skills and health knowledge, and
h. ethnic studies, women's studies, and gay, lesbian and bisexual studies.

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

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

Students satisfy the information competency requirement by successfully completing the Area B: Written Composition requirement, which includes teaching and assessment of specific information competency skill areas. Students who transfer in with a course approved as equivalent to English 1A have met this requirement.

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

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

**Area A: Communication and Analytical Thinking Requirement**

Upon completion of this coursework, a student will be able to:

1. use the principles and application of language toward logical thought
2. demonstrate clear and precise expression
3. critically evaluate communications in whatever symbol system the student uses

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

- American Sign Language 1A, 1B
- Biotechnology 108A
- Broadcast Electronic Media Arts 101
- Business English 74, 76
- Business Mathematics 66, 68
- Chemistry 17
- Child Development 108A, 108B
- Chinese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 12A, 12B, 12C, 14A, 14B, 14C, 16, 17, 22, 31A, 31B
- Computer Networking and Information Technology 131, 132
- Computer Science 100, 101, 105, 110A, 111A, 112A, 113A, 150A, 183A
- Design 110
- Economics 5
- Engineering 38
- Engineering Technology 50, 108A, 108B
- English as a Second Language 79
- French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 21, 22
- German 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B
- Interdisciplinary Studies 50, 125
- Italian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
- Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 16
- Journalism 19, 26
- Labor and Community Studies 76A
- Learning Assistance 50, 60, 61*, 62*
- Library Information Technology 51
- Mathematics 840, 850*, 855, 860, 70, 75, 80, 90, 92, 95, 97, 100A, 110A
- Microcomputer Applications for Business 160
- Music 3A, 29
- Philosophy 2, 4, 12A, 40
- Pilipino 1, 2, 10A, 10B, 10C
- Psychology 5
- Russian 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 10A, 10B, 10C, 10D, 15A, 15B, 20, 21A, 21B, 22, 22A, 22B
- Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 5S, 10A, 10B, 10C, 10D, 31, 31A, 31B, 32
- Speech 1A, 3, 4, 6, 11, 12, 20
- Supervision and Management 234

*Only partially satisfies number of units required for this area

**Area B: Written Composition Requirement**

Upon completion of this coursework, a student will be able to:

1. develop a topic using non-narrative writing techniques, using abundant detail and examples, including comparison, summary, argument, analysis and definition.
2. show control of all major conventions of standard English grammar usage and punctuation.
3. obtain appropriate information, evaluate the credibility and accuracy of information, and document external sources using a standardized citation format.

The student may satisfy the graduation requirement in Written Composition and information competency in either of these two ways:

1. Completing English 1A with a grade of C or higher
2. Scoring: 4 or 5 on the Advanced Placement Examination in Language & Composition; or 4 or 5 on the Advanced Placement Examination in Literature and Language.

While English 1A satisfies this requirement, students intending to transfer to a four-year institution may need to complete an additional critical thinking course.

For students entering with 2009-10 or later catalog rights, there is no longer an ESL course that satisfies this requirement.

**Area C: Natural Sciences Requirement**

Upon completion of this coursework, a student will be able to:

1. communicate scientific ideas and theories effectively
2. demonstrate an understanding of the scientific method
3. apply models to explain the behavior of commonly occurring phenomena
4. evaluate how measurement errors impact the application of scientific models

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

- Anatomy 14, 25
- Anthropology 1
- Astronomy 1, 4, 14*, 16*, 17, 18, 19
- Biology 9, 11, 15, 20, 30, 31, 32, 40, 101B
- Biotechnology 115, 120
- Botany 10
- Chemistry 32, 40, 101A, 103A, 110
- Engineering 3
- Genetics 10, 15
- Geology 10, 11, 18, 21, 25A, 25B
- Interdisciplinary Studies 9, 10C
- Microbiology 10, 12, 51*
- Nutrition 12, 51*, 52
- Oceanography 1
- Ornamental Horticulture 76, 77
- Paleontology 1
- Physical Science 11
- Physics 2A, 4A, 10, 40, 41
- Physiology 1, 12, 67
- Zoology 10

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

**Area D: Social and Behavioral Sciences Requirement**

Upon completion of this coursework, a student will be able to:

1. exhibit an understanding of the ways in which people through the ages in various cultures have created art
2. demonstrate an aesthetic understanding
3. make informed value judgments
4. create an example of linguistic expression or philosophical reasoning
5. contribute to the disciplines of fine and performing arts and analytical or creative writing

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

- Academic Achievement Personal Success 100
- Administration of Justice 57, 59, 67
- African American Studies 30, 31, 40, 55, 60
- American Civilization 11A, 11B
- American Studies 5
- Anthropology 2, 3, 3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25
- Asian American Studies 8, 22, 27, 35, 40, 42, 61*, 62*, 63
- Asian Studies 1
- Broadcast Electronic Media Arts 104
- Child Development 53, 67
- Disabled Students Programs and Services 1
- Economics 1, 10, 25, 30
- Fashion 28*
- Gay/Lesbian/Bisexual Studies 5, 10, 21, 24, 30, 50, 60
- Geography 4, 7
- Health Education 5, 30, 40, 52, 54, 221
- Interdisciplinary Studies 7, 28G, 29, 30, 37, 45, 80A*, 80C*, 80D*, 80E*, 80F*, 80G*, 81B*
- Latin American and Latino/a Studies 1, 10, 11, 14, 15
- Philippine Studies 20, 30
- Physical Education 13
- Political Science 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 20, 22, 25, 35, 43, 45, 46, 47, 48, 53A
- Psychology 1, 10, 11, 12, 14*, 15*, 17*, 21, 22, 23, 25, 26, 40
- Sociology 1, 2, 25, 28, 30, 35
- Speech 5

*Women’s Studies 25

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

**Area E: Humanities Requirement**

To satisfy the graduation requirement in the Humanities, the student must complete at least three semester units from the following courses. Upon completion of this coursework, a student will be able to:

1. exhibit an understanding of the ways in which people through the ages in various cultures have created art
2. demonstrate an aesthetic understanding
3. make informed value judgments
4. create an example of linguistic expression or philosophical reasoning
5. contribute to the disciplines of fine and performing arts and analytical or creative writing

- African American Studies 35, 50, 51, 55
- American Civilization 11A, 11B
- Architecture 31A, 31B, 32
- Art 101 through 109, 116, 118, 123, 124, 125A, 126, 130A, 140A, 146A, 160A, 170A, 180A
- Asian American Studies 6, 10, 20, 30
- Asian Studies 11, 12
- Broadcast Electronic Media Arts 103, 106
- Cinema 18, 20A, 20B, 21, 22, 23A
- Classics 35, 105
- Design 101, 110
- Fashion 23
- French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 21, 22, 39A, 39B, 39C, 41, 42
- Gay/Lesbian/Bisexual Studies 11, 12, 15, 20, 25, 55, 77
- German 1, 1A, 1B, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 39A, 39B
- Graphic Communications 21
- Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
- Interdisciplinary Studies 4, 14, 23, 27A, 27B, 29, 30, 36, 38, 42, 44, 47, 70
Associate Degree Graduation Requirements

Interior Design 138
Italian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B
Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 16, 39, 49
Labor and Community Studies 93A
Latin American and Latino/a Studies 1, 14
Philippine Studies 30
Philosophy 2, 4, 25A, 25C
Photography 50A, 50B
Physical Education 30, 33
Pilipino 1, 2, 10A, 10B, 39A, 39B
Spanish 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 5S, 10A, 10B, 10C, 10D, 31A, 31B, 32, 39A, 39B, 39C, 39D, 41
Speech 5, 37, 38
Theater Arts 1, 17, 101, 103, 104, 105
Women’s Studies 10, 20

Area F: United States History and Government Requirement

Upon completion of this coursework, a student will be able to:
1. examine, summarize, and evaluate American history
2. examine, summarize, and evaluate American government
3. examine and understand the importance of participating in civic duties and responsibilities based on historical and political precedent

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

African American Studies 60
American Civilization 11A, 11B
Asian American Studies 20
Economics 10
History 1, 9, 12A, 12B, 17A, 17B, 21, 41A, 41B, 45
Labor and Community Studies 70, 70A, 70B
Latin American and Latino/a Studies 1
Political Science 1, 46

Area G: Physical Skills and Health Knowledge Requirement

Upon completion of this coursework, a student will be able to:
1. examine, summarize, and value the physical skills essential for mental and physical well being
2. examine, summarize, and value health information essential for mental and physical well being

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

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

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

Area G1
Anatomy 14
Culinary Arts and Hospitality Studies 244
Health Education 10, 25, 27, 33, 35, 48, 53, 54, 221
Nutrition 12, 51, 52
Physical Education 6, 14

Area G2
Fire Science 17
Health Education 12, 14, 17, 18, 21, 41, 67, 68
Interdisciplinary Studies 17
Labor and Community Studies 101
Psychology 9, 17
Women’s Studies 55

The general education graduation requirement for Area G, Physical Skills and Health Knowledge, may be waived for those students in occupational programs who have completed thirty semester units at the College. A petition must be filed with the program adviser, or the person who maintains the students’ official file. Approval is based upon the hardship imposed by the number of units required by the semiprofessional program. The Vice Chancellor of Academic Affairs or his/her designee, shall review the approved petition. The petition and review processes are to be completed no later than the end of the semester prior to the semester in which the student graduates. The waiver applies only to students who are granted the Associate Degree and the Award of Achievement.

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

Upon completion of this coursework, a student will be able to:
1. identify and compare the historical and cultural/aesthetic experiences of women, different ethnic/racial minority groups, lesbians, gays, bisexual, and transgendered persons
2. identify and compare personal value systems and/or styles of creative expression to those of other ethnic/racial groups, women, lesbians, gays, bisexual, and transgendered persons
3. recognize the diversity of attitudes and values which are projected in verbal and nonverbal behavior, and the dynamics of interpersonal interactions from others’ perspectives
4. identify ethnic/racial, gender, and lesbian, gay, bisexual, and transgender stereotypes
5. demonstrate socio-cultural participation skills, decision-making abilities, and political awareness in order to be effective citizens in a diverse world

To satisfy the graduation requirement in Ethnic Studies (H1), Women’s Studies (H2), and Gay, Lesbian and Bisexual Studies (H3), the student must complete at least three semester units from Area H1, H2, or H3. If the course(s) selected is (are) also listed in Areas A through G, the course(s) may be used to satisfy this requirement and one other area.
Area H1 (Ethnic Studies)
Administration of Justice 67
African American Studies 30, 31, 35, 40, 50, 51, 55, 60, 70
Anthropology 3AC, 11, 12, 15, 19
Art 104 through 107, 146A
Asian American Studies 6, 8, 10, 20, 22, 27, 30, 35, 40, 42, 62*, 63
Asian Studies 1, 11, 12
Broadcast Electronic Media Arts 104
Chinese 29A, 29B, 39, 49
Economics 30
English 32A/34A, 32B/34B, 36, 37, 57, 58A, 60
Health Education 50
History 9, 15A, 15B, 18A, 18B, 20, 21, 34, 35A, 35B, 36, 37, 38,
39, 41A, 41B, 44, 48
Humanities 35, 48
Interdisciplinary Studies 14, 23, 27A, 27B, 28G, 29, 30, 36, 37, 40,
42, 44, 45, 70, 80A*, 81B*
Japanese 39, 49
Labor and Community Studies 15, 100
Latin American and Latino/a Studies 1, 10, 11, 14, 15
Music 21, 23, 24, 25, 26
Philippine Studies 20, 30
Physical Education 33, 500A*
Pilipino 39A, 39B
Political Science 7, 8, 12, 18, 35, 47, 48
Psychology 22, 23
Spanish 39A, 39B
Speech 5
Theater Arts 17
*Only partially satisfies the number of units required for this area

Area H2 (Women’s Studies)
African American Studies 60
Anthropology 25
Art 108
Asian American Studies 35
Broadcast Electronic Media Arts 105
Economics 25
English 37, 57, 58A
Gay/Lesbian/Bisexual Studies 21, 30
Health Education 25, 26
History 12A, 12B
Humanities 25
Interdisciplinary Studies 23, 80C*, 80G*
Labor and Community Studies 78A*, 78B*
Latin American and Latino/a Studies 10
Psychology 25
Sociology 25
Supervision and Business Management 236
Women’s Studies 10, 20, 25, 54, 55
*Only partially satisfies the number of units required for this area

Area H3 (Gay, Lesbian and Bisexual Studies)
Anthropology 20
Broadcast Electronic Media Arts 106
English 55, 56A, 56B, 56C
Gay/Lesbian/Bisexual Studies 5, 10, 11, 12, 15, 20, 21, 24, 25, 30,
40, 50, 55, 60, 77
Health Education 25, 27, 67, 68, 95*, 96*
History 45, 47D*
Interdisciplinary Studies 80D*

Labor and Community Studies 91D*
Music 27C
*Only partially satisfies the number of units required for this area

2. Mathematics Requirement

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

1. Achieving a score on the algebra placement examination that places the student into a course at a level higher than MATH 860. The student may retake the test one time, no earlier than three months from the original test date, if she/he did not make a satisfactory score on the first date. (Note: The student is advised to retake the test before the last semester before graduation.)

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

3. Completing at an accredited college with a grade of C or higher any mathematics course equivalent to MATH 860, or equivalent to a higher level CCSF mathematics course.

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

3. Major Requirement

A student must complete a major in one of the following three ways. Courses taken to complete this requirement must be completed with a final grade of C or higher, or P if taken Pass/No Pass:

a. completion of 18 or more semester units in an Area of Emphasis of the Liberal Arts and Sciences degree program described in the Programs and Courses section of this catalog. The five areas of emphasis are:
   Arts and Humanities
   Communication
   Science and Mathematics
   Social and Behavioral Sciences
   or
b. completion of the 18 or more semester units in a curriculum specified by the department, which includes the following majors: Accounting
   Administration of Justice
   Administrative Support
Associate Degree Graduation Requirements

Architecture
Biological Sciences (pending State approval)
Biotechnology
Child Development
Chinese
Cinema Production
Computer and Information Science
Computer Networking and Information Technology
Computer Science
Construction Management
Dental Assisting
Electronic Engineering Technology
Engineering
English
Environmental Studies and Science (pending State approval)
Fashion Design (pending State approval)
Fashion Merchandising
Fire Science Technology
French
General Business
Graphic Design
Health Education (pending State approval)
Interior Design
Italian
Japanese
Labor and Community Studies
Library Information Technology
Mechanical Engineering Technology
Medical Administrative Assisting
Medical Office Assisting
Motorcycle Technician
Nursing
Paralegal/Legal Studies
Paramedic
Photography
Print Production
Spanish
Travel and Tourism; or
e. completion of 18 or more semester units in a particular field of study if a major curriculum has not been specified by the department.

4. Unit Requirement

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

5. Grade-Point Requirement

To satisfy the grade-point requirement for graduation, a student must maintain a cumulative grade point average of at least 2.0 in all associate degree applicable courses at City College of San Francisco. Unless otherwise noted (as in Written Composition Requirement and Major Requirement), it is not necessary to receive a grade of “C” or better in each course, but the overall grade point average in degree applicable courses must be at least 2.0. The student must also have at least a 2.0 combined grade point average which includes the cumulative grade point average for all associate degree applicable courses at City College of San Francisco combined with the grade point average of all transferable units completed at other accredited postsecondary institutions.

6. Residence Requirement

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

7. Petitioning for the Associate Degree

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

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

Petitioning for Awards of Achievement and Certificate Programs

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

Requirements for Certificates. Students who have fulfilled the certificate program course requirements as stated in the CCSF college catalog may petition to receive their certificate.

Petitions are available at the Office of Awards and Certificate Evaluations, Conlan Hall, Room E2 and the Admissions and Records Office, Room E107. Petitions should be submitted by the deadline posted in the Calendar of Instruction. Information: (415) 239-3486

Guidelines for both petitions are as follows:

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

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

Multiple Majors/Multiple Degrees
Students may graduate with multiple majors or earn multiple degrees at City College. Multiple majors are considered to be the completion of more than one program of study (major) prior to graduation. Multiple degrees are the attainment of an additional degree after the student has already completed an associate degree or higher.

Multiple Majors
Students may earn an associate degree in more than one major providing:

1. Minimum requirements have been met for each major;
2. The majors are available in the same catalog year; and
3. General education and all other graduation requirements in that same catalog year have been met.

Courses used to fulfill the requirements of one major may be used to meet the requirements of an additional major. Courses used to meet major requirements may be applied to general education requirements as well. The general education courses used to satisfy graduation requirements for one major may also be applied to additional majors.

For multiple majors, a single diploma with all majors listed will generally be issued. If one major leads to an Associate in Arts and another to the Associate in Science, two diplomas will be issued.

Multiple Degrees
Students who already possess an associate degree from City College of San Francisco may be awarded an additional degree upon completion of the following:

1. All requirements for the major in a different field of study;
2. General education requirements for the catalog in effect when the student re-enrolls (subsequent to graduation) and for which the student maintains catalog rights; and
3. All other City College graduation requirements. Previous coursework may be used to meet the new major and general education requirements.

Catalog rights end upon graduation. If the student did not meet the requirements of the additional degree prior to graduation, catalog rights for the additional degree will begin after the previous degree was awarded.

Students who possess an associate degree or higher from another regionally accredited college or university may earn an associate degree from City College upon completion of the following:

1. All requirements for the major in a different field of study
2. General education requirements for the catalog in effect when the student enrolls and for which the student maintains catalog rights; and
3. All other City College graduation requirements. Previous coursework may be used to meet the new major and general education requirements.
Transfer Information

General Information
This section of the College catalog contains general information for students planning to transfer to any of the University of California (UC) campuses or to any of the campuses of the California State University (CSU). Listed in this section of the catalog (in the order given below) are three categories of information: (1) Courses which satisfy the general education requirements for all campuses of the California State University; (2) Courses from City College of San Francisco acceptable at all campuses of the University of California for elective credit; (3) Courses from City College that satisfy the Intersegmental General Education Transfer Curriculum (IGETC);

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

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

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

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

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

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

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

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

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

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

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

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

Apply online, www.csumentor.edu.

Admission as a Transfer Student
A student may satisfy CSU admission requirements as an upper division transfer student by:

• Completing a minimum of 60 transferable semester units (CCSF courses numbered 1 through 799 except for some non-degree applicable Biotechnology, Child Development, English as a Second Language, Engineering Technology, and Health Education courses).

• Maintaining a grade point average of 2.00 or higher in all transferable units attempted. Nonresidents must have a 2.4 grade point average.

• Satisfying a minimum of 30 units of General Education with grades of C or better including: A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, B4 Quantitative Reasoning.

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

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

1. They accept as elective credit toward graduation the units earned in all City College courses numbered 1 through 799, except for BTEC 108A, CDEV 108A, ESL 20, 23, 26, 75, 85, 110, 112, 120, 120A, 120B, 122, 130, 132, 142; ENGL 9, 90, 91, 92, 93, 94, 96, ET 108A, and HLTH 8.

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

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

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

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

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

American Institutions and United States History Requirement

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

- Group 1. Political Science 1
- Group 2. Asian American Studies 20; History 1, 9, 12A, 12B, 17A, 17B, 41A, 41B; Labor and Community Studies 70, 70A, 70B; Latin American and Latino/a Studies 1

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

NOTE: The information below is valid for 2008-09. The new 2008-09 list is available from a counselor; the Transfer Center; WebAssist, www.assist.org; or the CCSF articulation webpage, www.ccsf.edu/artic.

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

The 39 semester unit pattern is distributed among five broad areas as noted below. City College will certify completion of each area according to the unit limits shown. Students who complete the entire pattern may also petition for the Certificate of Achievement in CSU General Education Breadth.

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

AREA A: Communication in the English language and critical thinking

(9 certifiable semester units or 12-15 quarter units with at least one course from each of A1, A2, and A3)

A1 Oral Communication:
English as a Second Language 79
Speech 1A, 3, 4, 6, 11, 12, 20

A2 Written Communication:
English 1A

A3 Critical Thinking:
English 1B, 1C
Philosophy 2, 4, 40
Speech 2

Note: If completed before Fall 2006, BSEN 70, ESL 82, ENGL 94, or ENGL 96 may satisfy Area A2, and ENGL 94 may satisfy Area A3. If completed before Fall 2007, ENGL 1A may satisfy Area A3.

AREA B: Physical Universe and its Life Forms

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

B1 Physical Science:
Astronomy 1, 14, 17, 18, 19, 20
Chemistry 32, 40, 101A, 101B, 103A, 110, 205, 208A, 208B, 212A, 212B
Geography 1
Geology 10, 11, 18, 21
Interdisciplinary Studies 10C
Oceanography 1
Paleontology 1
Physical Science 11
Physics 2A, 2B, 4A, 4B, 4C, 4D, 10, 40, 41

B2 Life Science:
Anatomy 14, 25
Anthropology 1
Astronomy 4
Biology 9, 11, 20, 30, 32, 40, 101A, 101B
Botany 10
Genetics 10, 15
Interdisciplinary Studies 9
Microbiology 10, 12
Physiology 1, 12
Zoology 10

B3 Laboratory Activity (to be taken with course from B1 or B2)
Anatomy 14, 25
Astronomy 16
Biology 9, 11, 32L, 41L, 101A, 101B
Botany 10
Genetics 11
Geography 1L
Geology 10L
Microbiology 12
Oceanography 1L
Physical Science 12A
Physics 1, 12
Zoology 10

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

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

C1 Arts:
African American Studies 51, 55
Architecture 21, 29A, 31A, 31B, 32, 34
Asian Studies 11
Cinema 18, 21, 23A
Design 105
Fashion 55
Gay/Lesbian/Bisexual Studies 20, 25, 77
Latin American and Latino/a Studies 14
Photography 50A, 50B
Physical Education 3, 5A, 5B, 5C, 30, 33
Speech 38
Theatre Arts 1, 3A, 17, 50, 101, 104, 105, 200

C2 Humanities:
African American Studies 30, 35, 40, 50, 51, 60
American Civilization 11A, 11B
American Studies 5
Asian American Studies 6, 10, 30, 35
Asian Studies 12
Broadcast Electronic Media Arts 106
Cinema 20A, 20B, 21, 22
Classics 35
French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 39A, 39B, 39C, 41, 42
Gay/Lesbian/Bisexual Studies 11, 12, 15, 75
German 1, 1A, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 39A, 39B
Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48
Interdisciplinary Studies 14, 23, 27A, 27B, 29, 36, 37, 38, 42, 44, 45, 47, 100A
Italian 1, 1A, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B, 41
Japanese 1, 1A, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 39, 49
Latin American and Latino/a Studies 1
Philippine Studies 30
Philosophy 2, 4, 25A, 25C
Philippine 1, 2, 10A, 10B, 10C, 39A, 39B
Women’s Studies 10

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

D0 Sociology and Criminology
Administration of Justice 59, 67
Broadcast Electronic Media Arts 103
Gay/Lesbian/Bisexual Studies 10
Physical Education 13
Sociology 1, 2, 25, 30, 35

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

D2 Economics
Economics 1, 3, 10, 25, 30
Labor and Community Studies 74

D3 Ethnic Studies
African American Studies 30, 31, 60
Anthropology 3AC, 12, 20, 25
Asian American Studies 8, 20, 27, 30, 35, 40, 42
Broadcast Electronic Media Arts 104
Economics 30
Gay, Lesbian and Bisexual Studies 50
History 9, 15A, 15B, 21, 38, 41A, 41B, 44
Labor and Community Studies 100
Latin American and Latino/a Studies 1, 10
Political Science 7, 12
Psychology 22, 23
D4 Gender Studies
African American Studies 60
Anthropology 20, 25
Asian American Studies 35
Economics 25
Gay/Lesbian/Bisexual Studies 5, 10, 30, 50, 60
History 12A, 12B, 45
Labor and Community Studies 78A, 78B, 78C
Psychology 25
Sociology 25
Women’s Studies, 25, 54

D5 Geography
Geography 4, 7

D6 History
Asian American Studies 20
Economics 10
Interdisciplinary Studies 100A
Labor and Community Studies 70, 70A, 70B, 88
Latin American and Latino/a Studies 15

D7 Interdisciplinary Social or Behavioral Science
American Studies 5
Asian American Studies 27
Asian Studies 1
Biology 31
Broadcast Electronic Media Arts 101, 103, 105
Child Development 53, 67, 97
Gay/Lesbian/Bisexual Studies 30
Health Education 40, 52, 221
Interdisciplinary Studies 10D, 17, 28G, 37, 100A
International Business 162
Labor and Community Studies 15, 96C
Latin American and Latino/a Studies 15
Philippine Studies 20
Speech 5

D8 Political Science, Government and Legal Institutions
Administration of Justice 57
Labor and Community Studies 71A, 71B
Latin American and Latino/a Studies 11
Political Science 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 20, 22, 25, 30, 35, 43, 45, 46, 47, 48, 53A

D9 Psychology
African American Studies 30
Child Development 53, 67
Psychology 1, 2, 10, 11, 12, 16, 21, 22, 23, 25, 26, 40
Sociology 30

AREA E: Lifelong understanding and self-development
(3 certifiable semester units or 4-5 quarter units)
African American Studies 70
Disabled Students and Program Services 1
Gay/Lesbian/Bisexual Studies 40, 70
Health Education 10, 14, 20, 25, 26, 27, 33, 41, 45, 48, 52, 53, 54, 64, 72
Interdisciplinary Studies 17, 50
Learning Assistance 50, 60
Physical Education 12, 14, 18A, 18B, 18C, 19, 22A, 22B, 24A, 24B, 50A, 50B, 50C, 52, 400-600 series (all PE credit limited to 1 unit)
Psychology 9, 14, 15, 17, 21, 26, 40
Sociology 28, 35

UNIVERSITY OF CALIFORNIA
(ALL CAMPUSES)

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

University of California, Berkeley and Merced
Fall Semester: File November 1-30
Spring Semester: File July 1-31
UC Berkeley application is accepted for the fall only

All Other University of California Campuses
Fall Quarter: File November 1-30
Winter Quarter: File July 1-31
Spring Quarter: File October 1-31

For the fall term, all majors and programs are open to new students. Check with the specific campus Admissions Office if applying for other than the fall term.

Apply online, www.universityofcalifornia.edu/apply.

Minimum U.C. Transfer Eligibility Requirements
To be eligible for admission to UC as a transfer student, you must fulfill the following criteria:

- Complete 60 semester units (90 quarter units) of transferable college credit with a grade point average of at least 2.4, and
- Complete a course pattern requirement to include:
  1. Two transferable college courses (3 semester units or 4-5 quarter units each) in English composition; and
  2. One transferable college course (3 semester units or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
  3. Four transferable college courses (3 semester units or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

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

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

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

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

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

City College courses which are accepted for credit by all campuses of the University of California (valid 2008-09):

Administration of Justice 52, 57, 67
African American Studies +10, 30, 35, 40, 50, 51, 55, 60, *70
*70, PE 14 and HLTH 5, 25, 27, 40, 53 courses combined: maximum credit, one course
+Independent Study course -- to be reviewed for credit by UC campus upon transfer
American Civilization 11A, 11B
American Sign Language 1A, 1B
American Studies 5
Anthropology 1, 2, *3, *3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25, +41, +42, +43
*3 and 3AC combined: maximum credit, one course
+Variable Topics course -- to be reviewed for credit by UC campus upon transfer
* Any or all of these courses combined: maximum credit, 18 semester units per UC Berkeley’s College of Environmental Design.
+31A, 31B and 34 combined: maximum credit, two courses
*Variable Topics course -- to be reviewed for credit by UC campus upon transfer
Asian American Studies 6, 8, 10, 20, 22, 27, 30, 35, 40, 42, *65
*Independent Study course -- to be reviewed for credit by UC campus upon transfer
Asian Studies 1, 11, 12
Astronomy *1, 4, 16, *17, *18, *19, 20
*1, 17, 18, 19 combined: maximum credit allowed, 2 courses

BIOLGICAL SCIENCES:

Anatomy *14, *25
*No credit for 14 if taken after 25 or Physiology 1 or 12; 14 or 25 combined with Physiology 1 or 12: Maximum credit, 2 courses.

Anthropology 1

Biology *11, 15, 16, 20, 30, 31, **32, 32L, 40, 41L, 55, 101A, 101B

*No credit for 11 if taken after Biology 101A, 101B
**Same as Interdisciplinary Studies 9
Botany 10
Ecology 20
Genetics *10, 11, *15
*10 and 15 combined: maximum credit allowed, one course
Microbiology 10, 12
Nutrition *12, *52
*12 and 52 combined: maximum credit, one course
Physiology **1, **12, 67
**1 and 12 combined: maximum credit, one course; 1 or 12 combined with Anatomy 14 or 25: maximum credit 2 courses
Zoology ++10
++No credit for 10 if taken after Biology 11, 101A, 101B, or Physiology 1 or 12

Broadcast Electronic Media Arts 103, 104

BUSINESS:

Accounting 1, 2
Commercial Law 18, 19
General Business 119, 120
Microcomputer Applications for Business +60
+CNIT 100, CS 100M, 101 and MABS 60 combined: maximum credit, one course

Chemistry #40, *101A, 101B, *103A, 107, #110, 110L, 205,
**208A, **208B, **212A, **212B
*101A, 103A combined: maximum credit allowed, one course.
#40, 110 combined: maximum credit allowed, one course. No credit for 40, 110 if taken after 101A or 103A
**208A-208B and 212A-212B combined: maximum credit allowed, one series; no credit for 212AB if taken after 208AB

Chinese *1, *1A, *1B, +2, +2A, +2B, #3, #3A, #3B, ^4, ^4A,
^4B, 16, 17, 22, 29A, 29B, #31A, #31B, 39
#1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units;
#3AB is equivalent to 3: 3, 3AB, and 31AB combined: maximum credit, 6 units;
^4AB is equivalent to 4: maximum credit, 6 units;

Child Development 75

*24, 124A, and 124B combined: maximum credit allowed, one course
**20A, 20B, and GLST 11 and 12 combined: maximum credit allowed, two courses

Classics 35

Computer Assisted Drafting 181

Computer Networking and Information Technology +100
+CNIT 100, CS 100M, 101, and MABS 60 combined: maximum credit, one course

+CNIT 100, CS 100M, 101, and MABS 60 combined: maximum credit, one course
#160A and 160B must both be taken in order to receive transfer credit

*Independent Study course -- to be reviewed for credit by UC campus upon transfer

Culinary Arts and Hospitality Studies 247

Design 101, 105, 110, 150

Drama (see Theatre Arts)

Economics 1, 3, *5, +10, 25, 30
*5 combined with Mathematics 80 and Psychology 5: maximum credit allowed, one course
+No credit for 10 if taken after History 17A or 17B, or 41A or 41B

**Engineering** 1A, 10A, 10B, 20, 20L, 24, 36, 37, 38, 45

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

*Any or all of these courses combined: maximum credit allowed, 8 units

**Ethnic Studies** (see African American, Asian American, Chinese, Latin American and Philippine Studies)

**Fashion** 22, 28

*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units;
#3AB is equivalent to 3: maximum credit, 6 units
**Independent Study course -- to be reviewed for credit by UC campus upon transfer

**Gay/Lesbian/Bisexual Studies** 5, *11, *12, 15, 20, 25, 30, 50, 55, 60, 70, 75, 77
*11 and 12, CINE 20A, 20B combined: maximum credit allowed, two courses

**Genetics** (see Biological Sciences)

**Geographic Information Systems** *110
*Same as GEOG 110

**Geography** 1, 1L, 4, 7, *110
*Same as GIS 110

**Geology** 10, 10L, 11, 18, +41, +42, +43

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

**German** *1, *1A, *1B, *2, +2A, +2B, #3, #3A, #3B, **4, **4A, **4B, 11A, 11B, 39A, 39B
*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units;
#3AB is equivalent to 3: maximum credit, 6 units
**Independent Study course -- to be reviewed for credit by UC campus upon transfer

**Graphic Communications** 21, 35

**Health Education** *5, 14, *25,
*27, *40, +50, *53, 54
*Any or all of these courses, AFAM 70, and PE 14 combined maximum credit allowed, one course
+50, MUS 47 and *: Physical Education courses combined: maximum credit allowed, 4 units

*17A and 17B combined with 41A and 41B: maximum credit allowed, one series
+Independent Study/Variable Topics courses -- to be reviewed for credit by UC campus upon transfer

*11, 12, 41A and 41B combined: maximum credit allowed, two courses

**Independent Study**
*Please note that the transfer credit for courses of this kind is contingent upon an evaluation of the course outline by a University of California campus.

**Interdisciplinary Studies** 4, 7, *9, 10C, 10D, 14, 17, 23, 27A, 27B, +27C, +28A-F, 28G, 29, 30, 36, 37, 38, 40, 42, 44, 45, 47, *50, 100A, 125, 170
*Same as Biology 32
+Independent Studies/Variable Topics course--reviewed by UC campus upon transfer

*Same as LERN 50

**Italian** *1, *1A, *1B, +2, +2A, +2B, 3A, 3B, 4A, 4B, 15A, 15B, 41
*1AB is equivalent to 1: maximum credit, 6 units;
+2AB is equivalent to 2: maximum credit, 6 units;

**Japanese** *1, *1A, *1B, +2, +2A, +2B, #3, #3A, #3B, **4, **4A, **4B, 39
*1AB is equivalent to 1: maximum credit, 6 units
+2AB is equivalent to 2: maximum credit, 6 units
#3AB is equivalent to 3: maximum credit, 6 units
**4AB is equivalent to 4, maximum credit, 6 units

**Journalism** 19

**Labor and Community Studies** ^15, 70A, 70B, *93C, **98A, #98B, +98C, 100
^ Same as LALS 15
* Same as MUS 43
** Same as MUS 48A
# Same as MUS 48B
+ Same as MUS 48C

**Latin American/Latino/a Studies** 1, 10, 11, 14, ^15, *70
*Independent Study course -- to be reviewed for credit by UC campus upon transfer

^ Same as LBCS 15

**Learning Assistance** *50, 60
*Same as IDST 50

**Library Information Skills** 10

**Mathematics** ^75, +80, **90, **97, *100A, *100B, *110A, *110B, *110C, 115, #120, #125, #130, ^199
^ No credit for 75 if taken after 100A or 110A
** 90 and 97 combined : maximum credit one course
* 110ABC combined with 100A-B: maximum credit allowed, one series
# 120 and 125 combined are equivalent to 130: maximum credit allowed, 5 units
+ 80 combined with Economics 5 and Psychology 5: maximum credit, one course

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

**Microbiology** (see Biological Sciences)

**48A, +48B, #48C, 50
*No credit for 4 if taken after 1A or 3A
+MUS 43 same as LBCS 93C
^MUS 47, HLTH 50, and *: Physical Education courses combined: maximum credit, 4 units

**MUS 48A same as LBCS 98A
+MUS 48B same as LBCS 98B
#MUS 48C same as LBCS 98C

**Nutrition** (see Biological Sciences)

**Oceanography** 1, 1L
Ornamental Horticulture 50, *76, *77
*76 and 77 combined: maximum credit, one course

Paleontology 1

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

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

Photography 50A, 50B, 51

*Any or all of these courses combined with HLTH 50 and MUS 47: maximum credit allowed, 4 units
+Any or all of these courses combined: maximum credit allowed, 8 units
++Maximum credit, two courses
#14, AFAM 70, HLTH 5, 25, 27, 40, 53 combined: maximum credit, one course.

Physical Science *11
*No credit if taken after a college course in Astronomy, Chemistry, Geology or Physics
*2A-2B combined with 4ABCD: maximum credit, one series; Deduct credit for duplication of topics; No credit for 10 if taken after 2A or 4A
#40 and 41 combined: maximum credit allowed, one course; no credit for 40 or 41 if taken after 2A or 4A

Physiology (See Biological Sciences)

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

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

Psychology 1, 1B, 2, *5, 10, 11, 21, 23, 25, 40, +41, +42, +43
*5 combined with Economics 5 and Mathematics 80: maximum credit allowed, one course
+Variable Topics course -- to be reviewed for credit by UC campus upon transfer

*1AB is equivalent to 1; 21AB is equivalent to 21
1A, 1AB, 21 and 21AB combined: maximum credit, 6 units; +2AB is equivalent to 2; 22AB is equivalent to 22;
2, 2AB, 22 and 22AB combined: maximum credit, 6 units; +2AB is equivalent to 3: maximum credit, 6 units;
+Independent Study course -- to be reviewed for credit by UC campus upon transfer

Sociology 1, 2, 25, 30, 35, +41, +42, +43
+Variable Topics course -- to be reviewed for credit by UC campus upon transfer

*1AB is equivalent to 1: maximum credit, 6 units; +2AB is equivalent to 2: maximum credit, 6 units;

*3AB is equivalent to 3; 31AB is equivalent to 31

Speech 1A, 2, 3, 4, 5, 20

Theatre Arts 1, 3A, 3B, 3C, 6, 17, 50, 55, 56, 101, 102, 103, 104, 105, 107, 116, 200

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

Zoology (see Biological Sciences)

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR 2008-09

NOTE: The information below is valid for 2008-09. The new 2009-10 list is available from a counselor; the Transfer Center; WebAssist, or the CCSF articulation webpage, www.ccsf.edu/artic.

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

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

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

The course requirements for ALL areas must be completed before IGETC can be fully certified, though IGETC may now be partially certified if all but two courses on the IGETC pattern have been completed. Additionally, students who complete the entire IGETC pattern may petition for the Certificate of Achievement in IGETC. ALL courses for IGETC certification must be completed with grades of “C” or better. A grade of Credit or Pass may be used if the community college’s policy states it is equivalent to a grade of C or better. For IGETC certification procedures, see a counselor. Courses marked with an “*” have limits placed on transfer credits by UC or CSU. Courses listed in more than one area cannot be certified in more than one area.
AREA 1: English Communication
CSU—Three courses required—one (1) course from each group
UC—Two courses required—one from Group a, and one from Group b.

Group a - English composition: English 1A
Group b - Critical thinking—English composition: English 1C, Speech 2
Group c - Oral communication (CSU ONLY): Speech

AREA 2: Mathematical Concepts and Quantitative Reasoning
One course from the following:
- Economics *5
- Psychology *5

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

Arts:
- African American Studies 55
- Art 101 thru 109, 116, 123U, 123V, 123W, 123X, 123Y, 124
- Asian Studies 11
- Cinema 18, 23A
- Gay/Lesbian/Bisexual Studies 20, 25, 77
- Latin American and Latino/a Studies 14
- Photography 50A, 50B
- Physical Education 30, 33
- Theater Arts 1, 17, 104, 105

Humanities:
- African American Studies 30, 35, 40, 50, 51, 60
- American Civilization 11A, 11B
- American Studies 5
- Asian American Studies 6, 10, 35
- Asian Studies 12
- Cinema *20A, *20B, 21, 22
- Classics 35
- Gay/Lesbian/Bisexual Studies *11, *12, 15, 75
- Interdisciplinary Studies 14, 23, 27A, 27B, 29, 36, 37, 38, 42, 44, 47, 100A
- Latin American and Latino/a Studies 1
- Philosophy Studies 30
- Philosophy 2, 4, 25A, 25C
- Pilipino 39A, 39B
- Women’s Studies 10

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

4A-Anthropology: ANTH 2, *3, *3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25
4B-Economics: ECON 1, 3 *10, 25, 30
4C-Ethnic Studies: ASAM 8, 20, 27, 30, 35, 40, 42; BCST 104; GLST 50; HIST 9; IDST 40, 45; LALS 1, 10; LBCS 100;
4D-Gender Studies: ASAM 35; GLST 5, 30, 50, 60; HIST 45; WOMN 25
4E-Geography: GEOG 4, 7
4G-Interdisciplinary: AMS 5; ASIA 1; BIO 31; HLTH 40*; IDST 10D, 17, 28G, 37, 100A; LALS 15; LBCS 15; PHST 20; SPCH 5
4H-Political Science: LALS 11; POLS *1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 18, 22, 35, 43, 45, *46, 47, 48
4I-Psychology: PSYC 1, 2, 10, 11, 21, 23, 25, 40
4J-Sociology: BCST 1; 2, 10, 11, 18

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

Physical Sciences:
- Astronomy *1, 16(L), *17, *18, *19, 20
- Chemistry *40(L), *10A(L), 10B(L), *103A(L), *110, 110L(L), 205(L), *208A(L), *208B(L), *212A(L), *212B(L)
- Geography 1, 1(L)
- Geology 10, 10L(L), 11, 18
- Interdisciplinary Studies 10C
- Oceanography 1, 1(L)
- Paleontology 1(L)
- Physical Science *11
- Physics *2A, 2AL(L), *2B, 2BL(L), *4A, 4AL(L), *4B, 4BL(L), *4C, 4CL(L) *4D, 4DL(L), *10, 10L(L), *40, *41

Biological Sciences:
- Anatomy *14(L), 25(L)
- Anthropology 1
- Astronomy 4
- Biology *11(L), 20, 32, 32L(L), 40, 41L(L), 101A(L), 101B(L)
- Botany 10(L)
- Genetics *10, 11(L)
- Interdisciplinary Studies 9
- Microbiology 10, 12(L)
- Physiology *1(L), *12(L)
- Psychology 1B
- Zoology *10(L)
AREA 6: Language other than English
(UC requirement ONLY)

Complete ONE of the following to demonstrate proficiency in a language other than English:

1. Two years of high school study in the same language (grammar, vocabulary, reading and composition).
3. Satisfactory score in the SAT II: Subject Test in languages other than English.
   If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.
   - Chinese With Listening: 500/520
   - French/French With Listening: 500/540
   - German/German with Listening: 500/510
   - Hebrew (Modern): 500/470
   - Italian: 500/520
   - Japanese With Listening: 500/510
   - Korean/Korean With Listening: not offered before 1995/500
   - Latin: 500/530
   - Spanish/Spanish With Listening: 500/520
4. Score of 3 or better on the AP Exams in languages other than English.
5. Score of 5 or higher on the International Baccalaureate Higher Level Exams in languages other than English.
6. Satisfactory completion of a proficiency test administered by a community college, university or other college in a language other than English.
7. Satisfactory completion with “C” grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. Appropriate documentation of attendance at the secondary school must be presented to CCSF Admissions Office.
8. Score of 5, 6 or 7 on the international A level or grade of A, B, or C on the O level exam in a language other than English.
9. Competency verified by a faculty member associated with a California community college, if an appropriate achievement test is not available.

CSU Only: U.S. History, Constitution and American Ideals
(Not part of IGETC; may be completed prior to transfer.)
Six (6) units, one course from Group 1 and one course from Group 2:
   - Group 1: Political Science 1;
   - Group 2: Asian American Studies 20; History 1, 9, 12A, 12B, 17A, 17B, 41A, 41B; Labor and Community Studies 70, 70A, 70B; Latin American and Latino/a Studies 1

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

City College Courses in the California Articulation Number System (CAN)
The California Articulation Number (CAN) System was a course numbering system used by postsecondary educational institutions in California. It provided a cross reference course identification number (a CAN number) for transferable, lower division introductory courses commonly taught on California college and university campuses. CAN was defunded in 2005, and the course information is no longer updated or maintained. However, for historical reference, CAN course equivalency information is still available at www.cansystem.org.
Degree and Certificate Curricula
City College of San Francisco offers degree, credit certificate, and noncredit certificate courses of study on the occupational level.

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

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

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

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

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

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

Certificate Curricula—Noncredit. The noncredit offerings of City College include many certificate programs, some of which meet required guidelines for student financial assistance. Some programs are vocationally oriented. They provide training in entry-level, promotional, and new technological areas. Students may receive a Certificate of Completion upon successful completion of all required courses.

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

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

Course Information
Course Identifiers. Courses are identified by a subject and a number (for example, MATH 97) or by a subject and a letter (for example, ENGL W). In some instances course numbers are followed by letters to indicate that the course is one of a closely related series of courses more than one semester in length: for example, English 1A-1B (a two semester series) and Art 170A-170B-170C (a three semester series). In such a series of courses, each course is prerequisite to the succeeding part unless there is a statement to the contrary.

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

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

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

Method of Delivery. The number of weekly meetings (lecture hours (lec), conference hours (conf), laboratory hours (lab), field trips, work hours (work)) is given for each course. For example, “Lec-3” means that the class meets three hours each week (a college hour is 50 minutes long); “lab-3” means that three hours of laboratory work are required each week of the semester. The average number of hours of study per week is given for independent study (ind st) courses. Note that patterns of course delivery other than the semester-long pattern may be chosen by a department. Other patterns include, but are not limited to, one-half semester (about eight weeks), one-third semester (about 6 weeks), or a ten-week summer session. The length and number of meetings for different patterns is determined by the required number of contact hours needed to satisfy the semester-unit value of the course.

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

Additional Information. Other pertinent information about the course including prerequisites (Prereq:), corequisites (Coreq:), advisories on recommended preparation (Advise), repeatability (Repeat:), and exclusions follow the delivery pattern. Sometimes a course listed as a prerequisite may be taken concurrently with the course being described; in which case, “concur.” in parenthesis following the course number indicates that.

Transferability. A basic description of the course content generally concludes the course announcement. At the end of this description, the abbreviation CSU indicates that the course transfers for
Administration of Justice majors who have completed a minimum Credit for Preservice Training in Administration of Justice.

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

Administration of Justice and Fire Science
Office: Batmale 213
Phone Number: 239-3202
Web Site: www.ccsf.edu/admnjust

Announcement of Curricula

General Information
This Department offers curricula in two fields—Administration of Justice and Fire Science Technology. Each two year curriculum is designed to prepare students for civil-service and related private sector employment and also satisfies College graduation requirements. The following is a description of the program.

Administration of Justice

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

Admission. Enrollment is open to all interested students.

Course of Study. The two-year course of study includes instruction in the following: introduction to administration of justice, principles and processes of the justice system, criminal identification, criminal law, organized crime and gangs, criminal investigation, physical evidence, narcotic investigation, probation and parole, juvenile procedures, and law enforcement field work. Besides instruction in administration of justice, the curriculum includes course work in general education so that students may satisfy the College graduation requirements in this area.

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

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

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

Administration of Justice Major

The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy the graduation requirements and complete 18 units from the list below with a final grade of C (2.00 grade-point average) or higher for each course receive the Associate in Science Degree in Administration of Justice. The 18 units will be selected according to the student’s educational and occupational objectives.

Courses taken to fulfill requirements for the Associate in Science in Administration of Justice will not be consecutively applied toward course work requirements for a certificate of accomplishment in Forensic Identification.

Courses Required for the Major in Administration of Justice

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

Additional graduation requirements
Total Units Required................................18

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

The certificate program is designed to meet the needs of students who want to obtain entry-level positions and/or promotional positions within law enforcement agencies in the public sector and employment opportunities within the private security sector. It also provides students who are currently employed in law enforcement an opportunity to increase their knowledge in the field of Administration of Justice and enhance their skills and abilities as police officers, correctional officers, probation and/or parole officers, investigators and private security officers. This program also provides an opportunity for students returning to college after completing an Associate in Arts/Science or Baccalaureate degree in other fields to earn a certificate in Administration of Justice without completing the general education requirements for graduation from City College.

**Administration of Justice Certificate**

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

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

**Courses Required for the Certificate of Accomplishment in Administration of Justice**

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

**Total Units Required**: 15

**Forensic Identification Certificate**

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

A student may obtain the Certificate of Accomplishment by completing each of the courses offered in the certificate program with a grade of C or higher while at City College. Pass/No Pass grades will not be accepted toward completion of a certificate program. All five core courses are required and at least 9 units must be completed at City College of San Francisco for this certificate. Courses taken to fulfill the requirement for the Certificate of Accomplishment in Forensic Identification cannot be applied toward coursework requirements for a Certificate of in Administration of Justice.

**Courses Required for the Certificate of Accomplishment in Forensic Identification**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADMJ 52 Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 62 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 63 Criminal Identification</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMJ 66 Physical Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADMJ 53 Legal Aspects of Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units**: 15

**Fire Science Technology**

**General Information**

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

**Admission.** Enrollment is open to all interested students.

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

**Fire Science Technology Major**

Students who satisfy the graduation requirements from City College of San Francisco and who complete at least 24 units in Fire Science, including the seven “Core Courses” with a final grade of ‘C’ (2.00) or higher will receive an Associate in Science in Fire Science Technology. Five of the seven core courses must be taken at CCSF.

**Courses Required for the Major in Fire Science Technology**

<table>
<thead>
<tr>
<th>Course Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 50 Intro to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>F SC 52A Fire Protection Equip &amp; Sys</td>
<td>3</td>
</tr>
<tr>
<td>F SC 53 Bldg Constr for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>F SC 55 Wildland Fire Control</td>
<td>3</td>
</tr>
<tr>
<td>F SC 61A Fund of Fire Prevention</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Curricula

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

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

Fire Fighter Academy Certificate*

*This program is pending state approval.
Please refer to the online version of the Catalog.

Fire Officer Certificate

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

The certificate program is open to persons who are currently employed as firefighters or who want to become firefighters. Upon the completion of these courses, City College will award a certificate as Fire Officer. If one wants to apply for this rating through the State Fire Marshal’s Office, one has to follow the guidelines established by the SFM (this procedure is outlined during each course by the instructor).

A certificate is awarded upon completion of the required courses (20.5 units total). At least 12 of the units must be completed at CCSF in order to receive this certificate.

Courses Required for the Certificate of Achievement in Fire Officer

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>F SC 68A Fire Prevention 1A: Introduction</td>
<td>2</td>
</tr>
<tr>
<td>F SC 68B Fire Prevention 1B: Code Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>F SC 71A Fire Instructor 1A: Insr Techniques I</td>
<td>2</td>
</tr>
<tr>
<td>F SC 71B Fire Instructor 1B: Insr Techniques II</td>
<td>2</td>
</tr>
<tr>
<td>F SC 84 Fire Mgmt 1: Mgmt/Supervision</td>
<td>2</td>
</tr>
<tr>
<td>F SC 88A Fire Command 1A: Intro to Command</td>
<td>2</td>
</tr>
<tr>
<td>F SC 88B Fire Command 1B: Interim Command</td>
<td>2</td>
</tr>
<tr>
<td>F SC 88C Fire Command 1C: I-Zone Fire Fight**</td>
<td>2</td>
</tr>
<tr>
<td>F SC 72 Fire Investigation 1A: Origin &amp; Cause</td>
<td>2</td>
</tr>
<tr>
<td>F SC 115 Incident Command System 200*</td>
<td>1</td>
</tr>
<tr>
<td>F SC 120 Incident Command System 300.</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Total Units: 24

*Advise F SC 115 (ICS-200) & F SC 88A (Fire Command 1A) within the past year
**Prerequisite for F SC 120 is F SC 115 (ICS200)

Fire Protection Certificate

This program is for returning students who have a college degree in another field but who want a certificate in Fire Protection for employment purposes or for career advancement. It is also available for persons who do not want to complete the general education requirements for graduation. All five core courses are required and at least nine units must be completed at City College of San Francisco for this certificate in Fire Protection.

Courses Required for the Certificate of Accomplishment in Fire Protection

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>F SC 50 Intro to Fire Science</td>
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<tr>
<td>F SC 61A Fire Prevention</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units: 15

Announcement of Courses

Administration of Justice

CREDIT, DEGREE APPLICABLE COURSES:

ADMJ 51. Juvenile Procedures (3)
Lec-3
The causes of juvenile delinquency on a local and state level. The organization, functions, and jurisdiction of juvenile agencies; new studies and theories in the processing and detention of juveniles; practical case studies; new research in delinquency control; juvenile statutes and court procedures. CSU

ADMJ 52. Concepts of Criminal Law (3)
Lec-3
Principles of California Criminal Law, including laws of arrest, search, and seizure, applicable sections of the Constitution of the United States and relevant cases as they apply to and affect contemporary law. Aspects of the Penal Code and other criminal statutes required for a comprehensive understanding. CSU/UC
ADMJ 53. Legal Aspects of Evidence (3)
Lec-3
Not open to students who have completed L A 70
The kinds and degrees of evidence; rules governing the admissibility of evidence in court. CSU

ADMJ 54. Principles and Procedures of the Justice System (3)
Lec-3
Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil law as they apply to and affect law enforcement. CSU

ADMJ 57. Introduction to the Administration of Justice (3)
Lec-3
An analysis of the causes of crime; overview of modern crime and police problems; different types of criminals; organized crime; white-collar crime; philosophy and history of law enforcement; organization and jurisdiction of local, state, and federal law enforcement agencies; survey of professional career opportunities and qualifications required for employment. CSU/UC

ADMJ 59. Organized Crime and Gangs: A Social, Cultural and Legal Perspective (3)
Lec-3
Investigation of the etiology of organized crime and gangs. Exploration of the social and cultural characteristics of organized crime and gangs. Historical development and influence of organized crime and gangs and their relevance to the administration of justice in America. CSU

ADMJ 62. Criminal Investigation (3)
Lec-3
Fundamentals of investigation: crime scene search and recording; collection and preservation of physical evidence; scientific aids, modus operandi; sources of information; interviews and interrogations; follow-up and case preparation. CSU

ADMJ 63. Criminal Identification (3)
Lec-3
The theory of and practices in the science of fingerprints, including classification, filing, comparisons, latent technology, preservation of evidence, court testimony, rolling prints, computer and the law as it pertains to criminal identification. Other aspects of personal identification and skeletal identification, portrait parle, composites, and basic camera procedures are also presented. CSU

ADMJ 64. Community Relations (3)
Lec-3
The interrelationships and role expectations among administration of justice agencies and the public. Emphasis on the agencies’ professional image and the development of positive relationships with the public. CSU

ADMJ 65. Narcotic Investigations (3)
Lec-3
Theory and fundamentals of the problems of a narcotic investigation with a special emphasis on the San Francisco Bay Area. Study of the principles of drug investigations, including the recognition, identification, and effects of specific drugs; undercover investigations; the investigator in court; and other topics related to narcotic investigations. CSU

ADMJ 66. Physical Evidence (3)
Lec-3
The interrelationships of the law enforcement officer and the criminalist. Illustrations of physical evidence from actual cases of crime detection; the basic concepts, and procedures of criminalistics and the role of the criminalist from the standpoint of the investigating officer. Laboratory problems and projects of special interest. CSU

ADMJ 67. Terrorism and Counterterrorism (3)
Lec-3, field trips
P/NP available
This course introduces the issues of terrorism, terrorist tactics, terrorist ideology, and the terrorist threats to public safety as well as methods and techniques of countering terrorism and preparing for and dealing with its impacts. CSU/UC

ADMJ 70A. Patrol Procedures (3)
Lec-3, field trips
Not required of Administration of Justice majors employed in law enforcement work
Responsibilities of and techniques and methods used by police officers on patrol; field applications of principles taught in previous courses in Administration of Justice. Define the basic function and purpose of police patrol and describe the law enforcement mission and explain its purpose. Discuss the legal and constitutional basics for all police powers. CSU

ADMJ 70B-70C-70D. Police Department Field Work (3-3-3)
Lec-3, work-6
Classes need not be taken in sequence.
Not required of Administration of Justice majors employed in law enforcement work
Field application of principles taught in previous courses in Administration of Justice. Individual experience and training in an Administration of Justice agency, or service in the Campus Police Department. The student must satisfy the placement requirements of the agency in which he plans to serve. CSU

ADMJ 75. Introduction to Industrial and Retail Security (3)
Lec-3
A survey of current problems in industrial and retail security, with emphasis on crime prevention. CSU

ADMJ 76. Introduction to Private Security (3)
Lec-3
Theory and practice in the private security field. Study of the skills necessary for a security professional. Review of organizational and management issues, and relations with law enforcement. CSU

ADMJ 80. Introduction to Probation and Parole (3)
Lec-3
Designed to explore in a cooperative and participatory manner administrative organization and management in probation and parole systems; recruitment, training, assignment, and supervision of probation and parole officers, and case loads. Emphasis on relating general principles to existing systems, as well as on the nature of interagency organization and relationships. CSU

ADMJ 82A-82B. Criminal Justice Work Experience (3-3)
Conf-1, work-12
Practice working in a local criminal justice agency under the supervision of employees currently working in the field. Development of professional attitudes; application of principles; exposure to methods and problems. Weekly seminars to evaluate and review progress. CSU

ADMJ 85. P.C. 832 - Police Reserve Training (3)
Lec-3, lab-10 (total hrs)
This course is mandated by the State of California Commission on Peace Officer Standards and Training for all persons appointed as Reserve Police Officers as well as various institutional, park ranger and other peace officer positions. CSU
ADMJ 86. Basic Traffic Accident Investigation (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
This course develops skills and knowledge to properly investigate and document traffic accidents. It provides officers with the basic requirements for investigating a traffic accident and for completing a standard traffic accident report. CSU

ADMJ 87. Skid Mark Analysis (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
This course is devoted to the basics of Tire Mark Identification and Analysis. Course content will include: identification of the various types of tire marks, documentation and measurements, terms and definitions relating to tire mark investigations, case preparation and courtroom testimony, determination of the coefficient of friction and drag factor, and speed estimates using various equations. CSU

ADMJ 88. Law Enforcement and the Media (1)
Lec-16 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
This course is designed to help police personnel understand the role of the Public Affairs/Public Information Office, policy regarding news media contacts, and learning how the role of community policing interfaces with the media. CSU

ADMJ 89. Continuing Professional Training (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
This course is designed to provide police personnel with mandated training in Legal Updates, Risk Management, Community Policing, First Aid and CPR, and Arrest and Control Techniques. CSU

ADMJ 90. Arrest/Search Warrant Service and Obtainment (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
The student will learn the circumstances where the obtainment of an arrest and/or search warrant is necessary for the proper seizure of suspect(s) and evidence. They will further learn the procedures for the obtainment of these warrants as well as the essential aspects of planning and executing these warrants. CSU

ADMJ 91. Rejuvenating the School Resource Officers (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** Every two years as mandated by P.O.S.T.
This course is designed to educate and provide School Resource Officers with: the history of the Juvenile Justice System, the policy and procedures of the diversion program(s), developing effective communications skills, rapid identification of resources/referral services for juveniles, practical exercises for creating effective school presentations, and a quick code guide familiarization with school crime codes. CSU

ADMJ 92. Instructor Development (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** Every two years as mandated by P.O.S.T.
The student will learn teaching techniques which include: personal introductions, listening skills, mechanics of speech delivery, effective use of educational aids, topic development, adult learning concepts, ethics, participant behaviors, educational presentations, basic course instructional systems, and integrating the workbook into the basic course. CSU

ADMJ 93. Technology Crime Investigation (1.5)
Lec-24 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
Repeat: As determined by the S.F.P.D.
This course provides knowledge and skills to investigate high technology crime. It includes the identification of various computer components, disk storage media, and other devices used in high tech crimes. Students will learn to apply State and Federal statutes. Hands-on training includes proper seizing and packaging of a microcomputer, various other components, and search warrant preparation and execution. CSU

ADMJ 94. Community Oriented Policing and Problem Solving (1.5)
Lec-30 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** As recommended by P.O.S.T.
This course introduces active police officers and sergeants to the methods and philosophy of Community Oriented Policing and Problem solving. It also familiarizes police personnel with the goals, objectives, duties, and responsibilities associated with Community Oriented Policing and Problem Solving (COPPS). CSU

ADMJ 95. Field Training Officer Course (2)
Lec-40 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** As approved by P.O.S.T.
This course will provide the student with an understanding of the key elements of successful field training programs, how such programs can be properly administered, and the contribution necessary for them to make the program work. CSU

ADMJ 96. Crisis Communication for First Responders (1)
Lec-16 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** As approved by P.O.S.T.
This course is designed to enhance the communications and crisis intervention skills of the patrol officer, provide him/her new communications and intervention skills, and build officer confidence in the employment of such skills. CSU

ADMJ 97. Drug Abuse and Recognition (2)
Lec-36 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** As approved by P.O.S.T.
This course teaches the student how to identify the narcotics, and instructs, through a hands on preparation phase, how an addict prepares heroin for injection, and how cocaine hydrochloride is converted into cocaine base. CSU

ADMJ 98. Search Warrants and Arrests (1)
Lec-16 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
**Repeat:** As determined by P.O.S.T.
This course teaches the student how to identify the narcotics, and instructs, through a hands on preparation phase, how an addict prepares heroin for injection, and how cocaine hydrochloride is converted into cocaine base. CSU

ADMJ 99. Community Police Administration (1)
Lec-18 (total hrs)
**Prerequisite:** Must be a current Law Enforcement Officer
This two day Advanced Officer Course is designed to instruct and reinforce the participant’s knowledge in the lawful requirements of operating an emergency vehicle during Code 3 and Pursuit conditions. CSU

ADMJ 100. Basic Police Academy (16)
Lec-25, lab-15 (25 wks)
**Prerequisite:** Pass the State P.O.S.T. (Commission on Peace Officer Standards and Training) reading and writing exam or be hired by a P.O.S.T approved agency; Department of Justice Clearance; Medical Verification: Obtain clearance from a licensed physician
ADMJ 109. Booking and Detention (.5)
Lec-8 (total hrs) P/NP only
Prereq.: Must be a current Law Enforcement Officer
Develop knowledge and understanding of guidelines and procedures pursuant to Booking and detention of prisoners at police district temporary holding facilities. CSU

ADMJ 110. Basic Investigations (4)
Lec-74 (total hrs) P/NP only
Prereq.: Law Enforcement Officer as full-time follow-up investigator
This eighty (80) hour Advanced Officer Course is designed to formulate and synthesize the participant’s knowledge in follow-up investigations through the use of adult experience-based learning techniques. CSU

ADMJ 111. Domestic Violence Investigation (2)
Lec-40 (total hrs) P/NP only
Prereq.: Must be a current Law Enforcement Officer
This course is designed to develop and reinforce those skills necessary in conducting successful domestic violence investigations. CSU

ADMJ 114. DUI Recognition Update (1)
Lec-16 (total hrs) P/NP only
Prereq.: Must be a current Law Enforcement Officer
This course is designed to provide current law enforcement officers with the most current information on legal aspects of DUI, pre-arrest screening (FST’s), blood alcohol testing administrative per-se, and preparing police reports. Emphasis is placed on the experiential aspects of an investigation of a DUI offense, from initial detection through courtroom testimony. CSU

ADMJ 115. Officer Safety/Field Tactics (2)
Lec-32 (total hrs) P/NP only
Prereq.: Must be a current Law Enforcement Officer
The focus of this course is to enhance current law enforcement officer shooting skills in life-threatening situations as well as their skills in handgun manipulations. The course consists of handgun training scenarios, searching techniques and participation in two field training exercises involving critical incidents. Live fire at the range and simulations during scenarios are employed to duplicate real life situations. CSU

ADMJ 150. Public Safety Dispatch Course I (3)
Lec-3
Prereq.: ENGL 93 or 94 or placement in ENGL 96
Students will develop knowledge and skills in communications and understand the role and function of the public safety dispatcher and develop an understanding of the Criminal Justice System. CSU

ADMJ 151. Public Safety Dispatch Course II (3)
Lec-3
Prereq.: ENGL 94 or placement in ENGL 96
Students will develop knowledge of the public safety dispatcher in handling criminal calls for service, especially child abuse, hate crimes, domestic violence and elder abuse. CSU

ADMJ 152. Public Safety Dispatch Course III (3)
Lec-3
Prereq.: ENGL 94 or placement in ENGL 96
Students will develop knowledge and skills in understanding the critical role the public safety dispatcher plays within the emergency system. CSU
CREDIT, DEGREE APPLICABLE COURSES:

F SC 17. Public Safety - First Responder (3)  
Lec-3  P/NP available  
Instruct public safety personnel who may arrive first to medical emergencies. Training will provide public safety personnel with the knowledge and basic skills necessary to recognize when a citizen is experiencing a medical emergency, activate the Emergency Medical System, conduct a primary and secondary survey, and provide a formal report of the victim’s condition to arriving Advanced Life Support Personnel. CSU  
F SC 17=HLTH 17

F SC 50. Introduction to Fire Science (3)  
Lec-3  P/NP available  
Philosophy and history of fire protection; history of loss of life and property through fire; review of municipal fire defenses; the organization and function of federal, state, county, and private fire-protection agencies; survey of career opportunities in professional fire fighting. CSU

F SC 51A. Fire Tactics and Strategy (3)  
Lec-3  
Fire suppression organization; fire suppression equipment; characteristics and behavior of fire; fire hazard properties of ordinary materials; building design and construction; extinguishing agents; basic fire fighting tactics; public relations. CSU

F SC 52A. Fire Protection Equipment and Systems (3)  
Lec-3  
A study of automatic sprinkler systems, standpipe systems, fire detection devices and systems, manual fire suppression equipment, water supplies, extinguishing agents, pumps used in fire protection, and special extinguishing systems. CSU

Lec-3  
Components of building construction that relate to fire safety. Key factors of construction and design of structures when inspecting buildings, preplanning fire operations, and operating at fires. Development and evolution of building and fire codes in relationship to fires in residential, commercial, and industrial occupancies. CSU

F SC 55. Wildland Fire Control (3)  
Lec-3  
Wildland fire behavior, fireline safety, fire prevention, fire extinguishment methods, initial attack strategy and tactics, incident command system, fireground communications, use of engine companies, use of aircraft, use of hand crews and bulldozers, wildland/urban firefighting strategies and tactics, and firefighting situations. CSU

F SC 60. Fire Apparatus and Equipment (3)  
Lec-3  
History, construction and operation of pumping engines, aerial ladders, aerial platforms, specialized equipment, driving techniques, driving laws, apparatus maintenance; orientation and use of fire department equipment as it relates to firefighting. CSU

F SC 61A-61B. Fundamentals of Fire Prevention (3-3)  
Lec-3 ea.  
F SC 61A is not prerequisite to FSC 61B.  
A study of the history of fire prevention, fire behavior and effects, building design, fire prevention codes and standards, and the rec-ognition of common and special hazards and their abatement. How to conduct a fire safety inspection and apply applicable codes and standards. CSU

F SC 62. Rescue Practices (3)  
Lec-3  
Addresses the components of rescue including vehicle extrication and rescue, confined space, trench, and excavation rescue scenarios and aquatic response emergencies. Provides a look at current technologies, an overview of heavy vehicle rescue, and an awareness of operational issues confronting basic level rescue providers. CSU

F SC 64. Fire Behavior and Combustion (3)  
Lec-3  
Theory and fundamentals of how and why fires start, spread, and are controlled; in-depth study of fire chemistry and physics, characteristics of materials, extinguishing agents, and fire control techniques. CSU

F SC 68A. Fire Prevention 1A (2)  
Lec-2  P/NP available  
First of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. A broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Includes flammable and combustible liquids and gases, explosives, fireworks, and extinguishing systems. CSU

F SC 68B. Fire Prevention 1B (2)  
Lec-2  P/NP available  
Second of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. A broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Includes flammable and combustible liquids and gases, explosives, fireworks, and extinguishing systems. CSU

F SC 70. Fire Investigation (3)  
Lec-3  
Study of the various components of fire investigation: causes of fire (accidental, suspicious and incendiary); types of fires, chemistry/physics of fire; related laws; introduction to arson and incendiarism, recognition and preservation of evidence; interviewing witnesses and suspects; court procedures and giving testimony; introduction to terrorist tactics. CSU

F SC 71A. Fire Instructor 1A (2)  
Lec-2  P/NP available  
First of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Topics include: occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, manipulative lesson planning and development, psychology of learning, and instructor evaluation. Student teaching demonstrations are required of all. CSU

F SC 71B. Fire Instructor 1B (2)  
Lec-2  P/NP available  
Second of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and technical lesson plans, developing instructional aids, fundamentals of testing and measurements, test planning, evaluation techniques and tools. Student teaching demonstrations are required of all. CSU
F SC 72. Fire Investigation 1A (2)  
Lec-2  
P/NP available  
A standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. An introduction to fire scene investigation. The focus of this course is to provide information on fire scene indicators and to introduce fire personnel to concepts of investigation. This course meets Fire Investigator I certification from the California State Fire Marshall’s office. CSU

F SC 73. Fire Investigation 1B: Techniques of Fire Investigation (2)  
Lec-7 (5 wks)  
P/NP available  
Instruct public sector and private sector personnel on the correct techniques applicable to the investigation of a fire scene. Training will include topics including motives of fire setters, scene safety for investigators, properly documenting and handling evidence at the fire scene, interviewing and interrogation, processing the scene where a fatality or serious injury has occurred, properly using resource information and building plans. Course meets the partial requirements for Fire Investigator I and has been accredited by the State Board of Fire Services. CSU

F SC 84. Fire Management 1 (2)  
Lec-2  
P/NP available  
A standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. Preparation or enhancement of the first line supervisor’s ability to supervise subordinates. Introduction to key management concepts and practices utilized in the California Fire Service. Includes decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. CSU

F SC 88A. Fire Command 1A (2)  
Lec-2  
P/NP available  
First of a two-part series and a standard State Board of Fire Services accredited course; one of eight classes required for State Fire Officer 1 certification. The course provides the student with an introduction to Fire Ground Command Operations including elements of Fire Behavior, Fire Ground Management and use of Fire Ground Resources. The course uses basic I.C.S. techniques and is designed to give the new Fire Officer an understanding of overall fire ground operations. CSU

F SC 88B. Fire Command 1B (2)  
Lec-2  
P/NP available  
Second of a two-part series and a standard State Board of Fire Services accredited course, one of eight classes required for State Fire Officer 1 certification. The course provides the student with an overall concept for Company Operations. The course uses basic I.C.S. techniques and is designed to give the new Fire Officer an overall introduction to safety and handling of emergency incidents. CSU

F SC 88C. Fire Command 1C (2)  
Lec-2, field trips  
P/NP available  
Prereq.: F SC 88A, 88B, and 115 within the past year  
F SC 88C (Fire Command 1C) trains students utilizing case studies and simulations in leadership principles, fire behavior, fire prediction systems, Incident Action Planning, communications, wildland strategy and tactics in Urban Interface Fire Fighting (1-Zone). CSU

F SC 90. Driver/Operator 1A (2)  
Lec-2  
P/NP available  
Information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. Applicable to Driver/Operator I certification from the State Fire Marshal’s Office. CSU

F SC 105A-F. Fire Protection Work Experience (1-3)  
Prereq.: FS C 50  
P/NP available  
Repeat: max. 6 units  
Application of knowledge gained in F SC 50, Introduction to Fire Science, a survey course of the Fire Protection field. The student will work at a firehouse, or at the fire Department Chairquarters, or at a specialty unit of the S.F.F.D. and be evaluated on their job performance by personnel assigned to that unit. The student will be able to identify at the conclusion of this experience whether the fire protection field is a career goal for them. No class in the sequence is prerequisite to another. CSU

F SC 105A-B. Fire Protection Work Experience (1)  
Work-5  
F SC 105C-D. Fire Protection Work Experience (2)  
Work-10  
F SC 105E-F. Fire Protection Work Experience (3)  
Work-15  
F SC 106. High Rise Fire Safety Director (1.5)  
Lec-3 (9 wks)  
P/NP available  
Advise: ENGL 90 or ESSL 150 or placement in ENGL 92 or ESSL 160  
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. CSU

F SC 110. Basic Fire Academy (7)  
Lec-4, lab-9 (16 wks)  
Prereq.: Pass the Civil Service Examination for H-2 Firefighter; Pass the Physical Agility Examination; Pass the SFFD Background History Investigation; Pass the Medical Verification Examination Given by the SFFD Physician  
This intensive 16 week course includes principles, procedures and techniques of fire fighting. Students will learn technical and manipulative skills necessary in basic concepts of fire control, fire behavior and tactics and strategy. Students will learn laws and regulations affecting the fire service, use of fire service tools and equipment, apparatus, hose, ladders, breathing apparatus, ropes, and medical skills and equipment for EMT certification. Meets state fire marshal requirements for Firefighter 1 certification. CSU

F SC 111. Firefighter Academy (11)  
Lec-8, lab-9, field trips  
P/NP available  
Prereq.: F SC 50, F SC 115, HLTH 17/F SC 17, and clearance from licensed physician  
Coreq.: F SC 105A or 105B  
Advise: PE 50C; and F SC 52A or 53 or 55 or 61A or 64  
Includes the principles, procedures, and techniques of firefighting. Technical and manipulative skills and concepts of fire control, fire behavior, and tactics and strategy will be reviewed and put into practice during this course. The student will be trained according to the National Fire Protection Association, Standard 1001. CSU

F SC 115. Incident Command System 200 (1)  
Lec-16 (total hrs)  
P/NP available  
Course consists of modules 2 through 6 and has been determined by the National Wildfire Coordination Group (NWCG) as meeting the training needs of wildland fire personnel for ICS. Basic ICS introduces principles associated with the ICS. It covers organization, facilities, resource terminology and the common responsibilities or general instructions associated with incident or event assignment. CSU
F SC 120. Incident Command System 300 (1.5)
Lec-24 (total hrs) P/NP available

Course consists of modules 7 through 11 and has been determined by National Wildfire Coordinating Group (NWCG) as meeting the training needs of wildland fire personnel for ICS. Intermediate ICS expands on Basic ICS, but does not repeat Basic ICS. It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. CSU

F SC 125. Incident Command System 400 (1.5)
Lec-24 (total hrs), field trips P/NP available

Advanced Incident Command System I-400 provides more description and detail of the command and general staff positions and introduces major incident management utilizing unified and area command management concepts. Numerous classroom exercises developing an Incident Action Plan will be developed by the students using unified/area command techniques. CSU

F SC 140. Weapons of Mass Destruction, First Responder (1)
Lec-16 (total hrs), field trips P/NP available

Training for First Responders in the recognition, identification, notification and self-protection knowledge required to safely become aware of and activate the emergency response system in the event of a weapons of mass destruction incident. Also, training to operate in a support zone safely assisting emergency services personnel to mitigate the incident. CSU

HLTH 17. Public Safety - First Responder (3)
Lec-3 P/NP available

Instruct public safety personnel who may arrive first to medical emergencies. Training will provide public safety personnel with the knowledge and basic skills necessary to recognize when a citizen is experiencing a medical emergency, activate the Emergency Medical System, conduct a primary and secondary survey, and provide a formal report of the victim’s condition to arriving Advanced Life Support Personnel. CSU

HLTH 17=F SC 17

AFAM 31. The African American Athlete (3)
Lec-3 P/NP available

An in-depth look at the challenges that were and are faced by African American athletes in the U.S. CSU

AFAM 35. African-American Religion (3)
Lec-3

An examination of the religious experience of African-Americans with emphasis on the evolution of Afro-Christianity beginnings of the African-American church. It will examine African Traditional Religion and Islam. The course will also cover the role of African American religion during slavery up to the Civil Rights Movement to the present day. CSU/UC

AFAM 40. The Black Experience in California, 1500 to the Present (3)
Lec-3, field trips

The role of Africans in the creation of California as a geopolitical and cultural entity; includes use of primary source materials and personal family histories. CSU/UC

AFAM 50. Black Cinema (3)
Lec-3, field trips

Early film history (1895-1950) from an African American, Africentric perspective. Films/videos shown will include work on and by African Americans. Genres shown will include narrative and experimental as well as documentary. CSU/UC

AFAM 51. Contemporary Black Cinema (3)
Lec-3, field trips

Contemporary film history (1950 to present) from an African American, Africentric perspective. Films/videos shown will include work by African American, African, and diaspora film/videomakers. Genres shown will include narrative and experimental as well as documentary. CSU/UC

AFAM 55. From Funk to Hip Hop (3)
Lec-3 P/NP available

African American beliefs and cultural outlook as reflected through the aesthetics and politics of black popular music from the Black Revolution of the 1960s, up to and including Hip-Hop. CSU/UC

AFAM 60. The African American Woman in the United States (3)
Lec-3

The Black woman in America from 1619 to the present. Particular emphasis on contributions she has made to the society. CSU/UC

AFAM 70. African American Health Issues (3)
Lec-3, field trips

Major health problems in the African American community with emphasis on health promotion and disease prevention. Examines the relationships between contemporary health practice and beliefs and those of ancient African people. Social and economic issues and the impact on the delivery of health care. CSU/UC

ART 107. African American Art History (3)
Lec-3, field trips

A brief survey of the art of West African civilizations and art history of African Americans from the colonial to contemporary time. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values and ideas that gave birth to African American art. CSU/UC

African American Studies
Office: Science 222
Phone Number: (415) 239-3510
Web Site: www.ccsf.edu/african

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

AFAM 10. Independent Studies in African American History (3)
Ind st-3
Repeat: max. 6 units
An individual reading or research program. CSU (UC upon review)

AFAM 30. African American Consciousness (3)
Lec-3, field trips P/NP available
A historical overview of the development of Black psychology; the relationship between values and beliefs in developing a healthy Black identity in childhood, adolescence, adulthood, and old-age; an analysis of cultural, educational, economic, social, and political influences that impact on Black family life. CSU/UC

AFAM 31. The African American Athlete (3)
Lec-3 P/NP available
An in-depth look at the challenges that were and are faced by African American athletes in the U.S. CSU

AFAM 35. African-American Religion (3)
Lec-3

An examination of the religious experience of African-Americans with emphasis on the evolution of Afro-Christianity beginnings of the African-American church. It will examine African Traditional Religion and Islam. The course will also cover the role of African American religion during slavery up to the Civil Rights Movement to the present day. CSU/UC

AFAM 40. The Black Experience in California, 1500 to the Present (3)
Lec-3, field trips
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African American Studies

ECON 30. Economics of the African American (3)
Lec-3
P/NP available
An introduction to the principles of Black political economy. Black employment, employment discrimination, Black capitalism, the Black underclass, homelessness, and community economic development. Examination of the empirical link between race, class and income distribution. CSU/UC

ENGL 32A. Early African American Fiction (3)
Lec-3
P/NP available
Prereq.: ENGL 96 or Placement in ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34A.
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU/UC

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

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

ENGL 36. African American Literature — A Survey (3)
Lec-3
P/NP available
Prereq.: ENGL 96 or Placement in ENGL 1A
Reading and analysis of formal and informal literary expressions of African Americans, from slavery to the present. CSU/UC

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

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

HIST 38. The Antebellum South in American History (3)
Lec-3
P/NP available
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

HIST 41A-41B. The African American in the United States (3)
Lec-3
P/NP available
The political, social, artistic, and cultural history of the African American in the United States, from the African heritage to the present. CSU/UC

HIST 41A. From the African heritage to the Civil War.
HIST 41B. From the Reconstruction to the present.

HIST 48. African History (3)
Lec-3
P/NP available
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence and nationalism. CSU/UC

HUM 48. African American Music, Art and Literature (3)
Lec-3
A study of significant works in African American literature, philosophy, art and music through an examination of examples and a comparison with other cultural expressions in the United States. Readings, recordings, slides, films and field trips (to museums, exhibits, concerts, plays, etc.) as background for guided discussions, study, and writing. CSU/UC

IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of African American women visual artists, entertainers, performers, and writers from 1753 to the present. CSU/UC

IDST 36. Poetry for the People (3)
Lec-3
P/NP available
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to (1) identify poetry that is accessible to the general community and (2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

IDST 44. African Literature (3)
Lec-3
P/NP available
An extensive examination of the composite of Africa’s literary art from literature in the oral tradition and in the vernacular languages to modern literature written in vehicular languages, languages of the colonizers. Analysis of successive attitudes of the Western world toward the Black race as related by African writers from 1890 to 1960, the most important historical period in African literature south of the Sahara. CSU/UC

IDST 70. Architecture and Diversity (3)
Lec-3, field trips
P/NP available
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental
structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

MUS 8A-8B. Jazz and Other Popular Piano Styles (1)
Lec-3, field trips  P/NP available
Advise: MUS 9A
Repeat for MUS 8A: max. 2 units
Repeat for MUS 8B: max. 3 units
A study of basic jazz, rock, gospel, blues, and folk piano techniques. CSU/UC

MUS 21. Traditional African Music (3)
Lec-3, field trips  P/NP available
A survey of the function of traditional music in Africa and how it is organized as an integral part of everyday activity. Emphasis on practical application. CSU/UC

MUS 23. Jazz History: Musical Traditions of the African American (3)
Lec-3, lab-1, field trips  P/NP available
Lectures, discussions, assigned reading and listening designed to explore the musical heritage of the African American, including spirituals, work songs, blues, jazz, gospel, opera, and symphony. Interaction of these with traditional American and European music. CSU/UC

MUS 26. Music in American Culture (3)
Lec-3, lab-1, field trips  P/NP available
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Native American, Cajun, and Puerto Rican. CSU/UC

MUS 41. African Drumming Ensemble (1)
Lab-3, field trips  P/NP available
Repeat: max. 4 units
The content of this course varies. Students may re-enroll without repeating subject matter.
The unique contributions of these and other groups to the USA. CSU/UC

MUS 500A-500B-500C. African-Haitian Dance (1-1-1)
Conf-1, lab-1  P/NP available
Repeat: max. 4 units
Beginning, intermediate, and advanced study of African-Haitian dance as a vehicle to understand and appreciate the impact and manifestation of the African culture in the Caribbean and North America. CSU/UC

P E 523A-523B-523C. Jazz Dance (1-1-1)
Lab-2  P/NP available
Repeat: max. 4 units
Beginning, intermediate, and advanced jazz dance techniques, patterns, routines, choreography, and improvisation. CSU/UC

P E 573A-573B. Hip-Hop Dance (1-1)
Lab-2
Repeat: combination max. 4 units
Beginning and intermediate hip-hop dance techniques, patterns, routines, choreography and improvisational group projects/presentations. CSU/UC

POLS 7. American Politics and the African American Community (3)
Lec-3  P/NP available
Advise: POLS 1 or 46

American political institutions and their relationship to African Americans. The unique manner in which Black people have had to function both within and outside of the political system. The future of African American politics. CSU/UC

POLS 48. Government and Politics of Africa (3)
Lec-3  P/NP available
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. CSU/UC

PSYC 22. Psychology of Race and Ethnic Relations (3)
Lec-3  P/NP available
Not open to students who are enrolled in or who have completed PSYC 23.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU/UC

PSYC 23. Psychology of Race and Ethnic Relations (3)
Lec-3  P/NP available
Prereq.: PSYC 1
Not open to students who are enrolled in or who have completed PSYC 22.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU/UC

TH A 17. Multicultural Theatre (3)
Lec-3  P/NP available
Evaluation and demonstration of the importance of the origins of the Asian, African and Latin theatre in the development of the Asian American theatre. CSU/UC

Announcement of Curricula

General Information
City College of San Francisco offers two years of specialized training for students desiring preparation for employment as aircraft technicians maintaining powerplants, airframes, or avionics equipment.

Learning Outcomes
Employment. Students who successfully complete the degree or certificate curricula are qualified for employment in various positions, including those in the following fields:
Powerplant Maintenance—Entry positions as accessory mechanic, general powerplant mechanic, maintenance-crew member, ramp
service crew member, and hangar crew member. Positions to which graduates may advance after obtaining experience and further training include those of aircraft powerplant technician (licensed), supervisor, and inspector.

Airframe Maintenance—Entry positions as general aircraft overhaul mechanic, accessory mechanic, electric shop mechanic, general cabin-equipment mechanic, maintenance crew member, ramp-service crew member, and hangar crew member. Positions to which graduates may advance after obtaining experience and further training include those of airframe technician (licensed), supervisor, and inspector.

Avionics Maintenance—Entry positions as avionics technician, radio/electric line mechanic. Positions to which graduates may advance after obtaining experience and further training include those of lead systems specialist, supervisor, and inspector.

Federal Certification. The Federal Aviation Administration permits those who hold the Award of Achievement (or the Certificate of Completion) in Aircraft Powerplant Maintenance Technology to take the examination for the F.A.A. Powerplant Certificate. The Federal Aviation Administration permits those who hold the Award of Achievement (or Certificate of Completion) in Airframe Maintenance Technology to take the examination for the F.A.A. Airframe Certificate.

Those who satisfactorily complete the Option in Avionics-Maintenance Technology in this curriculum and who hold the Certificate of Completion are qualified to take the Federal Communications Commission (F.C.C.) examination and meet job entry requirements of the avionics-maintenance field.

Degree Curriculum

The Degree Curriculum in Aircraft Maintenance Technology offers three programs of study: Aircraft Powerplant Maintenance Technology, Airframe-Maintenance Technology, and Avionics-Maintenance Technology. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the options in the curriculum with the final grade of C or higher in their major technical courses receive the Associate in Science Degree and Award of Achievement. For information, call the Aircraft Maintenance Technology Department at 239-3901.

To enroll:

1. File with the Office of Admissions and Records an application for admission to City College.

2. Complete the CCSF Matriculation process: Placement testing (in Math and English/ESL), Orientation, Counseling

Communication and Computation Skills. Federal Aviation Administration (F.A.A.) regulations require that a student be able to read, speak, and understand English and perform basic computation. It is highly recommended that applicants, prior to enrolling in the Aircraft Maintenance Technology program, 1) complete ESL 160 or English 92 with a C or higher, or placement in ENGL 93; or ESL 170; 2) complete Math E1 or E3 or Business Math G, H or J, or be eligible for Math 840 (Elementary Algebra) through CCSF placement testing.

Previous Aircraft Job-Related or Educational Experience. In limited cases, and with Aircraft Maintenance Technology Department approval, previous aircraft job-related experience and training may substitute for certain course requirements. Previous job-related experience and training must be documented according to F.A.A. regulations. This experience will not guarantee a waiver to any requirements in the Department, but will usually provide the student with a greater chance of success in both training and placement in the industry.

Special Regulations and Policies. The Aircraft Maintenance Technology Program is regulated by the Federal Aviation Administration. As a result, all students will be issued a “Department of Aircraft Maintenance Technology Student Handbook.” Contained in the handbook are special regulations regarding attendance, performance levels, conditions of academic probation and dismissal from the program. Also included are notices concerning personal safety equipment, hand tools and supplies which the student will be responsible to purchase.

Transfer to San Francisco State or San Jose State University. Although students in the Aircraft Maintenance Program generally enter industry upon graduation, for those students who may prefer to earn the Bachelor’s degree, San Francisco State and San Jose State University offer graduates this opportunity. Those students who intend to transfer should consult a counselor at City College of San Francisco.

### Aircraft Maintenance Technology

#### Courses Required for the Award of Achievement in Aircraft Maintenance Technology

**Training in the Major.** In the first semester, students obtain broad background in aircraft maintenance by taking the following technical courses common to all options in the curriculum: Introduction to Aircraft Maintenance, and Basic Electricity and Electrical Systems. In the second, third, and fourth semesters, students take specialized technical courses in the various options.

### Aircraft Powerplant Maintenance Technology Award of Achievement

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 103 Powerplant Theory &amp; Maint</td>
<td>8</td>
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<tr>
<td>AIRC 104 Propul Powerplant Sys</td>
<td>8</td>
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<td><strong>Total Units</strong></td>
<td><strong>66</strong></td>
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**Additional graduation requirements**

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>AIRC 105 Powerplant Comp</td>
<td>8</td>
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<tr>
<td>AIRC 106 Aircraft Metal Struct</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 116 Aircraft Material Process</td>
<td>1</td>
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<td><strong>Total Units</strong></td>
<td><strong>47</strong></td>
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**Additional graduation requirements**

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>AIRC 107 Hydr, Pneum &amp; Cabin</td>
<td>8</td>
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<tr>
<td>AIRC 108 Rigging &amp; Electr Sys</td>
<td>8</td>
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<td>AIRC 115 Aircraft Mat Proc</td>
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<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
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### Airframe-Maintenance Technology Award of Achievement

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>AIRC 103 Powerplant Theory &amp; Maint</td>
<td>8</td>
</tr>
</tbody>
</table>
Aircraft Maintenance Technology Certificate

Requirements for the Certificate of Achievement. Students may obtain the Certificate of Achievement in Aircraft Maintenance Technology by passing a departmental final examination with a grade of B or higher and by receiving a final grade of C or higher in all of the following courses:

Courses Required for the Certificate of Achievement in Aircraft Maintenance Technology

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AIRC 101 Intro to Aircraft Maintenance</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 102 Basic Electrical Systems</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 103 Powerplant Theory &amp; Maintenance</td>
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<tr>
<td>AIRC 104 Propul Powerplant Sys</td>
<td>8</td>
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<tr>
<td>AIRC 105 Powerplant Comp</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 106 Aircraft Metal Struct</td>
<td>8</td>
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<tr>
<td>AIRC 107 Hydr, Pneum &amp; Cabin Sys</td>
<td>8</td>
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<tr>
<td>AIRC 108 Rigging &amp; Elect Sys</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 115 Aircraft Mat Proc</td>
<td>1</td>
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</table>

Total Units 41

Employment. The program of study in the Certificate Curriculum in Aircraft Maintenance Technology is designed so that students may gain the skills and knowledge required for employment in various capacities in aircraft maintenance. Entry positions for which students who obtain the Certificate of Achievement in Aircraft Maintenance Technology are qualified include those of general powerplant mechanic, accessory mechanic, general cabin-equipment mechanic, and hangar-crew member. Positions to which these students may advance after gaining experience and undertaking further study include those of powerplant technician (licensed), supervisor, and inspector.

Permission to Take F.A.A. Examination. The Federal Aviation Administration has approved the Certificate Curriculum in Aircraft Maintenance Technology, and permits those who hold the Certificate of Achievement in Aircraft Maintenance Technology to take the examination for the F.A.A. Airframe Certificate.

Avionics-Maintenance Technology Certificate

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Avionics-Maintenance Technology by completing the following requirements with a final grade of C or higher in each course:

Award of Achievement

Airframe-Maintenance Technology Certificate

Second Semester
AIRC 103 Powerplant Theory & Maint................. 8
AIRC 104 Propul Powerplant Sys..................... 8

Additional graduation requirements

Third Semester
ET 60 Electronics I - DC/AC Circuit Analysis.... 4
AIRC 113 Avionics Comm & Navig.................... 7

Additional graduation requirements

Total Units 43

Certificate Curricula

General Information

Admission. Enrollment in any of the following certificate curricula is open to those students who have been admitted to the Aircraft Maintenance Technology Department.

Aircraft Powerplant Maintenance Technology Certificate

Requirements for the Certificate of Achievement. Students may obtain the Certificate of Achievement in Aircraft Powerplant Maintenance Technology by passing a departmental final examination with a grade of B or higher and by receiving a final grade of C or higher in all of the following courses:

Courses Required for the Certificate of Achievement in Aircraft Powerplant Maintenance Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 106 Aircraft Metal Struct</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 107 Hydr, Pneum &amp; Cabin Sy</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 108 Rigging &amp; Elect Sys</td>
<td>8</td>
</tr>
<tr>
<td>AIRC 115 Aircraft Mat Proc</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units 41

Employment. The program of study in the Certificate Curriculum in Aircraft Powerplant Maintenance Technology is designed so that students may advance after gaining experience and undertaking further study include those of powerplant technician (licensed), supervisor, and inspector.

Permission to Take F.A.A. Examination. The Federal Aviation Administration has approved the Certificate Curriculum in Aircraft Powerplant Maintenance Technology, and permits those who hold the Certificate of Achievement in Powerplant Maintenance Technology to take the examination for the F.A.A. Powerplant Certificate.

Avionics-Maintenance Technology Certificate

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Avionics-Maintenance Technology by completing the following requirements with a final grade of C or higher in each course:
Courses Required for the Certificate in Avionics-Maintenance Technology

**Course** | **Units**
--- | ---
ET 60 Electronics I - DC/AC Circuit Analysis | 4
AIRC 113 Avionics Comm Navig | 7
**Total Units** | **11**

**Employment.** The program of study in the Certificate Curriculum in Avionics-Maintenance Technology is designed so that students may gain the skills and knowledge required for employment in various capacities in avionic maintenance for aircraft. Entry positions for which students who obtain the Certificate of Accomplishment in this curriculum are qualified include those of radio/electric line mechanic, accessory mechanic, maintenance-crew member, ramp service-crew member, and hangar-crew member. Positions to which these students may advance after gaining experience and undertaking further study include those of airframe technician (licensed), supervisor, and inspector.

The Avionics Certificate Curriculum consists of course work in both Engineering Technology and Aircraft Maintenance Technology. This allows students to further their study in both engineering and avionics.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AIRC 101. Introduction to Aircraft Maintenance (8)**

Lec-5, lab-10, field trips

Introduction to the general section of the aircraft maintenance technician program. Orientation to the aircraft industry. Many aspects pertaining to aircraft maintenance will be covered. CSU

**AIRC 102. Basic Electricity and Electrical Systems (8)**

Lec-5, lab-10, field trips

An introduction to the principles of electricity applicable to the responsibilities of the aircraft technician in maintaining F.A.A. airworthiness standards. Short review of basic mathematics within the scope of aircraft applied technology. Introduction to aircraft structural materials, heat treating, aircraft hardware, and weight and balance control are also surveyed. CSU

**AIRC 103. Powerplant Theory and Maintenance (8)**

Lec-5, lab-10, field trips

Advise: AIRC 101 and 102

Procedures of powerplant maintenance with reciprocating engines. Construction of and overhaul techniques of powerplant to F.A.A. requirements. The use of tools and equipment to maintain airworthy standards of repair to powerplants. CSU

**AIRC 104. Propulsion Powerplant Systems (8)**

Lec-5, lab-10, field trips

Complete coverage of the powerplant electrical system, including the ignition system used for all propulsion powerplants. The maintenance of fire detection and protection systems and the internal and external powerplant lubricating system. Procedures of powerplant maintenance with turbine engines and propulsion units. Construction of the overhaul techniques of powerplants to F.A.A. requirements. CSU

**AIRC 105. Powerplant Components and Propellers (8)**

Lec-5, lab-10

Theoretical and practical approach to fuel system control and the maintenance of each system component. The theory applied to propulsion and the practical application of propeller maintenance to Federal Aviation Administration standards. CSU

**AIRC 106. Aircraft Metal Structures (8)**

Lec-5, lab-10, field trips

Advise: AIRC 101 and 102

The technological approach towards the complex airframe structures and the stresses absorbed by the skin coverings. Emphasis on construction and maintenance of these metal structures. Applied methods of airworthy repairs, including the forming processes, the bonding surfaces, plastic and honeycomb repairs, the fusing of metals and its limitations, fire detection, and ice detection systems. Emphasis on the proper use of tools and equipment needed for approved repairs to metal structures. CSU


Lec-5, lab-10

This course acquaints students to the theoretical and practical experiences needed in aircraft hydraulic, pneumatic, landing gear, fire, ice and rain control systems. CSU

**AIRC 108. Rigging and Electrical Systems (8)**

Lec-5, lab-10, field trips

F.A.A. requirements applied to techniques of rigging aircraft, controls, and control surfaces. A short introduction to the wood structures and fabric covering along with the maintenance techniques. Applied theory of finishes and their effects on flight conditions. Maintenance techniques in electrical wiring, control switches, indicators, and protective devices. Troubleshooting and repairing of alternating-current electrical systems. CSU

**AIRC 109. Materials Laboratory (4)**

Lec-4, lab-2, field trips

Repeat: Var. content - max. 12 units

Complete coverage of hand tools, FARs, aerodynamics, electrical systems, overhaul techniques of powerplants to F.A.A. requirements, hydraulics, sheet metal, and rigging and assembly, woodworking and finishing, and weight and balance.

- **109A. Advance Sheet Metal. CSU**
- **109B. Introduction to Transport Aircraft. CSU**
- **109C. Transport Aircraft system Airframe. CSU**
- **109D. Transport Aircraft system Powerplant. CSU**
- **109E. Advance Composite. CSU**
- **109F. Rotary Wing Aircraft. CSU**
- **109G. Introduction to Avionics for A&P. CSU**
- **109H. Intermediate Avionics for A&P. CSU**
- **109I. Basic AeroDynamics and Flight Procedures fo Maintenance Technicians. CSU**
- **109J. Advance Non Destructive Inspection. CSU**
- **109K. Advance Material and Processing for Aircraft Mechanics. CSU**

**AIRC 110A. Introduction to Aviation (2)**

Lec-3, field trips

Intended to be taken with AIRC 110B.

A broad exposure to the extensive field of aviation. The history and present wide scope of aviation is presented and related to the effects on our everyday lives. A better understanding of aviation and aerospace science is developed and will serve students in adapting to and shaping a better tomorrow. Airplane systems, aerodynamics, careers, and the future of aviation. CSU

**AIRC 110B. Flight Science (3)**

Lec-3, field trips

(Designed to achieve the equivalent of the F.A.A. Private Pilot
Ground School, this class will enable the student to take the F.A.A. private pilot written examination. Flight instruction is not intended as part of this course. Such training may be obtained at F.A.A. approved flight schools at nearby airports.

Aviation weather flight computers, navigation, radio navigation, air-traffic control, Federal Aviation Regulations, weight and balance, use of the Airman’s Information Manual and cross-country flight planning. CSU

**AIRC 113. Avionics Communication and Navigation Systems (7)** sp  
**Lec-5, lab-6, field trips**  
A study of large aircraft communications and navigation systems: air-to-ground and closed circuit communications; navigation systems providing guidance information and data for automated steering. Analysis of systems operation, fundamental troubleshooting and maintenance techniques as applied to large jet aircraft. CSU

**AIRC 115. Aircraft Material Process (1)**  
**Lec-2, field trips**  
**Prereq.:** AIRC 101 and 102. Completion of or concurrent enrollment in AIRC 106, 107 and 108. Familiarization with most recent industry testing requirements for technicians in maintaining F.A.A. airworthiness standards. CSU

**AIRC 116. Aircraft Material Process (1)**  
**Lec-2, field trips**  
**Prereq.:** AIRC 101 and 102. Completion of or concurrent enrollment in AIRC 103, 104 and 105. Familiarization with the most recent industry testing requirements for technicians in maintaining F.A.A. airworthiness standards. CSU

**AIRC 120A-120B. Aircraft Maintenance Work Experience (4)**  
**Conf-1, work-15**  
**Prereq.:** Approval of AIRC Work Experience Coordinator. Supervised off-campus paid employment in the student’s major field, either aircraft maintenance or aeronautics. CSU

**LBCS 96D. Labor Relations in Aircraft Maintenance (3)**  
**Lec-3, field trips**  
P/NP available  
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU  
Formerly LABR 96D.

### American Studies

Office: Batmale 656  
Phone number: (415) 239-3330  
Web Site: www.ccsf.edu/socialsci

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AMC 11A-11B. American Civilization (3-3)**  
**Lec-3**  
*(AMC 11A not prerequisite to 11B)*  
Lectures and discussions exploring the principal historical, literary, artistic, and social movements in America; illustrated with slides, recordings, and films. CSU/UC

**AMS 5. Comics, Power and Society (3)**  
**Lec-3, field trips**  
P/NP available  
An introductory social science course using graphic literature, comic books and related media illustrating central social science concepts. The course examines power, powerlessness, and superpower. The history, content and impact of comic books, editorial cartoons, and animation on American society are examined as artistic forms of expression and as representations of social and political issues. CSU/UC

### American Sign Language

Office: Art 202  
Phone number: (415) 239-3223  
Web Site: www.ccsf.edu/forlang

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**AMSL 1A-1B. Elementary American Sign Language (3-3)**  
**Lec-3**  
P/NP available  
**Prereq.:** For AMSL 1B: AMSL 1A  
Everyday communication emphasizing vocabulary and syntax; finger spelling to enable students to communicate with the deaf in a culturally appropriate manner on an elementary conversational level. CSU/UC

### Anthropology

Office: Batmale 354  
Phone number: (415) 239-3433  
Web Site: www.ccsf.edu/behavior

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

(For the purposes of satisfying graduation requirements at College of Letters and Science of the University of California, Berkeley, and San Francisco State University, ANTH 1, offered by the Biology Department, is regarded as either a natural science or a behavioral science course, but not both. All other anthropology courses are behavioral science courses.)
ANTH 1. Biological Anthropology (3)
Lec-3  P/NP available
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CSU/UC

ANTH 2. Archaeology and Prehistory (3)
Lec-3  P/NP available
Survey of the contemporary archaeological methods of excavation, analysis and interpretation; focus on the various theoretical approaches used to explain past human behavior; thematic discussion of the major events in the history of humankind from our earliest origins to the appearance of agriculture and civilization. CSU/UC

ANTH 3. Introduction to Social and Cultural Anthropology (3)
Lec-3  P/NP available
Not open to students who have completed ANTH 3AC.
The structure and dynamics of cultures as seen in their religions, marriage practices, gender roles, kinship, social classes, languages, laws and political organization. Examples taken from tribal, peasant, and urban situations in many areas of the world. CSU/UC
Formerly ANTH 3X

ANTH 3AC. Introduction to Cultural Anthropology: Focus on American Cultures (3)
Lec-3  P/NP available
Not open to students who have completed ANTH 3.
Introduces basic concepts of cultural anthropology through the study of cultures from at least three of the five following groups: African American, Asian/Pacific Islander, Chicano/Latino, Native American, and European American (as per the requirements of the UC American Cultures Program). Ethnography, history, literature, films and music are integrated in an interdisciplinary approach to cultural studies. CSU/UC

ANTH 4. Introduction to Linguistic Anthropology (3)
Lec-3  P/NP available
The Study of Language: its general nature, its cognitive, biological, and social bases. Languages as they reflect the separate cultural realities of different societies. CSU/UC

ANTH 5. Archaeology of Ancient Civilizations (3)
Lec-3  P/NP available
An archaeological examination of the origin, cultural evolution, and collapse of the world's ancient civilizations. This survey will focus on the civilizations of Mesopotamia, Egypt, Africa, Indus and Ganges Tiger River Valleys, China, Japan, Southeast Asia, Greece, Rome, Mesoamerica, and the Andes. CSU/UC

ANTH 8. Visions of the Sacred (3)
Lec-3  P/NP available
A cross-cultural exploration of supernatural belief systems focusing on non-literate, tribal, and ethnic cultures; the history and methods of the anthropology of religion; the dynamics of myth, magic, totem, taboo, cults, and sects. CSU/UC

ANTH 11. Latin American Cultures and Societies (3)
Lec-3  P/NP available
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ANTH 12. North American Indian Cultures (3)
Lec-3  P/NP available
The native people of North America are described in terms of pre-contact adaptation to the natural environment. Spiritual knowledge, family life, native medicine and native languages are studied in the context of traditional and contemporary cultures. Issues of political power, sovereignty and identity are explored using Native guest speakers and Native literature. CSU/UC
(For ethnohistory of the North American Indian also see HIST 15A-15B.)

ANTH 15. Philippine Culture and Society (3)
Lec-3  P/NP available
The development of Philippine culture and the impact of Western civilization on the people; emphasis on the ways of life in Philippine cities and barrios. Tribal cultures. CSU/UC

ANTH 19. Ethnology of China (3)
Lec-3  P/NP available
Chinese life-styles, including their historical development through the present day, including language, economics, kinship and marriage patterns. The impact of the Revolution on traditional Chinese culture and resultant changes. CSU/UC

ANTH 20. Anthropology of Homosexualities (3)
Lec-3  P/NP available
The roles and statuses of homosexuals and other sexual minorities in world cultures, with examples from Native America, the Middle East, Africa, South America, Asia, and Europe. Aspects of culture that affect the lives of sexual minorities, including economics, religion, kinship, marriage, and gender roles, will be examined. CSU/UC

ANTH 21. Archaeology of the Bay Area (Prehistoric) (1)
Lec-1, field trips  P/NP available
Not open to students who have completed ANTH 41E.
Examination of the archaeological record created by the native American people who first populated the San Francisco Bay Area. Cultural remains and artifacts recently excavated from the Presidio, Mission Dolores, the Financial District, south of Market, and other sites will be considered to ascertain how these people lived, worked and interacted. CSU

ANTH 22. Bay Area Archaeology (1539-1846) (1)
Lec-1, field trips
Examination of the archaeological record left behind by the early Spanish, Russian and Mexican explorers and settlers in the San Francisco Bay Area. Emphasis is placed on artifacts, sites, and material culture to understand sociocultural organization and acculturation. CSU

ANTH 25. Culture, Gender and Sexuality (3)
Lec-3  P/NP available
An examination of the cross-cultural and historical factors that determine how women and men understand and act out their gender and sexuality. Focus on women’s role in non-western cultures such as Native American, Moslem, African and Asian societies. Various aspects of culture which affect both female and male status, such as economics, religion, family and marriage, and sexual practices, will be examined in detail. CSU/UC

ANTH 41-42-43. Current Issues and Innovations in Anthropology (1-2-3)
Lec-1,2,3  P/NP available
Exploration of topics of current interest and innovations in anthropology. CSU (UC upon review)
Announcement of Curricula

General Information

The City College of San Francisco in cooperation with the California Division of Apprenticeship Standards and local joint apprenticeship Committees offers “related training” apprenticeship programs in designated trades or occupations. Apprenticeship on the job training is not offered by the College. Most apprenticeship programs are three to five years in length, similar to a four year bachelor’s degree program.

Persons interested in seeking apprentice status and enrollment in apprenticeship “related training” classes listed in this catalog should contact the California Department of Industrial Relations, Division of Apprenticeship Standards or the local sponsoring joint apprenticeship committee.

For further information, please call the CCSF Apprenticeship Program at (415) 550-4453.

Learning Outcomes

Apprenticeship is a work force training concept, which is designed to prepare individuals, generally a high school graduate, and produce highly qualified and well trained workers who have solid knowledge as well as specific, technical job skills for occupations in the skilled trades and crafts.

Upon completion of an apprenticeship program, the State of California Department of Industrial Relations California Apprenticeship Council awards a Certificate of Completion of Apprenticeship in the trade.

Course | Occupation | Prog. Yrs. | Class Hrs.
--- | --- | --- | ---
APPR 9703 | Bricklaying Appr | 4 | 504
APPR 9724 | Cooks Apprentice | 3 | 432
APPR 9710 | Meat Cutting Appr | 1 | 144
APPR 9713 | Plastering Appr | 4 | 576
APPR 9714 | Plumbing Appr | 5 | 1080-1296
APPR 9715 | Refrig/Air Con Appr | 5 | 1080-1296
APPR 9721 | Steam Fitting Appr | 5 | 1080-1296
APPR 9716 | Roofing/ | 3.5 | 378
Waterproofing Appr | | | |
APPR 9720 | Strmy Engin Appr | 4 | 670-864

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

APPR 151. Auto Body/Fender Apprentice, A,B,C,D,E,F,G,H. (3) Lec/lab-6, field trips

PREREQ.: A STATE OF CALIF. INDENTURED APPRENTICE

Study and practices in automotive body and fender repair and refinishing as related training for body/fender apprentices. Instruction includes automotive spray painting, welding, detailing, customizing, paints, tools, equipment, welding, preparation of surfaces, suspension systems, frame straightening, body filler materials, alignment, adjusting, and fitting panels, fenders, doors, hoods and lids, glass service and replacement, and estimating cost and work time for repair and refinishing of collision and paint damage. CSU

NONCREDIT COURSES:

APPR 9703. Bricklaying Apprentice (105 hrs)
The study and practice of skills and knowledge required for entry level employment as a journey person in the bricklaying trade.

APPR 9710. Meat Cutting Apprentice (72 hrs)
Training required for entry level employment as a journey person in the meat cutting trade. Includes: history, knives, tools equipment, sanitation, mathematics, weights, measures, USDA grades, breakdown of beef, veal, pork, lamb, variety meats, poultry, fish, sausage making, storage and merchandising.

APPR 9713. Plastering Apprentice (72 hrs)
The practice in the trade of plastering as required by the apprenticeship program established by the local joint apprenticeship committee and approved by the Division of Apprenticeship Standards Department of Industrial Relations, State of California. Related instruction includes: safety, mathematics, hand tools, equipment, materials, mixing, applying plaster, blueprint reading, bases, fireproofing, problems and repairs, exterior insulation finish systems (EIFS) and finishes.

APPR 9714. Plumbing Apprentice (108-162 hrs)
The practice and study of skills and knowledge required for entry level employment as a journeyperson in the plumbing industry.

APPR 9715. Refrigeration/Air Conditioning Apprentice (108-162 hrs)
Preparation for entry-level employment in refrigeration and air conditioning. The performance skills are designated in the program standards established by the joint apprenticeship committee and approved by the Division of Apprenticeship Standards, Department of Industrial Relations, State of California.

APPR 9716. Roofing/Waterproofing Apprentice (54 hrs)
Apprentices will apply a variety of materials including hot and cold applied built-up roofing and waterproofing, asphalt shingles, roofing such as tile and single ply roofing materials including EPDM, PVC, Hycoplon and Modified Bitumen.

APPR 9720. Stationary Engineering Apprentice (108 hrs)
Training required for employment as a journeyperson in the stationary engineer trade. Includes safety, trade practices, gas and arc welding, first aid, CPR, fundamentals of conditioning air, heat transfer, air conditioning systems, plans, hydraulics, pneumatics, buildings, machines, electrical and sheet metal, boilers, mathematics grade, calculations, hand tools, power tools and equipment.

APPR 9721. Steamfitting Apprentice (108-162 hrs)
Preparation for entry-level employment as a journeyperson in steamfitting. Performance skills are designated in the program standards established by the joint apprenticeship committee and approved by the Division of Apprenticeship Standards, Department of Industrial Relations, State of California.
APPRA 9723. Pastry Cooks Apprenticeship (54 hrs)
Instruction in the preparation of pastries, needed equipment, use of equipment, tools of the trade, sanitation, merchandising the product, management principles, supervision of the pastry facility, and historical background pertinent to the trade.

APPRA 9724. Cooks Apprentice (72 hrs)
The practice and study of skills and knowledge required for entry level employment as a chef in the food preparation industry. Food purchasing, sanitation, safety, breakfast cooking, “a la carte” cooking, pantry, garde, meat cutting, oven work, soups, stocks, sauces, pastries, desserts, recipes, menus and other.

### Journeyperson

<table>
<thead>
<tr>
<th>CREDIT, DEGREE APPLICABLE COURSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stationary Engineers</td>
</tr>
</tbody>
</table>

**JRNY 106. High Rise Fire Safety Director (1.5)**
Lec-3 (9 wks) P/NP available
Advised: ESL 72 or 150 and high school diploma or GED
Provides basic knowledge and skills in the preparation of facility emergency plans; fire prevention and protection; life safety systems; evacuation and relocation procedures; earthquake preparedness; management of various emergencies and coordinating with emergency responders. CSU
JRNY 106 = F SC 106

**NONCREDIT COURSES:**

**Stationary Engineers**

**JRNY 9701. Air Conditioning - Refrigeration I (54 hrs)**
Introduction to the craft of air conditioning and refrigeration maintenance as practiced by journeypersons in the trade. Hands-on use of electrical instruments, hand, heat, and power tools.

**JRNY 9702. Air Conditioning - Refrigeration II (54 hrs)**
Prereq.: JRNY 9701
Continuation of the craft of refrigeration and air conditioning maintenance as practiced by journeypersons in the trade. Hands-on use of electrical instruments, hand, heat, and power tools.

**JRNY 9704. Backflow Prevention and Cross-Connection Control (54 hrs)**
Introduction to the theory, fundamentals of operation, test equipment used and techniques recommended for testing and maintenance of backflow prevention assemblies.

**JRNY 9705. Boiler Operation and Maintenance (54 hrs)**
An intensive course designed to introduce the basic properties of physics relative to the operation of steam and hot water boilers. Basic theory review and discussion of maintenance troubleshooting skills. Scheduled to various central plants.

**JRNY 9706. Blueprint Reading (54 hrs)**
Nearly every aspect of the Stationary Engineer Trade has some type of drawing or blueprint associated with it. Gaining a basic understanding of how these drawings relate the process of design and construction to the finished product will enhance the students on the job performance and facilitate a better understanding of the equipment they work on.

**JRNY 9707. Computers I (54 hrs)**
Students are introduced to the tools and functions of the most recent versions of Windows Operating Systems. Students are taught how to organize and navigate the Windows platform for an efficient application of the system. They will be taught application of word processing software program found in the Microsoft Office Suite. This includes the function of toolbars and keyboard as well as application of word processing for business purposes.

**JRNY 9708. Computers II (54 hrs)**
Prereq.: JRNY 9707
Students will be taught the software programs found in the Microsoft Office Suite as they relate to building systems. They will learn how to collect and enter building data into Microsoft Access. They will learn how to create queries and macro functions, developing charts and graphs on Microsoft Excel and to create a PowerPoint presentation.

**JRNY 9709. CFC Training/Testing (8 hrs)**
System installation, troubleshooting or repair. Prepares student for the E.P.A. exam.

**JRNY 9710. Controls I (54 hrs)**
Continuation of JRNY 9710. This course will broaden the Engineer’s skills necessary to effectively troubleshoot electrical and pneumatic problems commonly found in facilities.

**JRNY 9711. Controls II (54 hrs)**
Prereq.: JRNY 9710
Continuation of JRNY 9710. This course will broaden the Engineer’s capability to understand and recognize various types of commercial and industrial control systems while achieving the skills needed to analyze wiring and ladder diagrams and concepts. Development of the Engineer’s skills necessary to effectively troubleshoot electrical and pneumatic problems commonly found in facilities.

**JRNY 9712. Direct Digital Controls (54 hrs)**
This course will provide stationary engineers with an introduction to the new field of digital electronics for controlling the functions of a buildings HVAC systems, electronic access and fire alarm systems. Hands-on diagnostics of systems.

**JRNY 9713. Electricity I (54 hrs)**
Designed to develop an understanding and recognition of various types of electrical circuits, diagrams and concepts while developing a broad scope of the skills needed for troubleshooting electrical problems. Electricity will be studied with an emphasis on control theory and application.

**JRNY 9714. Electricity II (54 hrs)**
Prereq.: JRNY 9713
Continuation of developing an understanding and recognition of various types of electrical circuits, diagrams and concepts while developing a broad scope of the skills needed for troubleshooting electrical problems. Electricity will be studied with an emphasis on control theory and application.

**JRNY 9715. Hazardous Materials (56 hrs)**
In-depth instruction in a variety of “Hazmat” related topics, including: industrial hygiene, toxicology, use of respirators, radiation, emergency entry/egress procedures, and decontamination to name a
few. A combination of classroom instruction and simulated “hands-on” exercises to familiarize Engineers with all aspects of proper handling of hazardous materials.

**JRN 9716. Hazardous Materials Refresher (8 hrs)**
Provides Stationary Engineers with updates in all aspects of the 40-hour training curriculum. Provided on an annual basis, the course serves as a forum to review basic competencies and allows for any new or changes in regulations, equipment and procedures to be addressed.

**JRN 9719. HVAC Testing and Balancing (54 hrs)**
This course introduces the Stationary Engineer to the effective use of instruments, reports and procedures for test and balance of HVAC systems. Both the air-side and hydronic-side of the system is studied. A sample test and balance report will be prepared by students in this course.

**JRN 9720. Indoor Air Quality (75 hrs)**
Designed to assist the journey-level or advanced apprentice stationary engineer to prevent and mitigate (relieve or alleviate) indoor air quality problems. Today’s facilities are operated using complex mechanical systems that interact to produce a comfortable and productive work environment. Through the operation and maintenance of these systems an related training, stationary engineers acquire a broad base of practical and theoretical knowledge that leads to complete understanding of system operations.

**JRN 9721. Energy Conservation (75 hrs)**
This course will be presented in a step-by-step method to allow engineers to become part of the learning process as a progression of on-the-job energy conservation activities are incorporated into this course.

**JRN 9722. Pneumatic Controls (12 hrs)**
This course is designed as a lecture/demonstration session with the opportunity for engineers to practice the use of pneumatic controls on two training units. These training units are models of the types of HVAC control systems a Stationary Engineer would expect to see in the trade.

**JRN 9725. Supervision (54 hrs)**
This series of comprehensive seminars is designed for Chief Engineers and those aspiring to be Chief Engineers. Topics cover the organizational, communication and technical skills critical to achieving success in this capacity.

**JRN 9728. Technical Math I (54 hrs)**
Basic arithmetic, measurement and approximate numbers, operations with signed numbers, introduction to algebra, interpretation of graphs, and an introduction to plane and solid geometry.

**JRN 9729. Technical Math II (54 hrs)**
**Prerequisite:** JRN 9728
Introduction to trigonometry, vectors (resolution and addition), exponents and roots, radicals and logarithms, and an introduction to mechanics (force, work, energy, power).

**JRN 9734. Welding (54 hrs)**
Theory, fundamentals of operation, equipment used and techniques recommended for oxygen/acetylene (OAW) and shielded metal arc welding (SMAW). General shop safety practices. Print reading and the interpretation of the American Welding Society welding symbols.

**JRN 9735. Locksmithing (54 hrs)**
This course will provide Stationary Engineers with the basic locksmithing skills and confidence to undertake and perform duties as a locksmith. These skills will equip them with a foundation from which to expand their knowledge in this field, permitting them to save their employer time and money.

**JRN 9742. Electricity for the Stationary Engineers (54 hrs)**
Students are taught topics in electricity as it is used in a modern facility. Students are introduced to electrical theory, terminology, safety, tools, and circuitry. Course will cover electrical distribution systems in a commercial building from utility service to loads on branch circuits, motors and motor controls.

**JRN 9743. Building Systems (54 hrs)**
Students are introduced to the basic operations and functions of the mechanical and electrical systems, which are commonly found in a commercial building. Students are prepared for further, more intensive, study into the more particular trade skills required to operate a building as a professional Stationary Engineer.

**JRN 9744. Critical Facilities Fundamentals (54 hrs)**
Students are introduced to operations in technologically advanced data, telecommunication and other critical centers. Students learn to operate and maintain electrical distribution systems, generators, uninterruptible power supply (UPS), HVAC in raised floor environments, building automation systems, energy management and specialized fire/life safety systems.

### Plumbing

**NONCREDIT COURSES:**

**JRN 9736. Backflow Valve Repair (54 hrs)**
A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow repair.

**JRN 9737. Welding (108 hrs)**
A study in all areas of arc welding and cutting for journeyperson training and refresher course.

**JRN 9738. Basic Trade Related Electricity (54 hrs)**
A study in all areas of basic trade related electricity for journeyperson training and refresher course.

**JRN 9739. Backflow Certification (54 hrs)**
A study in all areas of training and instruction in the field of backflow, cross connection, backflow prevention, backflow testing and backflow certification.

**JRN 9740. AutoCAD 2000 (108 hrs)**
**Field trip**
**Prerequisite:** Basic Computers
A study in all areas of training and instruction in computer aided drafting and the CAD environment. The emphasis is placed upon two-dimensional drawing, including an overview of hardware, and basic personal computer operation within the windows operating system.

**JRN 9741. QuickPen Pipe Designer 3D (108 hrs)**
**Field trip**
**Prerequisite:** JRN 9740
A study in all areas of training and instruction in computer-aided drafting and the three-dimensional CAD environment. The emphasis is placed upon three-dimensional drawing, including a realistic understanding of a three-dimensional environment and how to integrate 3D drawings into a two-dimensional environment.
Architecture
Office: Building 244
Phone Number: (415) 452-5293
Web Site: www.ccsf.edu/architect

Announcement of Curricula

Learning Outcomes

Architecture and Interior Architecture students will develop an understanding of design as a model for creative inquiry, using necessary resources from history, technology, the humanities and contemporary culture issues in response to the fundamental principle that design's relevance is based on its ability to engage society's concerns.

Construction Management students will learn the basic effective management techniques related to the planning, design, and construction of a project from inception to completion for the purpose of controlling time, cost and quality.

The requirements for an Associates degree from CCSF and requirements for transferring to a baccalaureate program in another college or university are different. Students who are seeking to attain an Associates of Science in Architecture, Interior Design or Construction Management should follow the major requirements listed below. Students who are seeking to transfer to another university or college to attain a 4 or 5 year degree are strongly encouraged to consult with an advisor within your program of study.

Laptop Recommendation: The Department of Architecture strongly recommends that all students planning to transfer to a 4 or 5 year university program in Architecture or Interior Design purchase a portable computer for use in certain design and graphic courses. The use of computers in most architecture and design schools has become an essential tool in lab-based design education and would benefit your education immensely. Please inquire with the department what kind of laptop computer would be helpful and when you could consider obtaining it.

Architecture Major

Graduates who have completed the Curriculum in Architecture, a two year foundation study, are fully prepared to transfer to a baccalaureate program in order to pursue a professional or non-professional degree. The program will prepare them in areas of design, technology, digital skills, drawing, delineation and rendering, structures and history. All of these areas are fundamental components of architectural education and will serve all graduates of this program well in their further studies.

Graduates who choose to enter directly into the marketplace would be qualified in various capacities in the fields of architecture, construction industry and related fields. Positions such as architectural technician, construction detailer, building materials salesperson or manufacturer's representative are examples of possible employment a graduate may pursue with this two year degree.

Students who complete the curriculum with final grades of C (2.00 grade point average) or higher in their major, receive the Associate in Science degree in Architecture.

Courses Required for the Major in Architecture

First Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 20 Orthographic Projection</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 29A Freehand Drawing</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 48 Intro to Architecture, Construction &amp; Design</td>
<td>1</td>
</tr>
<tr>
<td>PHYC 10 Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>ET 50 Technical Mathematics or MATH 850 Applied Geometry</td>
<td>4 or 2</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Second Semester (spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSGN 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 22A Delineation &amp; Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 50 Construction Drawings</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 40 Elementary Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester (fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 21 Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 52A Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 23 Materials and Methods of Construction</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 156 (fall only) Construction Cost Estimating</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Fourth Semester (spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 27 (spring only) Fundamentals of Building Structures</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 31B (spring only) History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 52B Architectural CADD</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 160 (spring only) Professional Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Total Units: 45-47

Recommended electives: ARCH 24, 29B, 30A, 31A, 32, 52A, 52B; ART 160A, 170A; ECON 1; ENGN 1A; GRPH 25, 124A; HUM 11; SPCH 11

Interior Design Major

The curriculum in Interior Design, a two-year interdepartmental course of study, has strong emphasis on both Architecture and Art. Enrollment is open to all interested students. However, students are required to satisfy prerequisites before they are admitted to certain courses.

The course of study includes instruction in the following: architecture—orthographic projection, descriptive geometry, perspective, and shades and shadows; two-dimensional basic design; delineation and rendering; materials of construction; freehand drawing; professional practice/interior design; legal aspects of contracting; digital skills in drafting and drawing; art history; art—basic design; basic drawing; structural analysis and design; art orientation; and graphic design.

The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the curriculum with an average final grade of C (2.00 grade-point average) or higher receive the Associate in Science degree in Interior Design.

Entry positions for which graduates who have received the degree of Associate in Science in Interior Design may qualify for employment positions that may include those of draftsman; delineator; salesperson; furniture designer; and assistant in coordination of colors, fabric, furniture, lighting systems, and exhibits.
Opportunities upon entry into the Profession are varied and employers such as Construction Managers, General Contractors, are qualified to enter the profession through a wide variety of graduation from the Construction Management Program, students of applicants for the State building contractor's license. Upon one and a half of the four years of practical experience required Management. The California State Contractors License Board courses receive the Associate in Science degree in Construction curriculum with final grades of C or higher in their major technical the Associate in Science degree. Students who complete the cur- upon successful completion of the curriculum students receive the Associate in Science Degree Program prepares students to enter the Construction Management Profession in responsible positions. The Certificate of Accomplishment in Construction Management: Core Skills by completing the courses required by the certificate program with a final grade of C or higher. Pass/No Pass grades will not be accepted towards completion of a certificate program.

### Construction Management Major

The Associate in Science Degree Program prepares students to enter the Construction Management Profession in responsible positions. This program is comprehensive and provides students with the practical knowledge and skills required to be effective in professional environment, such as:

- Estimating and construction costing.
- Scheduling techniques, including CPM methodology.
- Quality control and quality assurance techniques.
- Project control methodologies.
- The legal environment of the design and construction process.
- Building Codes, Zoning Ordinances and other regulations.
- Written and verbal communications.
- Technical mathematics.
- Computer skills.

Upon successful completion of the curriculum students receive the Associate in Science degree. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Associate in Science degree in Construction Management. The California State Contractors License Board gives graduates who receive the Award of Achievement credit for one and a half of the four years of practical experience required of applicants for the State building contractor's license. Upon graduation from the Construction Management Program, students are qualified to enter the profession through a wide variety of employers such as Construction Managers, General Contractors, Sub-Contractors, as well as Architectural and Engineering offices. Opportunities upon entry into the Profession are varied and include: estimating and cost control, scheduling and planning, document control, quality assurance and inspection.

### Courses Required for the Major in Interior Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester (fall)</td>
<td></td>
</tr>
<tr>
<td>ARCH 48 Intro to Architecture, Construction, &amp; Design</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 20 Orthographic Projection</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 110 Rapid Visualization</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements and electives</td>
<td></td>
</tr>
<tr>
<td>Second Semester (spring)</td>
<td></td>
</tr>
<tr>
<td>DSGN 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 22A Delineation &amp; Rendering</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 150 Color in Design</td>
<td>3</td>
</tr>
<tr>
<td>or ART 126 Color</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements and electives</td>
<td></td>
</tr>
<tr>
<td>Third Semester (fall)</td>
<td></td>
</tr>
<tr>
<td>ARCH 21 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 52A Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>ART 170A Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>INTD 124 Interior Bldg Materials &amp; Systems</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements and electives</td>
<td></td>
</tr>
<tr>
<td>Fourth Semester (spring)</td>
<td></td>
</tr>
<tr>
<td>INTD 138 History of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 30A Interior Design Studio</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 160 (spring only) Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>Additional graduation requirements and electives</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>37</td>
</tr>
</tbody>
</table>

**Recommended electives:** ARCH 18A, 18B, 22B, 24, 29B, 31B, 52A, 52B; ART 160A; BIO 20; GNBS 119; MRKT 140; PHOT 51, 55

### Construction Management: Core Skills Certificate

The Certificate of Accomplishment in Construction Management: Core Skills is a course of study focused on the core technical and management skills required in the field of Construction Management. This certificate is designed to meet the needs of students who want to obtain entry-level positions within the Construction Management profession. It also provides students who are currently employed in the construction industry in trades positions the opportunity for entry and/or advancement in management positions. All courses required for the Certificate Program are also required for the Associates in Science Degree Program making it easier for students to continue their studies to enhance their opportunities for career advancement. Students may receive a Certificate of Accomplishment in Construction Management:Core Skills by completing the courses required by the certificate program with a final grade of C or higher. Pass/No Pass grades will not be accepted towards completion of a certificate program.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM 100 Fundamentals of Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 23 Materials and Methods of Construction</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 48 Intro to Architecture, Construction &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>Related Professions</td>
<td>1</td>
</tr>
<tr>
<td>MABS 60 Microcomputer Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 95 Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>+Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Second Semester (Spring)</td>
<td></td>
</tr>
<tr>
<td>CM 110 Construction Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 27 Fundamentals of Building Structures</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 240 Fundamentals of the International Building</td>
<td>3</td>
</tr>
<tr>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>SPCH 6 Workplace Communication or Supervision &amp;</td>
<td>3</td>
</tr>
<tr>
<td>Management 234 - Communication for Business</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>or BSEN 74-Business Correspondence</td>
<td></td>
</tr>
<tr>
<td>+Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Third Semester (Fall)</td>
<td></td>
</tr>
<tr>
<td>CM 240 Construction Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CM 248 Construction Project Administration</td>
<td>3</td>
</tr>
<tr>
<td>ENGNI1A Surveying</td>
<td>3</td>
</tr>
<tr>
<td>+Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Fourth Semester (Spring)</td>
<td></td>
</tr>
<tr>
<td>CM 244 Construction Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 160 Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td>LERN 62 Successful Job Search Techniques (Required for placement in summer internship position)</td>
<td>1</td>
</tr>
<tr>
<td>+Additional Graduation Requirements</td>
<td></td>
</tr>
<tr>
<td>Fifth Semester (Summer)</td>
<td></td>
</tr>
<tr>
<td>LERN 63 (Concurrent work in internship position required)</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>42</td>
</tr>
</tbody>
</table>
CM 240 Construction Cost Estimating .................. 3
CM 244 Construction Scheduling ...................... 3
CM 248 Construction Project Administration ..... 3
Total Units ........................................... 15

**Construction Management: Advanced Skills Certificate***

*This program is pending state approval*

Check online version of the Catalog

**Collaborative Design***

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration.

* See Interdisciplinary Studies section of the Catalog.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

ARCH 18A. Residential Interior Design (3)
Lec-3, field trips
ARCH 18A not a prereq. for ARCH 18B
A study of the basic elements and principles of design, line, texture, space, form, balance; period styles of furniture from ancient to modern; wall and window treatments; floor coverings and handmade rugs; study of the effective use of space in the home; furniture buying and arranging and working with decorative accessories. Emphasis on individual creativeness in combining all aspects of interior design. CSU

ARCH 18B. Residential Interior Design (3)
Lec-3, field trips
ARCH 18A not a prereq. for ARCH 18B
A study of the selection and use of fiber and decorative fabrics for interior design purposes; space design, floor plans, elevations and renderings; works of past and present architects and designers; lighting and color theory, color schemes and interaction of color, and color predictions for interior design. In-class work in effectively combining fabrics, wall coverings, floor treatments, pattern and color mixing. Study of presentations and portfolios for the student and the professional. Emphasis is on creativity in total interior design coordination and problem-solving. CSU

ARCH 20. Orthographic Projection, Descriptive Geometry, Perspective, and Shades and Shadows (3)
Lec-2, lab-4, field trips
Basic techniques used in graphic communication; fundamental principles of orthographic projection and isometric drawing; theory and methods of architectural perspective, and shades and shadows. CSU

ARCH 21. Architectural Design I (3)
Lec-2, lab-4
Prereq.: DSGN 101, ARCH 48
Advise: ENGL 92 or ESL 150
A second design studio course in a sequence that expands upon fundamental design principles and concepts within the specific context of Architecture and Interior Design. Students respond to beginning architectural/design issues related to site, place, and the spatial requirements of human use. CSU/UC

ARCH 22A. Delineation and Rendering (3)
Lec-2, lab-4, field trips
Prereq.: ARCH 20; completion/concurrent enrollment in ARCH 29A
Basic drawing techniques in graphic communication. Two and three-dimensional representations with various media expressing architectural ideas and concepts. CSU/UC

ARCH 22B. Delineation and Rendering (3)
Lec-2, lab-4, field trips
Prereq.: ARCH 22A
A continuation of ARCH 22A, with selected problems. CSU

ARCH 23. Materials and Methods of Construction (3)
Lec-3, field trips
A survey of development, use, and application of building materials; the ways in which they satisfy utilitarian needs and provide visual satisfaction. CSU

ARCH 24. Architectural Design II (3)
Lec-2, lab-4, field trips
Prereq.: ARCH 21, ARCH 29A
Coreq.: Completion of or concurrent enrollment in ARCH 22A
A third semester design studio course in a sequence that expands upon design principles and concepts in Architecture. Students respond to more advanced architectural/design issues related to site, place, spatial structure, materiality, systems and program. CSU/UC

ARCH 25. Design (3) sp
Lec-2, lab-4, field trips
Prereq.: ARCH 24
Procedure and process in architectural design, building programming, building systems, problem solving, and presentation. CSU

ARCH 27. Fundamentals of Building Structures (3) sp
Lec-3
Advise: 1 yr. each high school algebra and geometry
Awareness of structural concepts; fundamental aspects and principles of basic structural forms, loads and materials, with emphasis on the language used in the building field. CSU

ARCH 29A. Freehand Drawing (1)
Lec-1, lab-1, field trips
Development of skill in freehand drawing methods of visual communication, and in seeing and expressing form, value, and texture; development of ability to express original conceptions. CSU/UC

ARCH 29B. Freehand Drawing (1) sp
Lec-1, lab-1, field trips
Prereq.: ARCH 29A
Further development of skill in freehand drawing methods of visual communication. CSU/UC

ARCH 30A. Professional Practice/Interior Design (3) sp
Lec-2, lab-4, field trips
Prereq.: ARCH 21 and 29A or ART 125A and 130A; ARCH 22A
Procedure in architectural interior design; measurement; graphic presentation methods; programming and outline specifications; relation of interior spaces to structure; electrical, and mechanical systems; spatial requirements for human activities; and selection of furnishings. CSU

ARCH 30B. Professional Practice/Interior Design (3) sp
Lec-2, lab-4, field trips
Prereq.: ARCH 30A
Group space analysis and arrangement; relation of interior activity functions to building systems; circulation; related graphics and signing; illumination; color and material sample kits. CSU

*See Interdisciplinary Studies section of the Catalog.*
ARCH 31A. History of Architecture (3) fa
Lec-3
A survey of the history of architecture of the western world from ancient Egypt through the end of the Middle Ages. CSU/UC

ARCH 31B. History of Architecture (3) sp
Lec-3
A survey of the history of architecture of the western world from the early Renaissance through the twentieth century. CSU/UC

ARCH 32. Bay Region Architectural History (3) sp
Lec-3
A survey of Bay Region building modes from pre-Hispanic days to the present; the inception and growth of towns and cities, and the influences that have shaped their urban forms and their architecture, with an introduction to contributing architects and planners, reflecting the growth and significance of their professions in the late nineteenth and twentieth centuries. CSU/UC

ARCH 34. History of Modern Architecture (3) fa
Lec-3
A survey of architectural history of the nineteenth and twentieth centuries in Europe, Asia, and America from the time of the Industrial Revolution to the present. CSU/UC

ARCH 48. Introduction to Architecture, Construction and Design Related Professions (1)
Lec-2, field trips
Overview of professional and technical careers in architecture, interior design, landscape architecture, construction management, related consulting engineering professions and building construction professions. Analysis of the design process and conditions affecting design and building. CSU/UC

ARCH 50. Construction Drawings (3) fa
Lec-2, lab-4, field trips
P/NP available
PREREQ.: ARCH 20 or ET 104 or 1 yr of HS DRAFTING
Study of construction documents with an emphasis on light wood frame construction and ecological sustainability. Building and framing systems, detailing, site issues, codes and regulations, research and professional publications in architecture and construction disciplines through creation of a simple set of construction documents. CSU

ARCH 52A. Architectural CADD (3)
Lec-2, lab-4, field trips
P/NP available
PREREQ.: ARCH 20
Repeat: max. 6 units
First half of ARCH 52
Basic computer-aided design and drafting using CADD software as applied in the design professions. Using a PC and current AutoCAD software to develop basic drafting and drafting skills with a special emphasis on architecture. CSU

ARCH 52B. Architectural CADD (2)
Lec-1, lab-4
P/NP available
PREREQ.: ARCH 52A
Repeat: max. 4 units
Second half of ARCH 52
Computer-aided design and drafting using AutoCAD as applied in the design profession. Using PC CADD system to develop basic drawings and drafting skills with emphasis on architecture. Introduction to 3D CADD modeling ideas and techniques as applied to an architectural project. CSU

ARCH 99. Materials and Fabrication Shop (1)
Lab-3
P/NP available
Repeat: max. 4 units
A project-oriented, hands-on course to introduce students to the practices and methodologies used in fabricating architectural models or execution of three-dimensional designs using wood, metals and plastics. Students learn shop and cleanup procedures, safety procedures, and proper use of equipment and tools. CSU

ARCH 160. Professional Practice (3) sp
Lec-3
Survey of general office administration: contract documents, agreements, business aspects of construction, lien laws, codes and zoning ordinances, bid forms, safety and health ordinances. A familiarization with architects’ and contractors’ licensing requirements. CSU

ARCH 240. Fundamentals of the International Building Code (3)
Lec-3
P/NP available
A comprehensive introduction to the fundamentals of the International Building Code (IBC) that is adopted and used throughout most jurisdictions of the United States to regulate the use, design, construction, and maintenance of buildings. CSU

CM 100. Fundamentals of Construction Management (3)
Lec-3, field trips
P/NP available
Introduction to the basic concepts of construction project management including: the building design and construction process; project participants, their roles and responsibilities. Areas of focus to include the application of the principles of contracts in relation to construction projects, estimating, scheduling and project control. CSU

CM 240. Construction Cost Estimating (3)
Lec-3, field trips
P/NP available
PREREQ.: CM 110 or demonstration of CM 110 EXIT SKILLS
A study of the fundamental approaches to estimating the cost of building construction projects. Topics discussed include: types of construction estimates; the material takeoff process; the use of computers in estimating; total project estimating including direct costs, indirect costs, contingency and profit. CSU

CM 244. Construction Scheduling (3)
Lec-3, field trips
P/NP available
PREREQ.: CM 240 or demonstration of CM 240 EXIT SKILLS
Study of the basic concepts of construction scheduling: scheduling techniques with a focus on Critical Path Methods; CPM schedule planning, scheduling, updating and analysis. Manual procedures in scheduling are followed by computer applications. CSU

CM 248. Construction Project Administration (3)
Lec-3, field trips
P/NP available
Advise: CM 100
Principles and practical applications of construction project administration with an emphasis on construction-phase services. Topics include: an overview of project administration throughout the
phases of a construction project; the contractual and regulatory environment of construction projects; the development of a project procedures manual; computer-based project administration. CSU

**IDST 70. Architecture and Diversity (3)**
Lec-3, field trips  P/NP available  
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

**INTD 124. Interior Building Materials and Systems (3)**
Lec-3, field trips  P/NP available  
A comprehensive examination of Interior Materials and Construction Systems with a focus on their interface with building systems such as electrical, mechanical, and structural systems. CSU

**INTD 138. History of Interior Design (3)**
Lec-3, field trips  P/NP available  
The history of Interior Design, beginning with ancient Greek, Roman, and Egyptian periods and continuing to the late 20th Century Post-Modern movement. The course will focus on periods of history and its influences on the design of interior spaces. CSU

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**Art**
Office: Visual Arts 118  
Phone Number: (415) 239-3157  
Web Site: www.ccsf.edu/art

The City College Art Department offers students a comprehensive lower division program in the areas of Art History and Fine Art, revolving around the basic CORE program. The Art Department prepares students for transfer to upper division courses in colleges and universities or for direct entry into art careers. Most of our courses are acceptable for credit at the University of California and California State system.

Students intending to transfer and major in the Fine Arts are advised to enroll in two art history courses, along with general education and studio courses. Students intending to transfer and major in Art History are advised to enroll in one studio course, along with general education and art history courses.

**Announcement of Courses**
Most advanced classes in the Art Department require that prerequisites be completed before taking those classes. Students who have not completed those prerequisites must demonstrate the exit skills required upon completion of the prerequisite(s). (See specific courses for prerequisite requirements.)

Most Art Studio courses listed will require a laboratory fee.

**Art History Courses**
The Art History Curriculum offers a wide selection of courses which apply critical thinking and analytical skills to an understanding of visual arts around the world: (101 through 109), Telecourse 116 and on-line course 118, and Selected Topics Courses (121, 122, 123, and 124) which offer a more in-depth study of art at the Legion of Honor and the De Young Fine Arts Museums of San Francisco. All Art History courses may be taken in any sequence. College-level reading and writing skills are advised.

**CREDIT, DEGREE APPLICABLE COURSES:**

**ART 101. Western Art History (3)**
Lec-3, field trips  
A survey of Western Art from 35,000 B.C. to 500 A.D. The course will begin with Paleolithic cave paintings and continue to the Roman, Early Byzantine and Early Medieval periods. Art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. CSU/UC

**ART 102. Western Art History (3)**
Lec-3, field trips  
A survey of Western Art from the sixth to the eighteenth centuries. The course will begin with the Roman era as an introduction, and continue to the Neo-Classical period. Art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the social context of the societies, values, and ideas that gave birth to Western art. CSU/UC

**ART 103. History of Modern Art (3)**
Lec-3, field trips  
The origins and developments of Modern Art in Europe and America from the French Revolution through World War II. Artworks will be analyzed from both critical and historical perspectives. Students will examine the formal/thematic characteristics of styles and periods of modernism. Also under examination are the larger social/cultural contexts for the art movements under study. CSU/UC

**ART 104. Asian Art History (3)**
Lec-3, field trips  
A survey of the artistic heritages of Asia, from Iran in the west to south-eastern regions of Indonesia, spanning five millennia of Asian art history. Art 104 explores the themes and beliefs which gave unity to the art of this part of the world, as well as the diverse cultural characteristics which led to the development of national styles. CSU/UC
ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips
A survey of the artistic heritage of Pre-Columbian Mexico, Central and South America. Art 105 explores the themes and beliefs which gave unity to the art of this part of the world as well as the diverse cultural characteristics which led to the development of regional styles. CSU/UC

ART 106. Latin American Art History (3)
Lec-3, field trips
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

ART 107. African American Art History (3)
Lec-3, field trips
A survey of the artistic heritage of West African civilizations and of African Americans from the colonial to the present. All art will be discussed from both a critical and historical perspective, with regard to formal visual elements of style and the societies, values and ideas that gave birth to African American art. CSU/UC

ART 108. Women through Art History (3)
Lec-3, field trips
A survey of women in art, investigating their place in society as artists, patrons, and subjects in art. The course will introduce women from both European and non-European cultures, from pre-history to the present. All art will be discussed from both a critical and historical perspective, with regard to social context and formal visual elements. CSU/UC

ART 109. History of Contemporary Art (3)
Lec-3, field trips
Contemporary art from 1945 to the present. Students will analyze late modern and postmodern developments in art in relation to their historical contexts. The course will also investigate the unusual challenges contemporary art forms and concepts present to the traditional methods and practices of art history. CSU/UC

ART 116. Art of the Western World (3)
Lec-3, field trips
P/np available
A telecourse introduction to art history from the Classical Greek period to the Modern twentieth century. Art will be discussed in its social context and for formal visual elements. The course introduces the societies, values, and ideas that gave birth to Western art, discusses the changing goals of artists and patrons, traces art’s relation to power, religion, culture, and the art of the past, and suggests how art defines or contradicts its time. Refer to the Telelesson Schedule for viewing dates and times. CSU

ART 118. American Art (3)
Lec-3, field trips
P/np available
The history of American art from colonial times to the present. Painting, sculpture, architecture, and crafts will be examined within their historical, political, and sociocultural background. Students learn to identify works by pivotal artists, recognize techniques and formal visual elements, and critically analyze artwork within its contextual framework. CSU/UC

ART 121-122-123. Selected Topics in Art (1-3-3)
Lec-1,3,3
Repeat: if no subject repeat
An in-depth investigation of selected topics in art. These courses were developed in conjunction with the permanent and special exhibitions at the Legion of Honor and De Young Memorial Museums of Art. The content of these courses vary. Students may re-enroll without repeating subject matter. Specific times and topics will be announced in the Class Schedule, in classes and through campus media. CSU/UC

ART 122A. Russian Art at the Legion
ART 123M. Master European Painting
ART 123N. European Art at the Legion
ART 123P. American Art: The Peale Family
ART 123Q. Baroque Masters of Light
ART 123R. Congo and African-American Art
ART 123S. Greek and Thracian Art
ART 123T. British Art at the Legion
ART 123U. 18th c. French Art at the Legion
ART 123V. Renaissance Art at the Legion
ART 123W. 19th Century Painting at the Legion
ART 123X. Baroque Art at the Legion
ART 123Y. 19th c. Realism and Courbet
ART 123Z. Eternal Egypt at the Legion

ART 124. American Art at De Young (3)
Lec-3
P/NP available
American master paintings from the time of the Revolution to the 20th century on exhibit in the newly reopened DeYoung Fine Arts Museum will be examined. Artifacts will be analyzed for the formal qualities of style, interpreted within the context of American history and mainstreamed within a broader context of the western tradition. CSU/UC

Fine Arts Courses
The Fine Arts Curriculum provides students with a comprehensive range of instruction in the methods of producing two and three-dimensional artwork. Basic Design: ART 125A, and Basic Drawing: 130A, serve as prerequisites for Intermediate and Museum Drawing courses as well as Illustration, Painting, Printmaking, and Mixed Media courses. All studio classes should be taken sequentially in order for students to acquire the skills necessary for their success in intermediate and advanced course work.

ART 125A. Basic Design (3)
Lec-2, lab-4, field trips
Advise: Completion/concurrent enrollment in ART 130A
Repeat: max. 6 units
Basic design elements; color and the concepts, operations, and methods of the two-dimension design process as related to all well-ordered form. Emphasis on experimentation, exploration, and criticism intended to develop creativity and manipulative ability. CSU/UC

ART 125B. Advanced Design (3)
Lec-2, lab-4, field trips
Prereq.: ART 125A
Advise: ART 130A
Repeat: max. 9 units
Continuation of basic design with an emphasis on advanced two-dimensional and beginning three-dimensional design. Advanced experimentation in color. Design problems geared to assist the following majors: Fine and applied arts, photography, theater arts, fashion, and interior and architectural design. Further exploration and development of creativity. CSU/UC

ART 126. Color (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
A study of the basic properties and theories of color, including the practice of color mixing, creating color relationships and harmonies, optical, psychological and spatial effects of color, and properties of
pigmens. Historical, cultural and subjective uses of color will be explored. Work will be done in water based color media. CSU/UC

**ART 130A. Basic Drawing (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A and 130A*

*Repeat: max. 6 units*

A course in the theory and practice of drawing using a systematic variety of media and subject matter. The student will examine drawing through the graphic elements of line, plane, tone, shape, form, volume, rendering, and perspective. The course includes an introduction to light and shadow. Beginning problems will be structured to guide the student and the instructor will assist in this experience through individual attention. Instruction leads to direct the student and encourage subjective self-expression. CSU/UC

**ART 130B. Intermediate Drawing (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A and 130A*

*Repeat: max. 9 units*

Continued development of drawing skills, with additional approaches to drawing, composition, and varied drawing materials. CSU/UC

**ART 131A. Museum Drawing (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 130A*

*Repeat: max. 6 units*

The Legion of Honor Museum will initially act as the studio/atelier for the continuance of the tradition of museum drawing; development of skills and expansion of abilities in the creation of unique drawings through classroom and museum instruction. CSU

**ART 131B. Advanced Museum Drawing (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 130A and 131A*

*Repeat: max. 9 units*

Builds upon skills and techniques already acquired in ART 131A. Development of original sketches and compositions based on major works in the Legion of Honor Museum. CSU

**ART 132A. Beginning Figure Drawing (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A and 130A*

*Repeat: max. 6 units*

*ART 132A is strongly recommended for all art majors.*

An introduction to the drawing of the nude human figure. Analysis of basic forms, structure, proportion, symmetry, balance, and rhythm. Introductory anatomy. CSU/UC

**ART 132B. Advanced Figure Drawing (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A, 130A, and 132A*

*Repeat: max. 9 units*

Advanced study of the drawing of the nude human figure. Analysis of basic forms, structure, proportion, symmetry, balance, and rhythm. Human anatomy. CSU/UC

**ART 136A. Introduction to Illustration (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A and 130A*

*Repeat: max. 6 units*

How to prepare for the profession of illustration and learn the processes by which one gets professional results. Emphasis on ideas and originality, appropriate to the marketplace. Projects include pencil drawing, pen and ink rendering, color posters and some practical projects which may be reproduced on campus. CSU

**ART 136B. Illustration in Color (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 136A*

*Repeat: max. 9 units*

Practical problems in illustrations with emphasis on contemporary approaches to the subject in color media. Projects include design, visualization and finished work for advertising, public relations and book and periodical publications. CSU

**ART 136C. Advanced Illustration (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 136B*

*Repeat: max. 9 units*

Problems in contemporary media: visualization and final-image techniques for reproduction. Emphasis on the development of portfolio items suitable for use in the employment or freelance professional interview. Comprehensive layout and the use of type and letterfaces in illustration. CSU

**ART 137. Humorous Illustration (3)**

Lec-2, lab-4

*PreReq.: ART 130A*

The student will develop an understanding of the scope of humorous illustration. Basics of exaggeration, distortion, caricature; differentiation of these from the grotesque. Importance of observation and the use of a sketchbook to draw from real life situations. CSU

**ART 140A. Beginning Painting (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A and 130A*

*Repeat: max. 6 units*

Studio course in the technical and conceptual basics of painting both in oils and acrylics. Through hands-on practice, lectures, and critiques the student develops the requisite skills and techniques as well as the underlying conceptual and perceptual abilities necessary to painting. In addition, the student is introduced to the historical traditions and the contemporary context of the field. CSU/UC

**ART 140B. Intermediate Painting (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 140A*

*Repeat: max. 9 units*

Development of painting techniques and style into advanced concepts and the processes of painting. Emphasis will be placed on the development of individual style and interest, with exploration in the experimental use of media and technique. Personal creativity will be stressed, and dialogue will be pursued in the broader understanding of aesthetics and contemporary thinking. CSU/UC

**ART 140C. Advanced Painting (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 140B*

*Repeat: max. 9 units*

Focus on the development of a self-directed creative process; building on the concepts, skills, and issues of ART 140B; long-term thematic projects, series projects, and mixed-media assignments leading to advanced-level exploration of contemporary art issues and media. CSU/UC

**ART 141. Acrylic Painting (3)**

Lec-2, lab-4, field trips

*PreReq.: ART 125A and 130A*

*Repeat: max. 6 units*

An introduction to the painting techniques and characteristics of acrylic media. No media requiring volatile solvents will be used.
ART 145A. Introduction to Watercolor Painting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 125A and 130A
Repeat: max. 6 units
Instruction and practice in the materials, techniques, concepts, and history of watercolor painting. Through lecture, demonstration, hands-on experience, and critiques, the student will develop the technical, perceptual, and conceptual skills to produce and analyze paintings. Emphasis will be on technical development and personal explorations. CSU/UC

ART 145B. Advanced Watercolor Painting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 145A
Repeat: max. 9 units
Continuation of ART 145A. Develop additional skill in painting with the transparent watercolor. Class will introduce techniques in opaque watercolor (gouache) and explore options in paper surfaces. Analyze transparent, sedimentary, and staining pigment groups to extend knowledge of color and texture choices. Study of contemporary and historical art history. Emphasis is on the development of individual styles and interests. CSU/UC

ART 146A. Beginning Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Orientation on the three classic elements of Chinese art (brush painting, calligraphy and seal engraving) with emphasis on Chinese masterpieces both ancient and contemporary, focusing on the concepts of style, line, composition, perspective and stroke. CSU/UC

ART 146B. Advanced Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 9 units
Continuation of ART 146A utilizing traditional and contemporary Chinese art styles with emphasis on complex landscapes, flowers, animals and figures. CSU/UC

ART 150A. Fine Arts Printmaking (3)
Lec-2, lab-4, field trips
PREREQ.: ART 130A
Repeat: max. 6 units
An exploration of printmaking techniques, including relief, intaglio, lithography, monoprint, and collagraph, in which students will use a variety of tools and materials to develop their analytic and creative skills. The course also provides an introduction to historical and contemporary issues of the field. CSU/UC

ART 150B. Fine Art Intaglio Printmaking (3)
Lec-2, lab-4, field trips
PREREQ.: ART 150A
Repeat: max. 9 units
This is an intermediate and advanced level, intaglio printmaking course. Individual and class projects will include multiple color plate printing, viscosity printing, chine colle, mezzotint, sugar lift, salt, and soft ground. Through lecture, demonstration, studio practice and critiques, students develop the requisite skills and conceptual basis necessary for innovative work in this exciting discipline. CSU/UC

ART 150C. Fine Art Relief Printmaking (3)
Lec-2, lab-4, field trips
PREREQ.: ART 150A
Repeat: max. 9 units
The ART 150 series may be taken concurrently and/or out of sequence.
A wider and more complex variety of intermediate and advanced relief printing techniques will be introduced including reduction printing, color multiple plates, varying matrix materials, split fountain roll-ups, segmented plates, and viscosity inking. Emphasis on the student’s individual artistic growth and development through the mastery of requisite and conceptual skills. Introduction to historical traditions and contemporary issues of the field. CSU/UC

ART 151A. Beginning Monoprint (3)
Lec-2, lab-4, field trips
PREREQ.: ART 130A
Repeat: max. 6 units
Introduction to a wide variety of contemporary monoprint techniques. Through lecture, demonstration, studio practices, and critiques, students develop the skills and concepts necessary for basic work in this exciting area. Monoprint is a cross over discipline that combines skills of drawing and painting with printmaking. Introduction to historical traditions and contemporary issues of the field. CSU/UC

ART 151B. Intermediate Monoprinting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 151A
Repeat: max. 9 units
Intermediate Monoprinting will focus on more complex monoprint techniques. The emphasis of this course stresses the development of individual artistic growth building on material covered in 151A (Beginning Monoprinting). Students will plan and execute long term thematic, mixed media, and self directed projects. Contemporary issues and approaches will be explored through lecture and demonstration. Lecture demonstrations will be followed up with individualized attention so students can strengthen personal weaknesses related to the techniques and concepts of monoprinting in the studio laboratory situation. CSU/UC
Formerly ART 15B.

ART 151C. Advanced Monoprinting (3)
Lec-2, lab-4, field trips
PREREQ.: ART 151B
Repeat: max. 9 units
The emphasis of Advanced Monoprinting is the further development of the student’s creative process to execute long term thematic, mixed media and self-directed projects. Students utilize materials, processes, and methods of beginning, intermediate and advanced monoprinting, while focusing on a body of interrelated monoprints that explore their personal creativity through experimental means. Students prepare a portfolio of work that is suitable for advanced study, transfer, and/or career opportunities. CSU/UC

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

ART 154 = GRPH 154

ART 155. Bookbinding (3)
Lec-2, lab-4
Repeat: max. 9 units
Study and practice of bookbinding. First: basic structures and
Pre req.: ART 125A and 130A
Repeat: max. 6 units
This course selectively and aesthetically combines various media and techniques of drawing, painting, photography, printing and collage into two and three-dimensional works. Through structured studio experience, lectures and critiques, the student will develop the requisite skills and techniques as well as the conceptual basis of this contemporary art form. Underlying the instruction is a historical component which emphasizes modern and contemporary art to broaden the student’s interest and awareness of contemporary trends. CSU/UC

ART 156. Mixed Media: Works on Paper (3)
Lec-2, lab-4, field trips
Pre req.: ART 155
Repeat: max. 9 units
A continuing exploration of concepts and techniques in making sculpture with ceramic materials. Conceptualizing and creating in three dimensions. Hand building, wheel-throwing, and mold work as applied to ceramic sculpture. Continued emphasis on the development of concepts and content in the execution of the ceramic sculpture. Utilization of plaster mold-making and slip casting, basic hand building, wheel-throwing, and mold work as applied to sculpture. Surface development and formulation of glazes pertaining to sculpture. Emphasis on exploration of clay as a means for aesthetic growth. CSU/UC

ART 170A. Beginning Sculpture (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
An introduction to the historical evolution of sculpture and the basic elements of three-dimensional form. Exploration of carving, modeling, mold making and basic woodworking techniques. Emphasis on technical skill, expression and artistic growth. CSU/UC

ART 170B. Intermediate Sculpture (3)
Lec-2, lab-4, field trips
Pre req.: ART 170A
Repeat: max. 9 units

ART 170C. Advanced Sculpture (3)
Lec-2, lab-4, field trips
Pre req.: ART 170A and 170B
Repeat: max. 9 units
Further advanced processes of sculpture with emphasis on metal work using the welding process. Students will have an opportunity to decide what areas of sculpture they wish to investigate in depth, with instructors’ approval and based on previous experience. The successful completion of Art 170B is required in order to take Art 170C. CSU/UC

ART 180A. Beginning Metal Arts (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
An introduction to basic fabricating processes, i.e., forming, annealing, and soldering of both common and fine metals. Projects vary from engraving to the setting of gemstones, or the making of small sculptures. Survey of the history of metal arts, from the Bronze Age to the present. Emphasis on the knowledge and development of manual skills to gain personal aesthetic sense. CSU

ART 180B. Intermediate Metal Arts (3)
Lec-2, lab-4, field trips
Pre req.: ART 180A
Repeat: max. 9 units
An introduction to the basic techniques of lost wax metal casting (centrifuge and vacuum), ranging from jewelry to small sculpture. Instruction includes information about waxes, modeling, sprueing, investing, casting, and finishing. CSU

ART 180C. Advanced Metal Arts (3)
Lec-2, lab-4, field trips
Pre req.: ART 180B
Repeat: max. 9 units
An introduction to production techniques, mold making, and
advanced casting techniques. This course involves a close look at
the development of the student’s ideas, from conception to com-
pletion, including possible marketing ideas. CSU

ART 185. Portfolio Preparation (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
This course is designed to enable the art student to organize and
present a body of work in an effective and professional manner
for transfer, advanced study opportunities and/or career prepara-
tion. Through hands-on practice, lectures, demonstrations and
critiques, the student gains the requisite skills for portfolio de-
velopment. CSU

ART 187A. Independent Study (2)
Ind st-5, field trips
PREREQ: ANY ADVANCED LEVEL ART COURSES
An opportunity for students to perform specialized studies in art
with the guidance of an art instructor of his/her choice. CSU

ART 187B. Independent Study (2)
Ind st-5, field trips
PREREQ.: ART 187A
An opportunity for students to continue to perform specialized
studies in art with the guidance of an art instructor of his/her
choice. CSU

Asian American Studies
Office: Batmale 358
Phone Number: (415) 239-3865
Web Site: www.ccsf.edu/asam

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

ASAM 6. Asian American Issues Through Literature (3)
Lec-3, field trips P/NP available
This course will examine long term and emergent issues in differ-
ent genres of Asian American literature. Themes such as dislocation
and displacement, nation, home, race, gender, and sexuality will be
considered. CSU/UC

ASAM 8. Filipino American Community (3)
Lec-3 P/NP available
Description and analysis of Filipino American community problems
from a sociological viewpoint. Cultural shock and other problems
of adaptation of Filipino immigrants considered in light of the car-
ryover from Filipino culture and psychology. CSU/UC

ASAM 10. Asian American Popular Culture (3)
Lec-3, field trips P/NP available
This course will consider the ways Asian Americans have turned
to a wide range of cultural productions such as music, performance
arts, visual culture, film, and spoken word to challenge and contest
dominant meanings associated with Asianess/Asian Americaness.
It emphasizes an interdisciplinary approach to the study of Asian
American cultural productions, with particular attention to the ways
race, gender, class, and sexuality inform and shape them. CSU/UC

ASAM 20. Asian American Experience: 1820 to Present (3)
Lec-3 P/NP available
Examination of United States history and government through the
experience of immigrant groups to the U.S. from China, Japan,
Korea, the Philippines, and India. Topics to be explored include

immigration experiences, economic opportunities, culture, family,
community, political and social history of the individual immigrant
groups. A local field trip may be required. CSU/UC

ASAM 22. Community Issues & Leadership (3)
Lec-3 P/NP available
This course provides an overview of contemporary Asian Pacific
American (APA) community identity, leadership, organization, his-
tory, needs, concerns, civic participation and public policy. Required
field trips will visit key APA organizations and leaders. CSU/UC

ASAM 27. Asian American Race Relations (3)
Lec-3 P/NP available
Understanding of race relations between Asian Americans and
other ethnic groups including African Americans and European
Americans including theories of race and interaction; and consider-
ations such as class, economics, and social inequities. CSU/UC

ASAM 30. Asian American Issues Through Film (3)
Lec-3 P/NP available
Through films, issues of the Asian American experience will be
explored. Films will examine the experience of immigrants to
the United States from China, Japan, the Philippines, India, and
Southeast Asia. Issues to be discussed include identity, immigration,
ties to Asia, work, culture, family, community, political policies,
stereotypes and social history. CSU/UC

ASAM 35. Asian American Women (3)
Lec-3 P/NP available
Examination of the lives of Asian American women, using a multi-
disciplinary approach which includes literature, poetry, history,
political science, anthropology and sociology. Readings, papers and
discussions on the social, cultural, political and economic conditions
facing Asian American women. Field trip may be required. CSU/UC

ASAM 40. The Chinese American Community (3)
Lec-3 P/NP available
(No knowledge of Chinese required)
Description and analysis of the Chinese American community from
a sociological point of view. The historical background, family and
district organizations, power structure, immigrants, cultural pat-
tern and conflicts, and the socioeconomic problems of the Chinese
American community. CSU/UC

ASAM 42. Southeast Asian Community in the U.S. (3)
Lec-3 P/NP available
Examination of one of the fastest growing Asian American groups
in the United States during the past 15 years: mainland Southeast
Asian Americans from Vietnam, Cambodia and Laos. The diver-
sity of the Southeast Asian community in the United States will be
examined. Topics such as socioeconomic adaptation, community
organization and family life will be discussed from a sociological
viewpoint. A local field trip may be required. CSU/UC

ASAM 61-62-63. Asian American Community Field
Study (1-2-3)
Conf-1, work-5,10,15 P/NP available
Repeat: max. 6 units
Based on fieldwork and supervised community participation, par-
ticipants in this course will examine the local experience of Asian
American and Pacific Island communities. CSU

ASAM 65. Individual Study in Asian American Studies (3)
Ind st-15 P/NP available
Repeat: max. 9 units
Supervised individual or group study on topics and issues in Asian
American Studies. CSU (UC upon review)
Asian Studies
Office: Batmale 373
Phone Number: (415) 239-3089
Web Site: www.ccsf.edu/asianst

Announcement of Courses

General Information
The Asian Studies Department has a flexible interdisciplinary program designed to assist students who are interested in acquiring knowledge and interests in Asian culture and language. The diverse faculty members offer a rich and supportive small class environment that encourages critical thinking and participatory involvement in Asian subjects. Most of its courses are UC and CSU transferable which prepare students for continuing in degree programs in the UC and the CSU systems.

Learning Outcomes
After taking the courses of interest offered in the Asian Studies Department, students will become more globally conscious in their approach to life. They will improve their interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and overall maturity as contributing members of our growing diverse society.

CREDIT, DEGREE APPLICABLE COURSES:

ASIA 1. Modern Pacific Asia: An Introduction (3)
Lec-3, field trips P/NP available
Development of history, economics, politics, and cultures of the Pacific Basin region since the 16th century. Analysis of the emergence of the modern Pacific Asia from the 19th century onward as a principal political and economic center of the upcoming century. CSU/UC

ASIA 11. East Asia Calligraphy: An Introduction (3)
Lec-3, field trips P/NP available
Examination of the historical development and cultural aspects of the East Asian (China, Japan, Korea) calligraphy, with emphasis on Chinese Hanzi but also including Japanese Kana syllabaries and Korean Han’gual characters; critical analysis of their relationship with East Asian philosophy, religion, literature, and art. CSU/UC

ASIA 12. East Asian Literature in Film: Early Modern & Modern Era (3)
Lec-3 P/NP available
Introduction to East Asian (China, Japan, Korean) literature from the early Modern (15th-18th century) to the Modern Era (19th-20th century) through the media of film. Critical analysis of how literature reflects cultural values and social changes. No knowledge of Chinese, Japanese, or Korean required. CSU/UC

ASIA 176. Business/Culture: Vietnam (3)
Lec-3, field trips P/NP available
A course exploring Vietnamese culture and its impact on business. Subjects include history, aesthetics, communication and social structures and customs. This course will create a context for doing business in Southeast Asia. CSU

ANTH 19. Ethnology of China (3)
Lec-3 P/NP available
Chinese life-styles, including their historical development through the present day, including language, economics, kinship and marriage patterns. The impact of the Revolution on traditional Chinese culture and resultant changes. CSU/UC

ART 104. Asian Art History (3)
Lec-3; field trips
A survey of the artistic heritages of Asia, from Iran in the west to the south-eastern regions of Indonesia, spanning five millennia of Asian art history. Art 104 explores the themes and beliefs which give unity to the art of this part of the world, as well as the diverse cultural characteristics which led to the development of national styles. CSU/UC

ART 146A. Beginning Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Orientation on the three classic elements of Chinese art (brush painting, calligraphy and seal engraving) with emphasis on Chinese masterpieces both ancient and contemporary, focusing on the concepts of style, line, composition, perspective and stroke. CSU/UC

ART 146B. Advanced Chinese Brush Painting (3)
Lec-2, lab-4, field trips
Repeat: max. 6 units
Continuation of ART 146A with emphasis on artistic development. Investigation of methods of traditional and contemporary Chinese art. Paintings of various subject matter including complex landscapes, flowers, birds, animals and figures. Free brush strokes and meticulous styles. Lectures and demonstrations will be offered with slides and videos. Individual expression will be encouraged by modeling after a series of masterpieces and original works. Group and individual critiques. Outdoor painting and museum visits. CSU/UC

CHINESE LANGUAGE COURSES: See Chinese in this section of the catalog.

CHIN 29A-29B. Chinese Literature in Translation (3-3)
Lec-3 P/NP available
Advise: Eligible for ENGL IA
CHIN 29A not prerequisite to 29B. No knowledge of Chinese required.
Reading and discussion of representative works in English translation. CSU/UC

CHIN 39. Major Achievements of Chinese Thought and Culture (3)
Lec-3
Advise: Eligible for ENGL IA
No knowledge of Chinese required. Not open to students who are enrolled in or who have completed CHIN 49.
A consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU/UC

CHIN 49. Major Achievements of Chinese Thought and Culture (3)
Lec-3 P/NP available
No knowledge of Chinese required. Not open to students who are enrolled in or who have completed CHIN 39.
A consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU

HLTH 50. Tai Chi for Health (3)
Lec-2.5, lab-1.5 P/NP available
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion. Emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life. Practice of basic Tai Chi Chuan forms (Yang Style). CSU/UC

HIST 33. History of South Asia (3)
Lec-3 P/NP available
A survey of the history of India, Ceylon, and Pakistan, with empha-
sis on the development of modern India and its role in international affairs. CSU/UC

HIST 34. The History of Japan (3)
Lec-3  P/NP available
A survey of the history of Japan, with emphasis on the more important political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)
Lec-3  P/NP available
HIST 35A not prerequisite to 35B
HIST 35A. Historical, social, political, intellectual, cultural, artistic, and economic development of China from ancient times to approximately 1900. CSU/UC
HIST 35B. Historical, social, political, intellectual, cultural, artistic, and economic developments in twentieth century China. CSU/UC

HIST 36. History of Southeast Asia (3)
Lec-3  P/NP available
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3  P/NP available
The history and social organization of Overseas Chinese communities in Southeast Asia, Latin America, and North America from the Eastern Han Dynasty to the present. CSU/UC

IDST 27A-27B-27C. Asian Humanities (3-3-1)
Prereq.: IDST 27A not prerequisite to 27B;
For 27C: IDST 27A or 27B
No knowledge of foreign languages required

IDST 27A-27B.
Lec-3  P/NP available
A team-taught survey of Asian civilizations, especially Arabic-Islamic, Hindu, Chinese, and Japanese cultures. Emphasis on literature, philosophy, religion, and the arts. Explanation, through an interdisciplinary and cross-cultural approach, of the differences and underlying unity of Asian cultures and a comparison with their Western counterparts. Use of the best available English translations of Asian literature along with slides, films, recordings and field trips. Each: CSU/UC

IDST 27C.
Ind st-5  P/NP available
An independent study/research course under direction of one or more instructors where focus is placed on a specific area of study. CSU/UC

IDST 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips
Emphasis on current affairs and issues in any of the Pacific Rim countries. CSU/UC

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

JAPANESE LANGUAGE COURSES: See Japanese in this section of the catalog.

JAPA 39. Japanese Culture and Civilization (3)
Lec-3
Advise: Eligible for ENGL 1A
No knowledge of Japanese required.
Not open to students who are enrolled in or have completed JAPA 49.
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU/UC

JAPA 49. Japanese Culture and Civilization (3)
P/NP only
No knowledge of Japanese required.
Not open to students who are enrolled in or have completed JAPA 39.
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

MUS 24. Music of East Asia (3)
Lec-3, lab-1, field trips  P/NP available
A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including the relationship of East Asian music to other aspects of East Asian cultures—philosophy, religion, theater, and dance. CSU/UC

POLS 35. Government and Politics of East Asia (3)
Lec-3  P/NP available
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. CSU/UC

PSYC 22. Psychology of Race and Ethnic Relations (3)
Lec-3  P/NP available
Not open to students who are enrolled in or who have completed PSYC 23.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

PSYC 23. Psychology of Race and Ethnic Relations (3)
Lec-3  P/NP available
Prereq.: PSYC 1
Not open to students who are enrolled in or who have completed PSYC 22.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

Astronomy
Office: Science 400
Phone Number: (415) 239-3242
Web Site: www.ccsf.edu/astro

Announcement of Courses

General Information
The Astronomy Department offers classes to students who wish to satisfy the Natural Sciences requirement for the associate degree. For students intending to transfer to a four-year university that has a laboratory science requirement, 1-unit laboratory classes are
Offered that may be taken prior to, concurrently with or after completion of a lecture course. For students interested in astronomy or astrophysics as a career, the department provides instruction in a broad range of courses to prepare the student for transfer to four-year physics and astronomy programs. For further information, contact the department chairperson at (415) 452-5666.

CREDIT, DEGREE APPLICABLE

ASTR 1. Cosmic Evolution (3)
Lec-3
Motion, gravity, light, and particles as applicable to astronomy. The origin, evolution, and final state of our physical universe. Formation, evolution, and properties of our galaxy and other galaxies, the sun and other stars, and our solar system. Extrasolar planets and the possibility of life elsewhere in the universe. Emphasis is on the development of the cosmos and its components. CSU/UC

ASTR 14. Exploring the Universe (3)
Lec-3
(Designed for students who have not completed ASTR 1, 17, 18, 19, or 20 with a final grade of C or higher)
A non-math course stressing the observational universe as seen through the use of telescopes, space probes, theoretical and computer modeling, and other aids. The great ideas of ancient and modern astronomy. Fundamental ideas in the physical sciences appropriate to understanding the structure of the universe and the origin of life. CSU

ASTR 16. Observational Astronomy (1)
Lab-3, field trips
Prereq.: Completion of ASTR 1 or concurrent enrollment in ASTR 1 or 14 or 17 or 18 or 19
Through direct investigation, students will learn the motion and appearance of the night sky, investigate astronomical objects such as stars, planets, and nebulae, and become familiar with modern observational tools and techniques. CSU/UC

ASTR 17. Solar System (3)
Lec-3
An introduction to the modern study of planetary astronomy and the possibilities of extraterrestrial life. Emphasis on the characteristics of the Solar System’s planets, analysis of their life-support possibilities. Examination of planetary system’s origins and characteristics. Modern methods of planetary exploration and analysis of the challenges of interplanetary and interstellar travel and communication. CSU/UC

ASTR 18. Stars (3)
Lec-3
An introduction to the modern study of the characteristics and evolution of stars and stellar systems. Observations and theories regarding stars as the primary producers of energy in the universe and of the chemical elements necessary for life. Properties of the final states of stars: supernovae, white dwarfs, neutron stars, black holes, and gamma-ray bursts. Understanding the effects of stellar evolution on galaxies and cosmology. CSU/UC

ASTR 19. Galaxies and the Universe (3)
Lec-3
An introduction to modern cosmology and extragalactic astronomy, with a focus on basic questions of humankind’s existence: where do we come from and what is our fate? Topics include the origin and evolution of the universe, the Big Bang cosmology, expansion of the universe, large scale structure, dark matter, properties of galaxies and active galactic nuclei, and phenomena in our own and other galaxies. CSU/UC

ASTR 20. Introduction to Astrophysics (4)
Lec-3, conf-1
Prereq.: ASTR 1, 14, or 16
Designed for students who desire an astronomy course more advanced than the general survey course. Emphasis is on the current state of theoretical astrophysics and research astronomy. An opportunity for students to pursue independent research projects or to develop teaching aids for astronomy. The college planetarium and observatory, including the Celestron 14-inch telescope, a CCD camera, and fiber-optic spectrograph are available for the student. CSU/UC

Announcement of Curricula

City College offers credit for two years of pre-apprentice training for students seeking employment in the automotive industry. Students may apply the earned credit toward the Associate in Science degree.

Employment. Successful completion of training in this program prepares students for entry employment in the areas of automotive-mechanic and body person apprenticeship. Training will be considered in determining level of entry into apprenticeship.

Admission. Applicants for admission must complete an application form which may be obtained from the automotive-technology adviser at 1400 Evans Avenue training center. All applications are reviewed and evaluated, and the results are forwarded to each applicant. To be accepted into the program, students must fulfill the following prerequisites:

1. Completion of ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160; AND
2. Completion of MATH E1 or E3 or BSMA G, H or J, OR placement in MATH 840

Recommended High School Preparation. Preparation is recommended in auto shop, electricity, machine shop, mechanical drawing, and welding.

Counseling. The automotive-technology adviser consults individually with students in order to help each student select a program best suited to the student’s interests and abilities.

General Education. Instruction in general education is included so that students may satisfy the College graduation requirements in this area.

Associate in Science Degree and Award of Achievement.

Students who wish to earn an Associate in Science degree must complete the general-education requirements for graduation from
the College and additional electives. Students who satisfy these requirements and complete either of the options in the Curriculum receive the degree of Associate in Science and the Award of Achievement in Automotive Technology. Such students are advised to consult with a College counselor.

Automotive Technology

Automotive Mechanics Award of Achievement

Courses Required for the Award of Achievement in Automotive Mechanics

First Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 52 Brakes, Suspension and Alignment</td>
<td>8</td>
</tr>
<tr>
<td>Electives (choose 1)</td>
<td></td>
</tr>
<tr>
<td>AUTO 53 Automatic and Manual Transmission</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 54 Engine Repair</td>
<td></td>
</tr>
<tr>
<td>AUTO 55 Engine Performance and Drivability</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 32

General Information


Admission. Enrollment in either curricula is open to all interested students who satisfy the following program prerequisites:

1. Completion of ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160, AND
2. Completion of MATH E1 or E3 or BSMA G, H or J, OR placement in MATH 840

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

Brake and Suspension Specialist Certificate

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Brake and Suspension Specialist by completing the following courses with a grade of C or higher in each course.

Courses Required for the Certificate of Accomplishment in Brake and Suspension Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 52 Brakes, Suspension and Alignment</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 16

Transmission Specialist Certificate

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Transmission Specialist by completing the following courses with a grade of C or higher in each course.

Courses Required for the Certificate of Accomplishment in Transmission Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 53 Automatic and Manual Transmissions</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 16

Engine Repair Specialist Certificate

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Engine Repair Specialist by completing the following courses with a grade of C or higher in each course.

Courses Required for the Certificate of Accomplishment in Engine Repair Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 54 Engine Repair</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 16

General Automotive Technician Certificate

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in General Automotive Technician by completing the following courses with a grade of C or higher in each course.

Courses Required for the Certificate of Accomplishment in General Automotive Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 50 Intro to Automotive Mechanics</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 51 Automotive Electrical</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Units: 16

Automotive Metal Repair Certificate

Students may obtain the Certificate of Achievement in Automotive Metal Repair by completing the following courses with final grades of C or higher:

Courses Required for the Certificate of Achievement in Automotive Metal Repair

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 120 Automotive Welding</td>
<td>6</td>
</tr>
<tr>
<td>AUTO 121 Metal Repair &amp; Welding</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 122 Panels, Glass, Trim &amp; Hardware</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 123 Frame Straightening &amp; Aligning</td>
<td>8</td>
</tr>
<tr>
<td>AUTO 124B Surface Prep and Paint</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units: 35

Courses in this subject area require a special materials fee.
Motorcycle Technology

Motorcycle Technician Major

This Motorcycle Technician Associate in Science Program Degree prepares students to enter the motorcycle maintenance field with all the necessary skills to perform entry-level work as well as to have a thorough understanding of theory so they will be qualified to participate in advanced training at the dealer or manufacturer. Degree holders are expected to be first in line for jobs as service managers and manufacturer’s representatives.

Associate in Science Degree. The AS Degree may be obtained by completion of the required program plus general education requirements and sufficient electives to meet a 60 unit total.

Courses Required for the Major in Motorcycle Technician

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 80* Intro. to Motorcycles, Motorcycle Design &amp; Maintenance Theory</td>
<td>5</td>
</tr>
<tr>
<td>MOTO 81 Motorcycle Fuel, Lubr &amp; Cooling</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 82 Motorcycle Tune-Up &amp; Gen. Service</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 83 Motorcycle Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 84 Motorcycle Engine Theory</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 85 Motorcycle Exhaust, Frame, Susp., Tires, Wheels, and Brakes</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 86 Motorcycle Engine Overhaul</td>
<td>3</td>
</tr>
<tr>
<td>MOTO 87 Motorcycle Power Trans. Systems</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 88 Motorcycle Dyno-Testing/Repair</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

*MOTO 80 is a prerequisite for all the other Moto courses.

Motorcycle Technician Certificate

Courses Required for the Certificate of Achievement in Motorcycle Technician

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTO 80* Intro. to Motorcycles, Motorcycle Design &amp; Maintenance Theory</td>
<td>5</td>
</tr>
<tr>
<td>MOTO 81 Motorcycle Fuel, Lubr &amp; Cooling</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 82 Motorcycle Tune-Up &amp; Gen. Service</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 83 Motorcycle Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 84 Motorcycle Engine Theory</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 85 Motorcycle Exhaust, Frame, Susp., Tires, Wheels, and Brakes</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 86 Motorcycle Engine Overhaul</td>
<td>3</td>
</tr>
<tr>
<td>MOTO 87 Motorcycle Power Trans. Systems</td>
<td>4</td>
</tr>
<tr>
<td>MOTO 88 Motorcycle Dyno-Testing/Repair</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

*MOTO 80 is a prerequisite for all the other Moto courses.

Building Operation-Maintenance and Repair Noncredit Certificate

Length of the program is 735 hours. Of these hours, 420 hours are core courses and the remaining hours must be from the elective courses listed below.

Core courses must be taken in the first two semesters of study.

Electives (select 3)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TICU 9550 Custodial Training</td>
<td>105</td>
</tr>
<tr>
<td>TIEE 9573 Electrical Basic Controls</td>
<td>105</td>
</tr>
<tr>
<td>TIEE 9574 Electrical Code and Constr. Practice</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9504 Instruments for HV &amp; AC</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9505 Plumbing Applications</td>
<td>105</td>
</tr>
<tr>
<td>TIXX 9701 Haz Mats Training</td>
<td>105</td>
</tr>
<tr>
<td>LAIR 9809 Labor Rel in Select Indus.</td>
<td>105</td>
</tr>
</tbody>
</table>

**Total Required Hours**: 735

Electives from each certificate may include courses from the others as well as:

- TIXX 9699 Furnituremaking and Woodworking.... 108
- TIXX 9710 Contractor Licensing................. 105

Construction Trade Noncredit Certificate

The length of each program is 366 hours: 321 required core courses, 210 specialty categories and 105 electives within each trade below

Core Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIXX 9704-9706 Intro to the</td>
<td></td>
</tr>
<tr>
<td>Construction Trades A, B, and C</td>
<td>216</td>
</tr>
<tr>
<td>TIDR 9568 Blueprint Reading (Construction)</td>
<td>105</td>
</tr>
</tbody>
</table>

**Total Required Hours**: 321

Electives (select 3)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIXX 9505 Plumbing Appl. in Construction</td>
<td></td>
</tr>
<tr>
<td>TIEE 9574 Electrical Code</td>
<td>105</td>
</tr>
<tr>
<td>Plus: One Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours**: 315

Electronics Technician Noncredit Certificate

Program Goal. Prepares students for entry-level employment as electronics technicians or Radio-TV service or repair persons. Curriculum includes fundamentals of electricity, electronic equipment, occupational safety, electric and electronic circuits, relays, test equipment, vacuum tube circuits, television and VCR repair.
Admission Requirements. High school diploma, GED, or high school proficiency certificate and demonstration of 8th grade reading, math, and language level. For more information call 550-4409.

Core Course Hours
TIEE 9572 D.C. Electricity .................................... 108
TIEE 9571 A.C. Electricity ..................................... 108
TIEL 9590 Electronic Theory & Tech .......................... 216
TIRT 9666 TV Service Repair: Fund ............................ 108
TIRT 9667 TV Service Repair: Adv & VCR.................. 108
SECY 9356 Bus Math .............................................. 90
Total Hours ...................................................... 738

Custodial Training Noncredit Certificate

Core Course Hours
TICU 9550 Custodial Training ................................... 108
TICU 9554 Basic Custodial Skills .............................. 48
Total Hours ...................................................... 156

Grade Requirements: Students must have 85% of the required hours for the certificate with a grade of C or better.

Announcement of Courses

Automotive Technology

CREDIT, DEGREE APPLICABLE COURSES:

AUTO 50. Intro to Automotive Mechanics (8)
Lec-8, lab-4, field trips
PREREQ.: MATH E1, EX, BSMA G, H, or J, ENGL 90 or ESL 150
Orientation to the automobile: design, construction, operation, industry, and ethics; technical vocabulary, automotive components, systems, safety procedures. Use of automotive references and specifications. Use of basic tools for automotive repair. Workplace skills covered will include the basic maintenance and repair of the automobile and its systems for the entry-level automotive maintenance worker or home hobbyist. CSU

AUTO 51. Automotive Electrical (8)
Lec-6, lab-6, field trips
PREREQ.: AUTO 50 or PASS CHALLENGE TEST
Repeat: max. 24 units
A basic course focusing on automotive electrical systems including basic electrical theory, battery technology, starting systems, charging systems, lighting systems, instrumentation and wiring. A technical course focusing on higher-level electrical troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive electronics. Students will prepare for Official State Lamp Adjusting License and ASE A6 and L-1 Examinations. CSU

AUTO 52. Brakes, Suspension, Alignment (8)
Lec-6, lab-6, field trips
PREREQ.: AUTO 50 or PASS CHALLENGE TEST
Repeat: max. 24 units

AUTO 53. Automatic and Manual Transmissions (8)
Lec-6, lab-6, field trips
PREREQ.: AUTO 50 or PASS CHALLENGE TEST
Repeat: max. 24 units
Instruction in diagnosis and servicing of automatic and manual transmissions, clutches, 4-wheel drives, drive shafts, differentials, and electronic sensing devices. Preparation is given for national certification test. CSU

AUTO 54. Engine Repair (8)
Lec-6, lab-6, field trips
PREREQ.: AUTO 50 or PASS CHALLENGE TEST
Repeat: max. 24 units
A hands-on course focusing on the analysis of engine problems and proper steps in repair procedures, including cooling and exhaust systems and timing belt replacements as well as the disassembly, precision measurement, analysis of potential engine failures, reconditioning, and rebuilding of automotive engines. CSU

AUTO 55. Engine Performance/Drivability (8)
Lec-6, lab-6, field trips
PREREQ.: AUTO 50 or PASS CHALLENGE TEST
Repeat: max. 24 units
Course focus is on maintenance and troubleshooting including the use of analog and digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers, vacuum and pressure gauges in the diagnosis and repair of modern automotive ignition, fuel, and emission systems. Preparation for National Certification (ASE A8 and L-1 Engine Performance) Examinations, students become familiar with trade practices in the testing and replacement of ignition system components, vehicle fuel and emission systems testing, component testing and replacement. CSU

AUTO 56. Introduction to Hybrid Auto Maintenance and Repair (3)
Lec-3, lab-3
PREREQ.: AUTO 50 and AUTO 51
Repeat: max. 9 units
Principles and functions of hybrid automobiles, and procedures for their maintenance, problem diagnosis and repair. Function of individual system components examined. Critical importance of safety and hybrid-unique equipment and procedures. Maintenance procedures and diagnostic and repair processes for at least one type of hybrid (Parallel or Series-Parallel) taught in detail. CSU

AUTO 60. Independent Study (Auto Technology) (1-3)
Ind st-5, 10, 15, conf-1, field trips
PREREQ.: AUTO 50 and AUTO 51
Repeat: max. 2, 4, 6 units
Research and application of advanced skills within the topic of Automotive/Trade Skills. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, engine performance modification and drivability computer. CSU

AUTO 61. Independent Study (Auto Body) (1-3)
Ind st-5, 10, 15, conf-1, field trips
Repeat: max. 2, 4, 6 units
Advise: Completion of at least 16 units in Automotive Technology or consent of instructor. Student must obtain approval of project from instructor.
Research and application of advanced skills within the topic of Auto Body Trade Skills. Allows student to investigate subjects of special interest and develop skills toward those interests, such as frame design and fabrication, suspension design and fabrication, sheet metal and fiberglass design and fabrication and show vehicle preparation. CSU

AUTO 62. Independent Study (Motorcycle Small Engine Repair) (1-3) 
Ind-st-5, 10, 15, conf-1, field trips P/NP available 
Advis: Completion of at least 6 units in Motorcycle and Small Engine Repair, or consent of instructor. Student must obtain approval of project from instructor. 
Repeat: max. 2, 4, 6 units 
Research and application of advanced skills within the topic of Motorcycle and Small Engine Repair. Allows student to investigate subjects of special interest and develop skills toward those interests, such as Frame Design and Fabrication, Suspension Design and Fabrication, Engine Performance Modification and Sheet Metal Design and Fabrication. CSU

AUTO 96. Basic Automotive Welding (3) 
Lec-2, lab-4, field trips 
Repeat: max. 9 units 
Course is directed toward the knowledge and skills needed by collision repair technicians. Introduction of specialized equipment as outlined by I-Car for auto collision repair. Repairing, replacing and welding collision damaged auto body parts. Utilizing the automotive frame rack for straightening and welding of the auto frame. Students will learn the proper procedures and equipment applications as they apply to auto collision techniques. CSU

AUTO 98. Specialty Electronics (3) 
Lec-2, lab-4, field trips 
Prereq.: AUTO 50 
Repeat: max. 9 units 
A technical course focusing on higher level electrical troubleshooting including the use of digital volt ohm meters, digital storage oscilloscopes, scan tools, and engine analyzers in the diagnosis and repair of modern automotive electronics. Preparation for the Official State Lamp Adjusting Licensing and National Certification (ASE L-1 Advanced Engine Performance) Examination. CSU

AUTO 105. Auto Electronics I - Advanced Tune-Up (3) 
Lec-2, lab-4, field trips 
Repeat: max. 6 units 
Instruction is designed to develop skills and practices in automotive tune-ups to manufacture specifications. Includes use of electronic scopes, meters, test equipment, diagnosis of malfunctions, the exhaust emission control systems, ignition scopes, power cylinder balance, Tach and Dwell meters, infrared meters, percent-ages of monoxides, carburation, electricity, and other concepts and practices. CSU

AUTO 106. Auto Electronics II - Electrical Diagnosis (1.5) 
Lec-2, lab-4, field trips (8 wks) 
Prereq.: AUTO 105 
A study of and practice in electronic diagnosis and repair of automotive electrical systems using modern electronic testing equipment, including the use of electrical and electronic testing equipment; the use and interpretation of wiring diagrams, shop manuals, common practices for trouble shooting electrical problems and other practices. CSU

AUTO 107. Auto Electronics III - Fuel Injection (3) 
Lec-2, lab-4, field trips 
Prereq.: AUTO 105 and 106 
Study of automotive and light truck fuel injection systems emphasizing the basic principles of diagnosis and repair of these systems. Demonstration and practice are offered on bench and operational vehicle systems. Instruction includes the development of a systematic procedure for testing and troubleshooting fuel injection systems. CSU

AUTO 109. Auto Electronics V-Ford Computers (1.5) 
Lec-2, lab-4, field trips (8 wks) 
Prereq.: AUTO 107 
The history, operation, and diagnosis of Ford's Electronic Engine Control systems (EEC), Distributorless Ignition System (DIS), ABS brakes, and other Ford computer controlled systems. Emphasis on the use of special test equipment and proper diagnostic procedures. CSU

AUTO 109A. Advanced Ford Computers (1.5) 
Lec-2, lab-4 (8 wks) 
Repeat: max. 4.5 units 
Designed for students with basic knowledge of the Ford EEC-IV system. Hands-on practice in retrieving and diagnosing EEC-V and EEC-V systems. Learn how and why of the federal mandated OBD-II differs from OBD-I. The advantages of OBD-II. CSU

AUTO 111. Auto Electronics VI-G.M. Computers (1.5) 
Lec-2, lab-4, field trips (8 wks) 
Prereq.: AUTO 107 
Diagnosis and repair of General Motors automotive computers and related systems, General Motors including the identification and analysis of problems, trouble shooting practices and maintenance of unit; the procedures for diagnosis of computer units including removal, disassembly, repair, reassembly, and replacement of units in General Motors manufactured vehicles. CSU

AUTO 112. Clean Air Car Course (Basic) (2) 
Lec-5, lab-1, field trips (8 wks) 
Advis: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170; MATH E or BSMA G, H or J 
Repeat: max 6 units 
Preparation for the Bureau of Automotive Repair Smog Check Licensing Exam. Smog check rules, regulations and updates; emission systems; test and repair procedures; TAS machine operation; and test (exam) preparation. CSU

AUTO 113. Gasoline Engines Diagnosis and Repair (3) 
Lec-2, lab-4 
Repeat: max. 6 units 
Theory, operation and diagnosis of the four-stroke cycle internal combustion engine, and how different designs and configurations effect power, economy, drivability and smog. Systems covered: cooling, lubrication, fuel, intake, exhaust, and ignition. CSU

AUTO 120. Automotive Welding (6) 
Lec-5, lab-10 P/NP only 
Prereq.: ENGL 90 or ESL 72 or 150 
Development of proficiency in automotive repair welding and experiencing welding and cutting techniques used in the repair. Includes welding and cutting techniques, equipment, and current safety/environmental trade practice. CSU

AUTO 121. Metal Repair and Welding (8) 
Lec-5, lab-10, field trips 
Principles of modern automobile construction; basic techniques of electric-arc and oxyacetylene welding as applied to automotive metal repair; principles of expansion and contraction applied to reclamation of damaged structures; preparation for A.S.E. Certification. CSU
**AUTO 122. Panels, Glass, Trim and Hardware (8)**
Lec-5, lab-10, field trips
Procedures related to the assembly and disassembly of automotive body and fender components. Removal and replacement of side panels, bumpers, windshields and windows, broken braces and inner structural members, and trim moldings. CSU

**AUTO 123. Frame Straightening and Aligning (8)**
Lec-5, lab-10, field trips
Techniques of straightening and aligning automotive frames and structural members using alignment rack and testing equipment. Application of hand tools and equipment to align frames, torsion bars, axles, wheels and steering mechanisms. Preparation for A.S.E. Certification. CSU

**AUTO 124. Surface Preparation and Painting (5)**
Lec-5, lab-10, field trips
Advanced phases of auto body paint/finish repair techniques including preparing metal and plastic surfaces, masking, and painting/finishing. Modern automotive coatings and trim service. Current safety and environmental trade practices. Pending NATEF approval. CSU

**AUTO 125. Body Repair and Refinishing (3)**
Lec-2, lab-4, field trips
Advised: Eligible for ENGL 94 or ESL 160 or 82 and MATH 840
Repair and refinishing of automotive bodies and fenders including recommended practices for repair of body parts, frame straightening and alignment, basic soldering, plastic filler materials and techniques, gas and arc welding, mig welding, preparation of surfaces, painting, finishing and detailing, estimating of labor, materials, parts and supplies for auto body repair. CSU

**AUTO 126. Principles of Auto Body Repair (3)**
Lec-2, lab-4, field trips
Repeat: max. 9 units
Metal finishing techniques including mig and oxyacetylene, welding, application of plastic fillers and body solder, principles of metal working unibody and frame repair alignment. Preparation for entry level employment in auto repair. CSU

**AUTO 127. Preparation and Refinishing (3)**
Lec-2, lab-4, field trips
Repeat: max. 9 units
Procedures for removing old finishes, moldings, trim. Preparation of surfaces, sanding, filling scratches, using putty and primers, techniques of mixing paints, applying paints, use of spray and polishing equipment. CSU

**AUTO 128. Frame Straightening and Alignment (3)**
Lec-2, lab-4, field trips
Repeat: max. 9 units
Techniques and procedures applied to straightening and aligning automotive frames and structural members using alignment rack and equipment. Application of tools and measuring devices to align frames and unibodies. CSU

**AUTO 129. Auto Body Trim and Hardware (3)**
Lec-2, lab-4, field trips
Repeat: max. 9 units
Procedures related to assembly and disassembly of automotive body and fender components. Removal and replacement of side panels, windshields, braces, inner structural members, trim, upholstery, moldings and bumper assemblies. CSU

**AUTO 131. Electrical Vehicle Conversion (3)**
Lec-2, lab-4, field trips
Repeat: max. 9 units
The history and artistry of early electric vehicles and the impact of American culture and economics on the development of alternative fueled vehicles and vice-versa. How to analyze and evaluate fossil fueled vehicles as candidates for electric power conversion. Hands-on application of basic electrical systems design and diagnosis, electric vehicle control, power train systems theory operation and installation, and vehicle body modification and fabrication of parts. CSU

**AUTO 133. Work Experience (1-4)**
Work minimum paid supervised 75-300 hrs or unpaid supervised 30-240 hrs plus coordinating conferences and individual meetings by arrangement
Prereq.: Approval of Auto Work Experience Coordinator
Advise: Completion of at least 8 semester units of Automotive program courses
Repeat: combination max. 12 units
Supervised employment involving automotive related duties. CSU

**AUTO 134. Work Experience - Smog Intern Paid (4)**
Lec-1, work-300
Prereq.: AUTO 50 and 112; Approval of AUTO Work Experience Coordinator
Advise: AUTO 133; Completion of at least 8 semester units of Automotive program courses
Repeat: max. 12 units
Supervised employment involving automotive related duties as related to Smog Repairs. Student must provide tune-up hand tools (i.e., spark rockets, ratchets, timing light). CSU

**AUTO 135. Domestic Electronic Engine Controls OBD-I-II (3)**
Lec-3, lab-3, field trips
Repeat: max. 9 units

**AUTO 137. Gaseous Alternative Fuel Systems (3)**
Lec-3, lab-1, field trips
Repeat: max. 9 units
A course to familiarize students with the following as related to gaseous fuels: 1) purpose of alternative fuels, 2) alternative fuels legislation, 3) refueling procedures, 4) fuel system inspection, 5) system components nomenclature, 6) system adjustment, 7) component replacement, 8) drivability and diagnosis. CSU

**AUTO 138. Automatic Transmissions and Transaxles (3)**
Lec-2, lab-4, field trips
Repeat: max. 9 units
An in-depth study of automatic transmissions and transaxles. Basic study of electronic controls. General diagnosing using manuals, multimeters, flow charts and scan tools, along with pressure gauges. CSU

### Motorcycle Technology

**CREDIT, DEGREE APPLICABLE COURSES:**

**MOTO 61. Custom Metal Fabrication (3)**
Lec-2, lab-3, field trips
Repeat: max. 9 units
Students will develop the skills necessary to cut, shape, weld, and fabricate various types of metal products from raw materials. Usage of MIG, TIG, gas welding, English Wheel, Power Hammer, and various other metal shaping equipment and techniques will be presented. CSU
### MOTO 62. Custom Design and Assembly (3)
Lec-2, lab-3, field trips  
Repeat: max. 9 units  
This course will give the student working knowledge of the necessary skills required to design and assemble a custom motorcycle. Students will conceptualize design parameters, research component vendors, estimate parts costs, and plan and execute assembly strategies. CSU

### MOTO 63. Auto-Moto Custom Painting (3)
Lec-2, lab-4, field trips  
Repeat: max. 9 units  
Topics covered will be: surface preparation, base coating, mid coating, clear coating, graphic layout and airbrush techniques for the purpose of custom automotive, motorcycle and related fields. This course may require a materials fee for take home projects. CSU Formerly AUTO 132.

### MOTO 80. Intro: Motorcycle Design/Maint. (5)
Lec-5, field trips  
P/NP available  
Advis: Knowledge of basic Mechanics and hand tools  
Repeat: max. 15 units  
This course is designed to give students an overview of the history of motorcycles as well as a discussion of modern machines. Students will learn of the theory of operation and design principles involved in motorcycle maintenance. CSU

### MOTO 81. Fuel, Lubrication and Cooling (4)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 60 or 80  
Repeat: max. 12 units  
This course covers the principles, theory of operation, design and functions of motorcycle fuel, lubrication and cooling systems as well as the inspection, disassembly, cleaning, measuring and rebuilding of the components of those systems. Upon completion of this class, a student should be able to perform preventive maintenance, troubleshoot discrepancies, repair the system components and know how to select suitable aftermarket parts in both a dealer and independent shop setting. CSU

### MOTO 82. Motorcycle Tune-up/Service (4)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 80  
Repeat: max. 12 units  
This course covers motorcycle tune-up, general service, ignition, valve adjustment, lubrication, oil and filter changes as well as the special tools required. Further, it covers service, parts books, microfiche, computerized manuals and the logic employed in them. Upon completion of this class, a student should be able to perform virtually all aspects of scheduled maintenance such as tune-ups, valve adjustment, oil changes and lubrication service as well as troubleshoot and repair common maintenance discrepancies. CSU

### MOTO 83. Motorcycle Electrical Systems (4)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 80  
Repeat: max. 12 units  
This course covers the principles of basic electricity including terms, circuits, wiring diagrams and symbols, magnetism and methods of providing electrical energy for motorcycles. Various electrical components of generation, regulation, distribution, control, switching and methods of testing of motorcycle electrical systems will be discussed. Ignition systems and how they relate to the engine components will be covered. CSU

### MOTO 84. Engine Theory (4)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 60 or 80  
Repeat: max. 12 units  
This course offers a comprehensive view of how two and four-stroke motorcycle engines work through discussion of the theory of operation and technical principles involved in converting fuel to motion. This course is designed to give students the technical understanding necessary for working with modern internal combustion engines and students will learn the theory necessary in understanding the internal combustion engine. CSU

### MOTO 85. Motorcycle Frame/Wheels/Brakes (4)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 80  
Repeat: max. 12 units  
This course covers the theory, design and function of motorcycle exhaust systems, various frame and suspension designs, tires, cast and spoked wheels, and both disk and drum brakes. Upon completion of this course, a student should be able to perform preventive maintenance, troubleshoot discrepancies, repair systems and know how to select suitable aftermarket parts in both a dealer and independent shop setting. CSU

### MOTO 86. Motorcycle Engine Overhaul (3)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 80  
Repeat: max. 12 units  
This course offers a comprehensive view of overhaul techniques, pre-teardown diagnostics and post repair operations check of modern motorcycle engines. Repair procedures will be consistent with manufactures and professional repair standards. Upon the successful completion of this class, a student will be able to perform a complete overhaul of the various types of modern motorcycle engines including water-cooled, multi-valve, and air-cooled V-twins engines. The student will be able to analyze various aspects of performance modifications. CSU

### MOTO 87. Power Transmission Systems (4)
Lec-3, lab-3, field trips  
P/NP available  
Pre: MOTO 80  
Repeat: max. 12 units  
This course covers motorcycle power transmission systems. Converting mechanical power produced at the crankshaft to the rear wheel through clutch, transmission and the final drive system. Theory of operation including lubrication requirements, gear ratios, design and function of the primary drive, the clutch, the transmission and the final drive will be covered. Clutches, transmissions, and drive systems will be removed, disassembled, cleaned, inspected, measured, rebuilt, installed and inspected for proper operation. CSU

### MOTO 88. Motorcycle Dyno Testing/Repair (2)
Lec-1, lab-3, field trips  
P/NP available  
Pre: MOTO 80  
Repeat: max. 6 units  
This is an in-depth course covering motorcycle engine, component theory and function as related to dynamometer (dyno) operation. A dyno is used for data acquisition of operating conditions and used to diagnosis and troubleshoot performance problems. Various motorcycles will be run on a dyno so students can use the data to troubleshoot maintenance problems. After repairs or adjustments, the motorcycles will be run again to measure the results. CSU
**Construction**

**CNST 101. Photovoltaic Installation, Entry Level (3)**
Lec-2, lab-3
P/NP available

**PrepReq:** TIEE 9576, or TIEE 9571 and TIEE 9572, or Demonstration of TIEE 9576 exit skills

Advise: TIXX 9704, 9705 and 9706 or demonstration of TIEE 9576 exit skills

This course is an introduction to the planning, installation and maintenance of Solar Photovoltaic (PV) systems. It includes hands-on installation of PV systems and CCSF Automotive/Motorcycle-Construction/Building Maintenance. CNST 101 Photovoltaic Installation, Entry Level associated safety issues. This course prepares students to take the NABCEP entry level exam for “PV Installer”. CSU

**NONCREDIT COURSES:**

### Appliances

**TIAP 9500. Gas Appliance/Valve Control**
Skills, knowledge and practices for the safe installation, maintenance, repair and operation of natural gas appliances and combustion devices.

**TIAP 9501. Refrigeration/Air Conditioning I (105 hrs)**
Advise: GED 2105 or equivalent

Introductory course in the theory and fundamental operations of the refrigeration system, components and electrical controls. Preparation for continuing to Refrigeration and Air Conditioning II.

**TIAP 9502 Refrigeration/Air Conditioning II (105 hrs)**
Advise: TIAP 9501 or equivalent

Intermediate course in the troubleshooting of the operations of commercial and automotive refrigeration systems, components and electrical controls. Preparation for employment in the Stationary Engineering Apprenticeship, HVAC maintenance helper or utility person.

### Automotive Technology

**TIAU 9510. Advanced Suspension, Alignment and Brakes (108 hrs)**

Development of advanced skills in suspension alignment and brake systems. Emphasis is on theory and actual shop experience.

**TIAU 9513. Basic Auto Maintenance (105 hrs)**

Emphasis is on the proper operation, maintenance, and interdependence of the various units of the automobile. Includes the design and construction of the engine and the various systems of the automobile.

**TIAU 9530. Air Conditioning, Automotive (48 hrs)**
Advise: TIAU 9512

Repair of automotive air conditioning systems including identifying problems, “trouble-shooting” practices, leak detection and maintenance procedures. Includes diagnosis, removal, repair, reassembly of components and replacement of units for automotive air conditioning systems.

**TIAU 9532. Lamp License Preparation, Automotive (48 hrs)**
Advise: TIAU 9512

Preparation for the State of California Automotive Lamp Adjusting License. Includes practices and procedures for the installation and adjustment of motor vehicle lamp systems and study of California laws and regulations related to the installation and adjustment of motor vehicle lamp systems.

**TIAU 9533. Brake License Preparation, Automotive (48 hrs)**
Advise: TIAU 9515

Preparation for the State of California Automotive Brake Adjusting License. Repair and maintenance of automotive brake systems consistent with California regulations pertaining to brake adjusting and station operation, and with industrial standards. Completion of certificates of compliance under California regulations.

**TIAU 9535. Smog Control For Levels I & II (16 hrs)**
Advise: TIAU 9522, 9511, 9512, and 9515

Study of and practice in automotive smog systems in reference to California Requirements. Level I includes use of smog check inspection & repair manuals, emission control system applications guide, automotive emission control repair manual and completion of the California Inspection worksheet. Level II includes use of a BAR approved TAS analyzer for vehicle inspection, performance of functional test procedures and performance of complete inspections on a minimum of five vehicles.

**TIAU 9538. Automotive Electronics VII - Computers/Chrysler (48 hrs)**
Advise: TIAU 9512 and 9539

Diagnosis and repair of automotive computers and related systems in Chrysler manufactured vehicles. Instruction includes the identification and analysis of problems, trouble shooting practices and maintenance of units. Also covered are the procedures for diagnosis of computer units, removal, disassembly, repair, reassembly and replacement of units in Chrysler manufactured vehicles.

**TIAU 9539. Automotive Electronics IV - Introduction to Computers (48 hrs)**
Advise: TRST 4601; TIAU 9523 and 9512

Concepts, principles and practices for automotive computers and control systems including demonstrated use of testing meters and circuit testing devices. Students will demonstrate concepts and practices for diagnosis and testing. Instruction includes reasons for computer controls, solid-state ignition systems, how computers work, twelve (12) computer functions in automobiles and input and output devices used in automobiles.

**TIAU 9541. Emission Control and Computer Systems (108 hrs)**
Advise: TIAU 9517, 9536 and 9539

Diagnosis and repair of automotive emission control and computer systems.

**Construction**

**TIXX 9704. Introduction to the Construction Trades A (72 hrs)**
Recommended for non-traditional and re-entry students
Basic knowledge and skills necessary in the construction trades. Identification of tools and building materials and how to handle them safely. Becoming acquainted with the variety of trades and apprenticeships in construction and with the roles of people on building projects and how the building team relies on project plans and specifications for information. Completion of several small projects in wood and concrete requiring use of measuring, hand, and power tools.

**TIXX 9705. Introduction to the Construction Trades B (72 hrs)**
Advise: TRST 4601 or ESLN 3800; TIXX 9704
**Custodial**

**TICU 9550. Custodial Training (108 hrs)**
Preparation for employment in the custodial field. Areas include floor care, custodial tools, equipment, methods, supplies, and custodial terminology.

**TICU 9553. Carpet Care (108 hrs)**
*Advising: TICU 9550 or equivalent*
Extensive discussion on carpets. Subject areas include: history of carpet, methods of carpet construction, identification of fibers, chemistry of cleaning, soiling, carpet and upholstery cleaning methods, techniques of dyeing, and topical treatment. Involves hands-on practices.

**TICU 9554. Basic Custodial Skills (48 hrs)**
Basics of custodial cleaning skills. Foundation in the chemistry of cleaning, cleaning supplies, material and equipment, floor cleaning machine, mopping techniques, restroom care, dusting, wall washing, commercial office cleaning, work safety, union role in custodial industry.

**Drafting**

**TIDR 9564. Mechanical Drawing - All Levels (180 hrs)**
*Advising: TRST 4601; ESLN 3500*
Practical skills and theory needed for drafting and their applications in industry. Includes instrumental drawing, lettering techniques, freehand sketching, multiview and pictorial projection, dimensioning techniques, development and layout, and working drawings.

**TIDR 9565. Mechanical Drawing I (180 hrs)**
Introduction to drafting. Emphasis on mechanical/machine applications. Topic areas include conventional lines, lettering technique, freehand sketching, instrumental drawing, orthographic projection, and dimension techniques.

**TIDR 9566. Mechanical Drawing II (180 hrs)**
*Advising: TIDR 9565*
Development of drafting skills. Emphasis on mechanical/machine applications of working drawings including details and assembly. Includes section and auxiliary views, graphic primary revolutions, review of dimensioning techniques, isometric, oblique, and perspective projections, intersections and development layouts. Includes use of computer-aided drafting.

**Electricity and Energy Conservation**

**TIEE 9571. A.C. Electricity (108 hrs)**
*Prereq.: TIEE 9572/Assent of Instructor*
Review of basic electricity and Study of Alternating Current. Includes: fundamentals of Electromagnetism, Impedance, Inductance and Capacitance. Symbols, laws, diagrams, schematics mathematics and tools (including meters) will be used. Consists of Lectures, Demonstrations and Lab Exercises.

**TIEE 9572. D.C. Electricity (108 hrs)**
The study of basic Electricity. The difference between Direct Current and Alternating Current. The applications of D.C. Electricity in today’s world.

**TIEE 9573. Electrical Basic Controls**
Further development of knowledge and skills necessary for promotion in the electrical industry. Fundamentals of controls, control of motor study, control components, pilot devices, control circuit diagrams, analysis of control equipment, DC circuit development, and static control.

**TIEE 9574. Electrical Code and Construction Practices (105 hrs)**
Requirements for State Licensed Contractors. Includes: electrical safety, vocabulary, terms, distributing electrical power, house services, house circuits, installing wiring, remodeling wiring, connection (hook-ups) for appliances and devices, application and procedures for permits.
TIEE 9575. Energy Conservation/Management
Recent trends and techniques in the field of energy and its management. Saving money through energy conservation, denoting changes in heating, cooling, and lighting, and setting up an energy-conservation program at work.

TIEE 9576. Electrical Applications in Construction (105 hrs)
Includes: electrical safety, vocabulary, terms, distributing electrical power, house service, house circuits, installing wiring, remodeling wiring, connection (hook-ups) for appliances and devices, application and procedures for permits.

**Electronics**

TIEL 9590. Electronics I Theory and Technology
Presentation of solid state theory: diodes, zeners, LEDs, transistors, FETs, SCRs, and ICs. Circuit analysis using solid state theory will be applied to power supplies (half wave, full wave, regulated) and audio amplifiers. This course will include the construction of circuits and the analysis and problem-solving of their functions using laboratory test equipment.

TIEL 9592. Electronics 2
topics include tuning, coupling, and filtering circuits; frequency response of amplifiers; modulation and demodulation; fundamentals of logic; integrated circuits and types and sources of wave forms.

TIEL 9594. Digital/Computer Electronics
Advise: TRST 4601
An introduction to computers which make use of digital logic. Emphasis on the technical aspects of logic circuits for computers rather than programming. Simple logic gates are expanded into counters, memories, registers, and arithmetic units as utilized in computers. Units are adapted to show the structure of microcomputers and microprocessors.

**Radio and Television Repair**

TIRT 9666. TV Service/Repair - Fundamentals (108 hrs)
Television servicing and repairing including basic electronics for television, television receivers, use of test equipment and practices for troubleshooting in television servicing and repairing and the adjustment of television sets. Units of instruction include: scanning and synchronizing, video signal picture carrier signal, television receivers, picture tube, power supplies, video circuit, color and auto circuit, sound and others.

TIRT 9667. TV Service/Repair - Advanced and VCR (108 hrs)
Study of and practice in the advanced theory of checking, analyzing, servicing and repairing TVs and VCRs, troubleshooting methods, analyzing circuits and voltages, transistor testing and solid-state servicing, color set adjustments, remote control special effects and features systems, controls and others.

**Other Specialty Courses**

TIXX 9503. Boiler Theory, Operation, and Maintenance (105 hrs)
Advise: High school diploma, GED, or H.S. proficiency certificate and demonstration of 8th grade reading, math, and language ability
Basic principles of boiler operation, maintenance, and safety procedures for stationary engineers at the pre-apprenticeship level.

TIXX 9504. Instrumentation for Measurement and Control of HV and AC (106 hrs)
Advise: ESLN 3700
Introduction to standard methods for measuring HVAC variables such as temperature, pressure, and flow. Includes continuous and on/off control instruments, feedback loop importance, and reference to blueprints and appropriate standards. Emphasis is on electronic and pneumatic methods commonly used in building service trades. Introduction to Energy Management System (EMS) concepts and methods.

TIXX 9505. Plumbing Applications (105 hrs)
Introduction to materials, tools and equipment used for installing a plumbing system. Interpretation of isometric drawings for installation of plumbing and piping systems. Understanding plumbing code requirements for installing Drain Waste Vent system, potable drinking water system, gas system and hot water heater. Maintenance and repair of plumbing fixtures, repair or replacement of pipe. Blueprint reading and reference to the Uniform Plumbing Code.

TIXX 9699. Furnituremaking and Woodworking (108 hrs)
Principles of wood fabrication, emphasizing furniture construction, hand tool and machine basics, shop safety, design, wood joining and finishing for the beginning woodworker.

TIXX 9700. Health and Hygiene for Stationary Engineers
Health, hygiene and related safety practices for stationary engineers in six areas: pest control, drinking water, sewage laden equipment, infectious wastes, body substances and food services.

TIXX 9701. Hazardous Materials Training
The study of regulatory requirements, concepts, practices, tools and pieces of equipment for protecting workers from exposure to toxic substances and hazardous materials in general industry.

TIXX 9709. California and San Francisco Plumbing Code (105 hrs)
Course will define the code requirements of the California and San Francisco Plumbing Code. History of water supply and distribution. Discuss the powers and duties of the Administrative Authority, inspection, testing and fees. Procedure for submitting plans and obtaining permits. Qualifications of a California license Plumbing Contractor. Discuss the terminology of trade. General regulations for installation of a safe plumbing system. Interpret blueprints and isometric drawings.

**Biological Sciences**

Office: Science 304
Phone Number: (415) 239-3645
Web Site: www.ccsf.edu/biology

(For courses and programs in Biotechnology, see Engineering and Technology.)

**Biological Sciences Major***

*The program is pending state approval.
Please refer to the online version of the Catalog

**Environmental Studies and Science Major**

CCSF’s Environmental Studies and Science Major offers basic courses in chemistry, biology, and environmental studies with elec-
tive courses in ecology, conservation, and environmental policy. These fundamental courses will serve students with diverse goals including transfer to University of California (UC), California State University (CSU), or other four-year institutions and with interests in either scientific or social science research fields and careers. Environmental Studies and Science majors will be able to take most or all of their lower division preparation at CCSF before they transfer but should meet with a counselor to confirm their program of study.

Through the core twenty-two units of the Environmental Studies and Science Major, students will gain an understanding of the process of science, its importance in understanding human impacts on the environment, and be able to critically evaluate both the scientific evidence and sociopolitical aspects of environmental and natural resources problems, their causes, and proposed solutions. The Ecology and Conservation concentration requires a minimum of four units focusing on plant-animal interactions and hands-on laboratory and field investigations. The Environmental Studies Concentration requires a minimum of four units focusing on human interactions with the environment and its implications for human welfare and sustainability.

**Option 1: Concentration in Ecology and Conservation**

**Option 2: Concentration in Environmental Studies**

**Required Coursework**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 31 Introduction to Environmental Studies</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101A General College Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>BIO 101A General Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 101B General Biology</td>
<td>5</td>
</tr>
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</table>

**Elective Coursework:** One of the following course combinations (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 20 Introduction to Ecology</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 41L Ecology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 40 Plants and Animals of California</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 41L Ecology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 40 Plants and Animals of California</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 26 Habitat Restoration Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>BIO 32 Marine Biology</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 32L Marine Biology Laboratory</td>
<td>1</td>
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</table>

**Option 2: Concentration in Environmental Studies**

**Elective Coursework:** One of the following course combinations (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIO 30 Ecology and Human Environment</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 41L Ecology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>POLS 22 Environmental Politics and Policy</td>
<td>3</td>
</tr>
<tr>
<td>with BIO 25 Ecology of San Francisco</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Units .................................................................. 22**

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**Announcements of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

### Anatomy

**ANAT 14. Introduction to Human Anatomy and Physiology (4)**

Lec-3, lab-3, field trips

*Not open to students who have completed ANAT 25 or PHYS 1 or PHYS 12 with a C or higher*

An integrated course covering the fundamental principles of human anatomy and physiology. CSU/UC

**ANAT 25. General Human Anatomy (4)**

Lec-3, lab-3

*P/NP available*

Study of the gross and microscopic structure of the human body. CSU/UC

**ANAT 26. Sectional Anatomy (1) sp**

Lab-3

*PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN ANAT 25*

Study of the gross structure of the human body according to region as visualized in cross sections and sagittal sections. CSU

### Anthropology

**ANTH 1. Biological Anthropology (3)**

Lec-3

*P/NP available*

The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CSU/UC

### Biology

**BIO 9. Human Biology (4)**

Lec-3, lab-3

*Advises: ESL 140 (or placement in ESL 150), or ENGL 90 (or placement in ENGL 92)*

An introduction to scientific and biological principles through the study of humans as exemplary organisms. Lectures and laboratory exercises will examine the structure and functions of the human body and other organisms in relation to health and disease, genetics, biotechnology, evolution, and current scientific issues.CSU

**BIO 11. Introduction to the Science of Living Organisms (4)**

Lec-3, lab-3, field trips

*P/NP available*

*Not open to students who have taken BIO 101A or 101B*

Introductory level lecture and laboratory course covering the major fundamental concepts required for understanding biological processes, organismic structure and function, and an introduction to the principles of biotechnology. CSU/UC

**BIO 15. The Biology of HIV (3)**

Lec-3, field trips

*P/NP available*

A survey of the biology of human immunodeficiency virus (HIV) and AIDS. The course provides the biological basis for HIV/AIDS origins & emergence; transmission and epidemiology; retrovirus structure and replication; interaction of HIV with the immune system and disease progression; HIV testing; current treatment, vaccine and prevention strategies. CSU/UC
### BIO 16. Studying the Biological Sciences (1)
Lec-2, field trips  
P/NP only  
An in-depth orientation to the academic life and culture of transfer biology majors. Students will acquire concepts, skills and information necessary for making a successful transition to upper division biology programs at four-year institutions, and for choosing professional careers in science. CSU/UC

### BIO 20. Introduction to Ecology (3)
Lec-3, field trips  
Advisors: ENGL 92 or ESL 150 or placement in ENGL 93 or 94; or ESL 160  
Not open to students who have completed BIO 20A.  
Ecological principles and methods. Introduction to population, community, and ecosystem ecology. Analysis of the interrelationships between organisms and their environments. Investigation of terrestrial, freshwater, and marine environments. CSU/UC

### BIO 21. Natural History of California (2) Weekend
Lec-1, lab-3, field trips  
P/NP available  
A series of field trips to specific California ecosystems. Emphasis on the general concepts of ecosystem analysis and the interaction of climate, physiography, and biotic factors in shaping varied habitats within California. CSU

### BIO 22. Natural History of the Sierra Nevada (1)
Lec-1, lab-3, field trip  
P/NP available  
An examination of the geology, biology, and human history of the Sierra Nevada from Lake Tahoe basin to high altitude. A study of the interrelationships of plants, animals, and humans at high elevation. CSU

### BIO 23. Ecology of Mendocino (1) sp
Lec-1, lab-3, field trip  
P/NP available  
Not open to students who have completed BIO 81. Selected Topic: Ecology of Mendocino.  
An examination of the geology, biology, and human history of Mendocino County. A study of the interrelationships of plants, animals and humans within the forests and coastal regions of Northern California. CSU

### BIO 24. Ecology of Point Reyes (1)
Lec-1, lab-3, field trip  
P/NP available  
Not open to students who have completed BIO 81. Selected Topic: Ecology of Point Reyes.  
An examination of the geology, biology and human history of Point Reyes National Seashore. A study of the interrelationships of plants, animals and humans within the forests, grasslands and coastal regions of the park. CSU

### BIO 25. Ecology of San Francisco Bay (1)
Lec-1, lab-3, field trip  
P/NP available  
An examination of the geology, biology, chemistry, and human history of San Francisco Bay. An analysis of the interrelationships of plants, animals, and humans within the diverse ecosystems which comprise the San Francisco Bay. Investigation of the terrestrial, freshwater and marine environments. CSU

### BIO 26. Habitat Restoration Field Studies (1)
Lec-1, field trips  
P/NP available  
A biology field class that examines the principles of habitat restoration and environmental rehabilitation. CSU

### BIO 28. Ecology of the Golden Gate National Recreation Area (1)
Lec-1, field trips  
P/NP available  
An ecology field class that examines the geology, biology, ecology and human history of the Golden Gate National Recreation Area. CSU

### BIO 29. Scientific Illustration (1)
Lec-1, field trips  
P/NP available  
Repeat: max. 3 units  
A natural history course in recording and illustrating ecological and behavioral observations in a scientific field journal. Course format consists of an on-campus orientation session followed by in-depth Saturday field trips to various natural habitats in the San Francisco Bay Area. CSU

### BIO 30. Ecology and the Human Environment (3) fa
Lec-3, field trips  
Not open to students who have completed BIO 20B.  
Examination of the human environment with emphasis on the causes of human-made pollution, health effects, and possible solutions. CSU/UC

### BIO 31. Introduction to Environmental Studies (3)
Lec-3, field trips  
An interdisciplinary introduction to different aspects of environmental and natural resource issues and their impact on human welfare. Exploration of causes of environmental issues in a natural sciences, social sciences, business and engineering context. Study of sustainability and potential solutions to environmental problems. CSU/UC

### BIO 32. Marine Biology (3) fa
Lec-3, field trips  
P/NP available  
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. CSU/UC  
BIO 32 = IDST 9

### BIO 32L. Marine Biology Laboratory (1) fa
Lab-3, field trips  
P/NP available  
Coreq.: BIO 32 or IDST 9  
A laboratory course, utilizing a laboratory/field trip format, designed to reinforce and augment the student’s understanding of basic principles of marine biology as taught in BIO 32/IDST 9. CSU/UC

### BIO 35. Biological Field Monitoring (3)
Lec-3  
P/NP available  
An overview of the theories and practices of field monitoring, as well as its practical applications to ecological research. CSU

### BIO 40. Plants and Animals of California (3) sp
Lec-3, field trips  
P/NP available  
Advisors: ENGL 92 or ESL 150 or placement in ENGL 93 or 94; or ESL 160  
Analysis of California’s natural geographic, biologic and geologic regions. Examination of basic concepts of ecology, geology, and evolution as they relate to the distribution of plants and animals. Study of plants and animals and their unique adaptations to the diverse natural regions of California. Assessment of environmental issues resulting from human impact and evaluation of protective strategies. CSU/UC

### BIO 41L. Ecology Laboratory (1)
Lab-3, field trips  
Prereq.: Completion or concurrent enrollment in BIO 20 or 40  
Advisors: ENGL 92 or ESL 150 or placement in ENGL 93 or 94; or ESL 160  
A laboratory course examining the fundamental concepts of ecology and applying these concepts to field observations and experiments. The course will focus on understanding biodiversity and factors
influencing the abundance and distribution of living organisms in California and is designed to augment the student’s understanding of concepts taught in Biology 20 and Biology 40. CSU/UC

**BIO 55. Bioethics (3)**
Lec-3 P/NP available
Ethical principles will be applied to scientific work and to the emergence of new technologies. Principles to be considered include: professional conduct among scientists, the role of governmental regulation, individual choice, safety, and the rationale for particular areas of research. Attention will be given to genetic engineering of humans and other organisms, cloning, race, stem cells, pesticide use, and other areas of science. CSU/UC

**BIO 70. Selected Topics in Biology (1, 2, 3)**
Lec-1,2,3, lab 1,2,3, field trips P/NP available
Investigation in depth of selected topics in biology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology. CSU

**BIO 70A. Selected Topics in Biology: Botanical Illustration(1)**

**BIO 70B. Selected Topics in Biology: Bird Illustration (1)**

**BIO 80. Selected Topics in Ecology (1, 2, 3)**
Lec-1,2,3, lab 1,2,3, field trips P/NP available
Investigation in depth of selected topics in ecology: considering current issues and innovations; expanding subjects covered briefly in introductory courses; or exploring topics not studied in depth in other classes in biology; or field studies that provide hands-on experiences that demonstrate the ecological principles being studied. Topics and places will vary for topical courses and the alphabetical sequence is not meant to imply that the set of topical courses are to be taken in sequence. CSU

**BIO 90. Biology Laboratory (0)**
Lab-var
An open laboratory in which students may complete an assignment. CSU

**BIO 91-92. Biology Work Experience (1-2-3)**
Lec-5,10,15, lab-3, field trips P/NP available
**COREQ:** ENROLLMENT IN A BIO COURSE AND APPROVAL OF BIO WORK EXPERIENCE COORDINATOR
Repeat: BIO 91, 92, & 93 no more than 3 times
On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Biology Department. CSU

**BIO 101. General Biology (5)**
Lec-3, conf-2, lab-4
**PREREQ:** ONE YR HS BIOLOGY OR BIO 11 OR EQUIVALENT; AND COMPLETION OF CHEM 101A WITH A GRADE OF C OR BETTER; OR DEMO OF THE EXIT SKILLS OF BOTH BIO 11 AND CHEM 101A
A general introduction to cell structure and function; cell biochemistry; the cell cycle; principles of molecular and organismal genetics, genetic engineering, and the immune system. Intended for students majoring in the biological sciences but open to all qualified students. CSU/UC

**BIO 101B. General Biology (5)**
Lec-3, conf-2, lab-4
**PREREQ:** BIO 101A OR DEMO OF THE EXIT SKILLS OF BIO 101A
A general introduction to the form and function of major groups of organisms including the plants and animals; population genetics; evolution and ecology. Intended for students majoring in the biological sciences but open to all qualified students. CSU/UC

**Botany**

**BOT 10. Plant Biology (4) sp**
Lec-3, lab-3, field trips P/NP available
Emphasis on the structure, metabolism, life history, and evolutionary relationships of the major groups of plants. Lectures on plant ecology, world vegetation types, and commercial uses of plants. CSU/UC

**Ecology**

**ECOL 20. Introduction to Ecology (4)**
Lec-3, lab-3
Fundamental concepts of ecology, field observations and experiments applying the scientific method; chemical and energy cycles; effect of physical and biological environment on community structure; diversity and distribution; population dynamics and interspecific reactions; biodiversity of the genetic, species, and ecosystems level and relevant social ecological problems. CSU/UC

**Genetics**

**GEN 10. Heredity and Evolution (3) fa**
Lec-3 P/NP available
A general survey of the basic principles of organic evolution. Classical and population genetics, molecular genetics, chromosomal aberrations, variation, natural selection, adaptive radiation, theories of the origin of life. CSU/UC

**GEN 11. Genetics Laboratory (1) sp**
Lab-3, field trips P/NP available
**PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN GEN 10 OR 15**
Hands-on laboratory techniques and experiments to illustrate classical and modern molecular genetics including the use of DNA in forensics, cloning genes, and genome analysis. CSU/UC

**GEN 15. Human Genetics (3)**
Lec-3 P/NP available
Basic principles of human genetics. Genetics in development, health and behavior. Family and population genetics. Effects of mutation, assortive mating, and reproductive rates upon gene distribution. Problems anticipated from projected advances in “human engineering.” CSU/UC

**Microbiology**

**M B 10. Emerging Diseases (3)**
Lec-3, field trips P/NP available
A general education course emphasizing the microbiology, epidemiology and ecology of selected infectious disease agents that threaten human and animal welfare around the globe. It analyzes the influences of social and biological factors on the emergence of new diseases as well as the re-emergence of ancient plagues. CSU/UC

**M B 12. Introduction to Microbiology (4)**
Lec-3, lab-4, field trips P/NP available
**PREREQ.: CHEM 101A OR 32 OR DEMONSTRATION OF EXIT SKILLS**
An introductory microbiology course, surveying eukaryotic, viral, and bacterial microbes. The course will cover six themes: a) Microbial cell biology; b) Microbial genetics; c) Human-microbe interactions; d) Microbial ecology; e) Microbial evolution and diversity; and f) Historical development of microbiology. Additionally,
students will learn laboratory skills essential to microbiology, which will develop problem-solving skills. CSU/UC

**M B 51. Sanitation Principles and Practices (1)**

Lec-1 P/NP available
Principles of buying, storing, preparing, and serving food to insure the safety of food for human consumption; the importance and practice of sanitary habits by food service personnel; causes of food poisoning and food spoilage; the principles and practices of public health and food service managerial procedures to insure sanitary food for the public; public health laws. CSU

**Nutrition**

**NUTR 12. Introduction to Nutrition (3)**

Lec-3 P/NP available
The nature and physiological roles of the dietary nutrients, their food sources and requirements. Relation of diet to health and disease, evaluation of dietary adequacy. Examination of current issues and controversies in nutrition. CSU/UC

**NUTR 51. Nutrition and Culinary Arts (2)**

Lec-2, field trips P/NP available
Nutrition and food concepts relevant to students in the Culinary Arts and Hospitality Management Programs. Review properties of nutrients, common metabolic and digestive problems and the required diet modifications and treatment. CSU

**NUTR 52. Elementary Nutrition (3)**

Lec-3
Emphasis on the practical application of nutrition to everyday life such as planning a healthy diet, assessing one’s nutritional food intake, understanding nutritional labels and useful sources for nutrition information. Scientific principles behind the development of Dietary Reference Intakes (DRIs) and Food Guidelines. CSU/UC

**Physiology**

**PHYS 1. Introductory Human Physiology (5)**

Lec-3, lab-6
Prereq.: CHEM 32 or 101A
A course in systems physiology with an emphasis on the quantitative aspects of cellular and molecular mechanisms contributing to homeostasis of the human organism. This course is intended for students transferring to four-year institutions and for those entering graduate-level professional allied health programs. CSU/UC

**PHYS 12. Introduction to Human Physiology (4)**

Lec-3, lab-3
Prereq.: CHEM 32 or 101A
Not open to students who have completed PHYS 1
A course in general human physiology which stresses the normal function of the human body, including the physiology of cells, muscles, the nervous system, sensation, digestion, circulation, respiration, metabolism, excretion, endocrinics, and reproduction. This course is intended for students entering nursing and other allied health fields. CSU/UC

**PHYS 67. Exploring Neuroscience: An Introduction to the Brain (3)**

Lec-3, field trips P/NP available
Advis: ENGL 93 or ESL 160
Designed to expose students to topical questions in the field neural science, this course will investigate cellular communication, simple reflexes, complex neural networks and complex behaviors such as consciousness, coordinated movement, emotions, motivation, and memory. This course is intended for all students interested in understanding the science behind the brain. CSU/UC

**Zoology**

**ZOOL 10. Animal Biology (4)**

Lec-3, lab-3, field trips
ZOOL 10 is designed for students not specializing in biology, zoology, botany, or the medical sciences and is not open for credit to students who have taken BIO 101A, 101B, 11, or PHYS 1
A survey of the biology, ecology and evolution of animals, including both invertebrates and vertebrates. CSU/UC

**Announcement of Curricula**

**General Information**

The Broadcast Electronic Media Arts department prepares students for university transfer and provides lifelong learners and degree holders the opportunity to upgrade workplace skills and prepare for career transition. Graduates either transfer to a university or seek employment in radio, television, video production, cable, broadcast news, advertising, public relations, sound reinforcement, music recording, interactive media, corporate, and industrial media production.

**Program Emphasis.** The department offers instruction in the design and creation of content for the electronic media with focus on writing, storytelling, teamwork, leadership, production craft skills, and emerging technologies. Media literacy is emphasized throughout the curriculum.

**Admission.** Enrollment is open to all interested students. Please note that some classes have prerequisites, corequisites, and advisories.

**Work Experience and Internships.** Students enrolled in Broadcast Electronic Media Arts classes refine skills in an in-house internship program which provides the College with media services, video production services, programming for education access television, and support for the college public relations office. After basic thinking and production craft skills are mastered, students are supported in internships at industry sites such as radio stations, television stations, video production houses, sound recording studios, and emerging media companies.

**Transfer Information.** All Broadcast Electronic Media Arts courses are credit and degree applicable, and selected courses transfer to the CSU and/or UC systems. Students are encouraged to work with a college counselor and a department program advisor to establish an education plan during the first semester of study. For additional information consult the “Transfer Information” section of this catalog.

**Facilities and Equipment.** Broadcast Electronic Media Arts facilities have undergone extensive upgrades which include installation of a digital video editing lab, digital audio production lab, hybrid sound recording studio, teleproduction studio, and a digital cable
FM radio station. San Francisco’s Educational Access Television Channel 27 and Channel 75 cablecast citywide from the department’s facilities.

Additional Information. Consult the Department Chair for more information at (415) 239-3527.

The Broadcast Electronic Media Arts certificate program is recommended for those seeking to acquire entry-level skills, or upgrade and retool skills, and for lifelong learners preparing for career transition. The department offers six certificate programs: 1) Broadcast Journalism, 2) Digital Radio, 3) Live Sound, 4) Sound Design, 5) Sound Recording, and 6) Video Production and Editing. Each course sequence is designed to develop and refine essential workforce skills for entry-level employment in the electronic media industry.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Broadcast Electronic Media Arts by completing each course in their program of study with a final grade of C or higher.

**Broadcast Journalism Certificate**

This certificate provides students with news research, writing, reporting, and packaging skills for entry-level employment in radio, television, cable, syndicated, Internet, and satellite news organizations. The Broadcast Journalism certificate is recommended for degree holders seeking to upgrade skills for career transition.

**Courses Required for the Certificate of Accomplishment in Broadcast Journalism**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 100 Intro to BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>BCST 110 Writing for BCST Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>BCST 115 Announcing and Performance</td>
<td>3</td>
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**Second Semester**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 113 Broadcast Journalism</td>
<td>3</td>
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<tr>
<td>BCST 112 Investigative Reporting</td>
<td>3</td>
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<tr>
<td>or BCST 130 Radio News and Public Affairs</td>
<td>3</td>
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<tr>
<td>BCST 165A or B Industry Internship</td>
<td>2</td>
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**Total Units** ................................................. 17

**Live Sound Certificate**

This certificate provides students with a foundation in the application of live sound in various acoustic spaces. Students learn how to operate and troubleshoot equipment used in live sound production and are prepared for entry level work doing live sound for theaters, nightclubs, concert halls, sporting events, conferences, conventions, presentations, and live sound distribution via broadcast, narrowcast, cable, and the internet.

**Courses Required for the Certificate of Accomplishment in Live Sound**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
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<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
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<tr>
<td>BCST 160 College Internship</td>
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**Second Semester**

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<th>Course</th>
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<tr>
<td>BCST 124 Digital Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 128 Sound Reinforcement</td>
<td>3</td>
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<tr>
<td>BCST 165A or B Industry Internship</td>
<td>2</td>
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</tbody>
</table>

**Total Units** ................................................. 16

**Sound Design Certificate**

This certificate combines the study of audio theory and sound design as used in relation to video, TV, film, radio, and multimedia productions. Students learn recording and editing techniques and apply them to the equipment used in audio production facilities and location sound systems. Graduates are prepared for entry-level positions in facilities specializing in video and film production, television, radio production, advertising, and theater.

**Courses Required for the Certificate of Accomplishment in Sound Design**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 119 Digital Media Skills</td>
<td>3</td>
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<tr>
<td>BCST 120 Audio Production</td>
<td>3</td>
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**Second Semester**

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BCST 124 Digital Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>BCST 126 Sound for Video</td>
<td>3</td>
</tr>
<tr>
<td>BCST 160A or B or C College Internship</td>
<td>2</td>
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</table>

**Total Units** ................................................. 14
Sound Recording Certificate

Students learn recording techniques and how to operate the equipment used in recording commercial music. Courses include hands-on exposure to production processes such as tracking, overdubbing, mixing and mastering by participating in recording sessions. Students are prepared for entry-level positions at recording studios, sound reinforcement companies, mobile on-site music recording companies, radio production facilities, or audio post-production facilities.

Courses Required for the Certificate of Accomplishment in Sound Recording

First Semester

Course                      Units
BCST 119 Digital Media Skills.................................3
BCST 120 Audio Production....................................3

Second Semester

BCST 124 Digital Audio Production............................3
BCST 125 Sound Recording Studio.............................3
BCST 160A or B or C College Internship.......................4
BCST 165A or B or C Industry Internship.....................2
Total Units ................................................................15

Video Production and Editing Certificate

This certificate provides basic video production and editing craft skills for entry-level employment in video production and editing for television, advertising, public relations, multimedia, education, music, theater, film, entrepreneurial projects and media departments of agencies, businesses, and institutions.

Courses Required for the Certificate of Accomplishment in Video Production and Editing

First Semester

Course                      Units
BCST 100 Intro to BCST Electronic Media .....................3
BCST 119 Digital Media Skills.................................3
BCST 140 Video Production........................................3
BCST 145 Field Video Production...............................3

Second Semester

BCST 110 Writing for BCST Electronic Media ...............3
BCST 143 Digital Video Editing.................................3
BCST 165A or B Industry Internship............................2
Total Units ................................................................17

Multimedia Image and Sound

Multimedia Studies is a multi-discipline curriculum in the design, development, tools, and production of computer-based interactive media. Seven areas of concentration include Multimedia Animation, Multimedia Rich Media Production, Multimedia Performance Arts, Multimedia Programming, Multimedia Web Design and Graphics, Multimedia Web Production (Fast Track), and Multimedia Web Programming (Fast Track). (See Multimedia Studies in the Interdisciplinary Studies section of this catalog for complete details.)

Multimedia Rich Media Production combines instruction and practice with concepts, techniques, and technology of audio and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia image and sound production. Graduates seek employment producing CD ROM titles, world wide web pages, electronic books, and other interactive media.

Announcement of Courses

Students enrolled in Broadcast Electronic Media Arts lecture and laboratory courses may be required to purchase additional materials. Students may be charged a materials use fee.

CREDIT, DEGREE APPLICABLE

BCST 100. Introduction to Electronic Media (3)
Lec-3
Advise: ENGL 93 or 94 or placement in ENGL 96
Development and impact of radio, television, cable, satellite, internet, and new media technologies as social, vocational, economic, and political forces in American society. The emphasis of this course is on broadcast history, organization, operation, occupation, programming, political development, regulation, and business practices. CSU

BCST 101. Media Literacy (3)
Lec-3
Advise: SPCH 1A or 11
Critical analysis of structure, economics, aesthetics, language, and technical aspects of radio, television, cable, and satellite programming. Methods of interpreting the visual and oral messages present in news, entertainment, and advertising. Impact of emerging technologies on program content and form. CSU

BCST 102. New Media: Navigating the Information Age (3)
Lec-3
Survey of new electronic media such as interactive teleconferencing and videoconferencing, direct broadcast satellite, digital radio and television, interactive television, desktop audio and video production, virtual news sets, holographic sportscasts, webcasting, computer-based broadcast news production, multimedia, digital cable, and wireless systems. Application of communication theories and research using technological, historical, social, and political perspectives. Impact of emerging communication technologies on broadcast electronic media. CSU

BCST 103. Mass Media and Society (3)
Lec-3
A general interest course covering the history, organization and social role of major mass communication media, such as radio, television, motion pictures, print, recording industries, multimedia, the Internet, and the World Wide Web. Basic theory of communication and communication research. Emphasis on the influence of mass media on the individual and society. CSU/UC

BCST 104. Race and Media (3)
Lec-3, field trips
Advise: ENGL 93 or 94 or placement in ENGL 96
A historical study of the image of African Americans, Asians, Hispanics, and other racial groups as projected through the mass media of print, film, radio, television, and recorded music. Ways in which the affected groups have responded to these images through general and ethnic media outlets. CSU/UC

BCST 105. Gender and Mass Media (3)
Lec-3, field trips
An exploration of the mass mediated messages—radio, television, film, print, and the Internet—and how they influence and define
gender roles, with particular emphasis on how women are represented. A critique of roles given to each gender. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

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

BCST 109. Broadcast Production Laboratory (0)
Lab-8  Coreq.: BCST 110, 113, 117, 119, 120, 124, 125, 126, 127, 130, 131, 132, 133, 140, 142, 143, 144, 145, 146, 147, 148, 149, or 150 Supervised radio, audio, video, television, news, and sound recording production facilities and equipment for students to complete broadcast production assignments given in broadcast electronic media arts production classes. CSU

BCST 110. Writing for Broadcast Electronic Media (3)
Lec-3
Techniques of non-dramatic writing for electronic media including television, radio, cable, satellite, and webcast. Critique of professional and student scripts including commercials, news, public service announcements, infomercials, news services, and information providers. CSU

BCST 112. Investigative Reporting for Broadcast Electronic Media (3)
Lec-3  Prereq.: BCST 110
Investigative techniques used in radio television, cable, and webcast news. Research methods, interviewing methods, reporting techniques, story development techniques, story analysis, and writing methods for electronic media news. Introduction to digital media news gathering skills and news equipment, World Wide Web news gathering, and electronic news reporting by world media services and organizations. CSU

BCST 113. Broadcast Journalism (3)
Lec-3, lab-3  Prereq.: BCST 110 and 115
Repeat: max. 6 units
Writing, announcing, producing, packaging, and evaluating radio, television, cable, and satellite news. An examination of news formats, news judgment, social impact, and broadcast news ethics. Impact of emerging technologies on broadcast news. CSU

BCST 115. Announcing and Performance (3)
Lec-3  Advise: BCST 120
Introduction to interpretation of copy, pronunciation, and announcer’s duties for radio, television, cable, and webcast. Practical experience announcing commercials, news, public service, and other kinds of programs. Performance skills are developed through regular use of audio and video facilities and equipment. CSU

BCST 117. Sports Announcing and Production (3)
Lec-3, lab-3  Repeat: max. 6 units  Prereq.: BCST 115; and 131 or 140 or demonstration of their exit skills.
All aspects of sports announcing and production for radio, television, cable, satellite, and the Internet. An exploration of sports coverage history, issues, technology, production, play-by-play announcing, color announcing, and career opportunities. Students will announce and produce live and live-on-tape broadcasts of College sports events. CSU

BCST 119. Digital Media Skills (3)
Lec-2, conf-1, lab-1  Repeat: max. 6 units
An overview of computer operations, industry standard software and other equipment common to digital radio, video, audio, and film production and editing. Introduction to the issues and impact of new technology in the audio, radio, video, film industries. An examination of bandwidth, compression, cross-platform movement of audio, video, radio, and film media, media storage, and manipulation of media in the digital realm. CSU

BCST 120. Audio Production (3)
Lec-3, lab-4
Theory of sound, recording techniques and operation of audio production equipment. Theoretical and aesthetic aspects of sound, acoustics, audio signal flow, sound recording, mixing, sound for video, television, internet and live sound reinforcement. Proper use of microphones, recorders, digital audio workstations, audio consoles, and other common audio production equipment. CSU

BCST 124. Digital Audio Production (3)
Lec-3, lab-3  Prereq.: BCST 120; and BCST 119 or MMSP 120 or CS 100M, or demonstration of their exit skills  Repeat: max. 6 units
Introduction to the digital audio production process. Basic skills of the entertainment/communications/multimedia industries including techniques and equipment currently used in digital audio production. CSU

BCST 125. Sound Recording Studio (4)
Lec-3, lab-6  Prereq.: BCST 120  Advise: BCST 124
Repeat: max. 8 units
This course covers the analog and digital multi-track techniques used in the various stages of professional sound recording as well as the workflow and etiquette required in a professional studio environment. The processes of acquiring basic tracks, overdubbing, editing, mixing and mastering will be examined. CSU

BCST 126. Sound for Video (3)
Lec-3, lab-3  Prereq.: BCST 120  Advise: BCST 140 or 145 or equivalent skills
Repeat: max. 6 units
Hands-on overview of the processes, craft skills, and equipment used to apply sound to picture. Examines the stages of location sound production, dialog recording, sound editorial, sound design, foley, music and mixing techniques as they apply to video productions for television, multimedia and the internet. CSU

BCST 127. Advanced Sound Recording (3)
Lec-3, lab-3, field trip  Prereq.: BCST 125
Repeat: max. 6 units
A theory and project-intensive course examining and implementing those skills required for the production of advanced multi-track audio presentations. Students will develop the skills necessary to produce complex digital audio productions used for music production, used as sound-for-video and film, and used for audio sweetening. An examination of post-production digital recording and mixing techniques appropriate for sound reinforcement, sound design, and mastering on compact disc. CSU
BCST 128. Sound Reinforcement (3)
Lec-3, lab-3, field trips
Prereq.: BCST 120
Repeat: max. 9 units
Live sound history, theory, technology, and craft skills with an emphasis on skill and the technical manipulation of sound in acoustic spaces. Includes hands-on live sound production and operations for nightclubs, theaters, large-scale concert venues, and distributed sound systems. CSU

BCST 130. Radio News and Public Affairs (3)
Lec-2, lab-5
Prereq.: Completion/concurrent enrollment in BCST 110
Advise: BCST 100
Repeat: max. 6 units
Practical experience in researching and writing on-air copy for news, public affairs, and promotions. Introduction to specific digital technology created for radio. Composition and development of digitized audio news packages. Web search of story content; developing news beat assignments and sourcing interviews for radio stories. Comprehension of when, why, and how music and sound would enhance or detract from a news package. Students will write all aired content for KCSF 90.9 caFM, City College of San Francisco’s student managed and student staffed radio station. CSU

BCST 131. Radio Production and Performance (3)
Lec-2, lab-5, field trips
Prereq.: BCST 120
Advise: BCST 115
Repeat: max. 6 units
Practical experience in radio production work and on-air announcing. Students serve as announcers, news reporters, on-air personalities, and air board operators for City College of San Francisco’s closed circuit AM and cable FM radio station KCSF. CSU

BCST 132. Radio Management Skills (4)
Lec-2, lab-8
Advise: BCST 130 and 131
Repeat: max. 8 units
Practical experience managing individuals and small groups within a non-commercial and commercial radio station. A laboratory experience for understanding the dynamics of motivating people to perform creatively and skillfully within the skill sets required of a radio management team. Performance of key tasks which operate a digital radio system; supervising the programming and scheduling of radio station formats. CSU

BCST 133. Digital Radio Programming (3)
Lec-3, lab-1, field trips
Prereq.: BCST 132, plus BCST 130, BCST 140, or BCST 144
Advise: BCST 119
Repeat: max. 6 units
Students will program and operate radio music, radio production, promotional spots, and radio scheduling databases for both live and automated radio presentation using industry standard software and systems. CSU

BCST 135. Podcasting (1)
Lec-12, lab-12 (total hours)
Advise: BCST 119
Repeat: max. 3 units
A hands-on class focusing on technical considerations and content issues required to produce and deliver syndicated program content through podcasting. History of podcast technology and its impact on traditional broadcast media. CSU

BCST 136. Vodcasting (1)
Lec-12, lab-12 (total hours)
Prereq.: BCST 135
Advise: BCST 119
Repeat: max. 3 units
A hands-on class focusing on technical considerations and content issues required to produce and deliver video content through vodcasting. History of vodcast technology and its impact on traditional broadcast media. CSU

BCST 140. Video Production (3)
Lec-2, lab-4
Theory and operation of video production equipment and facilities. Video production planning and organization, concept development, program design, project documentation, and production management. Production of studio-based video programming for Cable Television Channel 27 and the district’s Media Services video production unit. CSU

BCST 142. Television Studio Operations (3)
Lec-2, lab-4
A basic introduction to video production facilities, equipment, and operations for advanced students in advertising, architecture, design and illustration, electronic engineering, film production, journalism, multimedia, graphic communications, and theatre arts. CSU

BCST 143. Digital Video Editing (3)
Lec-3, lab-3
Prereq.: BCST 140 or 145 or FILM 24, plus BCST 119, MMS 120 or CS 100M, or demonstration of their exit skills
Repeat: max. 6 units
Digital video editing for video and film projects using industry standard AVID Xpress and Media Composer software on a Macintosh platform. Organizing the video edit, routing a networked video signal, digitizing video signal, creating the EDL, editing theory, editing principles, editing aesthetics, titling and 2D/3D effects, and output of final product from network to videotape. Students complete several short video editing projects. CSU

BCST 144. Desktop Video/Film (3)
Lec-3, lab-3
Prereq.: BCST 140 or CINE 24, plus BCST 119, MMS 120 or CS 100M, or demonstration of their skills
An introduction to desktop editing skills for video, film, and multimedia projects using FinalCut Pro and other software on a Macintosh platform. CSU

BCST 145. Field Video Production (3)
Lec-3, lab-3
Repeat: max. 6 units
Aesthetic and technical elements of video field production, with emphasis on concept development, pre-production, production, and post-production. Students collaborate to create video packages for air on San Francisco’s Educational Access cable channels and assist with productions for clients of the College’s Broadcast Media Services video production unit. CSU

BCST 146. Digital Video Effects (3)
Lec-3, lab-3
Prereq.: BCST 119 or MMS 120 or GRPH 25, and BCST 143 or 144 or GRPH 98A or 100A or CINE 56 or PHOT 57 or 60A
Repeat: max. 6 units
Hands-on course for creating digital effects for broadcast, cablecast, webcast and distribution on mobile devices by applying video motion graphics and compositing techniques using both software and hardware-based methodologies. Effects are conceived, created and integrated with video projects in studio and laboratory settings. CSU
BCST 147. Video Post-Production Editing (3)
Lec-3, lab-6
Repeat: max. 6 units
Advanced, computer-based post production editing using EDL-run
linear and non-linear editing systems. Emphasis on A-B roll editing,
et edit list management, digital video effects, integration of graph-
ics and keys, and video layering. Use of systems such as Avid and
Final Cut Pro to edit your own pre-shot video or film to create pro-
grams for air, theatrical, or multimedia use. CSU

BCST 148. Advanced TV Studio Production (3)
Lec-3, lab-6, field trips
Prereq.: BCST 140 and completion/concurrent enrollment in
BCST 119
Advise: BCST 110, 115, 126, 145; and BCST 143 or 144
Repeat: max. 6 units
Aesthetic and technical elements of studio television production
with emphasis on program development. Students collaborate
to design, write and produce programming using contemporary
broadcast studio standards and technology for cablecast on San
Francisco’s Educational Access Cable Channel 27, 75, and distribu-
tion on the internet. CSU

BCST 149. Advanced Digital Video (3)
Lec-3, lab-6, field trips
Prereq.: BCST 145 and completion/concurrent enrollment in
BCST 119
Advise: BCST 110, 126, 140; and BCST 143 or 144
Repeat: max. 6 units
Advanced Aesthetic and technical elements of digital video field
production. Students write and produce digital video packages from
concept through post-production, and collaborate in teams to create
professional quality digital video packages and segments for cable-
cast on Educational Access Television Channel 27, 75, and distribu-
tion on the internet. CSU

BCST 150. Special Projects (2)
Conf-1, lab-2, work-3, field trips
P/NP available
Repeat: max. 6 units
Work on electronic media communications project acceptable to
both the student and the instructor. Only a project having signifi-
cant value in the field of broadcast electronic media arts will be
approved. CSU

BCST 155-156-157 Selected Topics in BCST Electronic Media
Arts (1-2-3)
Lec-1, 2, 3
P/NP available
Repeat: if no subject repeat
Selected topics in Broadcast Electronic Media Arts are explored
through lectures, discussions, seminars, industry panels, media
conferences, satellite downlinks, teleconferences, workshops, film,
video, and/or television leading to a critical analysis and under-
standing of the topic under examination. CSU

BCST 160A-160B-160C, College Internship (2-2-2)
Lec/conf-1.5, work-8
Coreq.: Enrollment in minimum of 7 units of course work (includ-
ing this course) and consent of instructor
Repeat: max. 6 units
Observation and supervised off-campus experience in an approved
broadcast electronic media industry installation such as a television
station, a video production firm, a radio station, a music recording
studio or business, a corporate media production department, or a
multimedia production team. Resume writing, communication skills,
and job interview techniques. CSU

LBCS 96F. Labor Relations in Broadcasting (3)
Lec-3, field trips
P/NP available
Study of labor relations in various industries, including their his-
tory, present status, and current issues. Includes ownership patterns,
workplace structure, the changing workforce, management philos-
ophies, unionization, workers’ rights, and current concerns. Labor
relations as they affect the economy, society, and culture. CSU
Formerly LABR 96F.

Business

Office: Cloud 105
Phone Number: (415) 239-3203
Web Site: www.ccsf.edu/business

Announcement of Curricula

General Information

The Business Department offers two-year degree programs in
accounting, administrative support, general business, finance, mark-
eting, paralegal/legal studies, real estate and travel and tourism.
Credit certificate programs are available in real estate, microcom-
puter accounting, general business, finance, international business,
marketing, paralegal/legal studies, office technology, real estate,
retail management, travel and tourism, travel and tourism destina-
tion specialist, and supervision. Noncredit (no tuition fees) certifi-
cate programs are available in administrative assistant, construction
administrative assistant, microcomputer business applications, office
support specialist, computerized accounting specialist, small busi-
ness, and supervision and business management.

Admission. Enrollment in the Business Program is open to all inter-
ested students. In some curricula, however, students must satisfy
prerequisites before being admitted to certain courses.

Instruction in Business and General Education. Training is
designed to help students acquire a high degree of technical skill,
familiarize themselves with business principles and procedures, and
develop the sense of responsibility essential to success. Each cur-
culum in the Credit Business Programs includes instruction in both
a major field and related subjects such as business correspondence,
speech, and business mathematics. Instruction in general educa-
tion is included so that students may satisfy the College graduation
requirements in this area.

Work Experience Training. Students enrolled in the Credit
Business Programs may obtain credit for experience in their major
fields by enrolling in work experience courses. Students are sup-
ervised by both employers and instructors.

Associate in Science Degree and Award of Achievement. The
Business Program is designed so that students may satisfy the
requirements for graduation from the College. Upon successful
completion of the curriculum, students receive the Associate in
Science degree. Students who satisfy these requirements and complete any of the curricula with an average final grade of C plus (2.50 grade-point average) or higher receive the Award of Achievement.

Transfer Information. Students in the Business Program who intend to transfer to other colleges or universities should consult their academic advisers and their counselors and should consult the section of this catalog entitled, “Transfer Information.”

Noncredit Certificate Programs. These programs provide directed training for employment in the modern office. Computer skills, communication skills, and job preparation courses are emphasized in the noncredit sequences to prepare students for entry-level, clerical employment.

Accounting

Accounting Major

Students who satisfactorily complete the Curriculum in Accounting, a two-year course of study, are qualified for employment as junior accountants in private, public, and civil-service accounting and as junior auditors in private and civil-service accounting. Positions to which graduates have advanced after gaining experience and undertaking further study include those of accounting supervisor, senior accountant, and senior auditor.

The course of study includes instruction in principles of accounting, intermediate accounting, auditing, cost accounting, microcomputer accounting, and income-tax procedure.

Students who complete each of the following courses, and complete the Graduation requirements for the AS degree, or the CCSF transfer Associate Degree General Education requirements, will satisfy the requirements for the Accounting Major.

Courses Required for the Major in Accounting

First Semester
Course Units
ACCT 1 Fin Acct.............................. 4
MABS 60 Intro to Computer Appl. for Business...........3
BSMA 66 or 68 Bus Math or Math of Bus...........4 or 3

Additional graduation requirements

Second Semester
ACCT 2 Managerial Acct..............................4
BSEN 74 Bus Corresp ..................................3
ACCT 59 Federal Income Tax............................3
MABS 101 Spreadsheets for Bus/Excel.................3

Additional graduation requirements

Third Semester
CLW 18 Commercial Law .........................3
ACCT 51 (fall only) Intermed. Accounting...........4
ACCT 55 (fall only) Cost Accounting .....................3
ACCT 53 Accounting on MicroComp .................3
ACCT 59B Calif Income Tax...........................1

Additional graduation requirements

Fourth Semester
CLW 19 Commercial Law .........................3
ACCT 52 (spring only) Inter Accounting .................4
ACCT 54 (spring only) Auditing ..........................3
LERN 62 Successful Job Search Techniques............1

Additional graduation requirements

Total Units ........................................48-49

Recommended electives. BSEN 76, SMBS 135

Microcomputer Accounting Certificate

The program is designed to prepare students to enter the job market in positions that use the microcomputer for Accounts Receivable, Accounts Payable, Payroll, General Ledger, and other accounting functions.

Admission. Enrollment is open to all interested students.

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

Students may obtain the Certificate of Achievement in Microcomputer Accounting by completing each of the following courses with a final grade of C or higher:

Courses Required for the Certificate of Achievement in Microcomputer Accounting

Course Units
ACCT 10 Intro to Accounting ..........................4
ACCT 1† Fin Accounting..................................4
ACCT 53 Acct on Microcomp.............................3
MABS 60 Intro to Computer Appl. for Business..............3
MABS 101 Spreadsheets for Bus/Excel.................3
BSMA 66 or 68 Bus Math or Math of Bus...........4 or 3
MABS 25** Keyboarding..................................1
LERN 62 Successful Job Search Techniques............1

Total Units ........................................18-19

†Students must earn a grade of C or higher in ACCT 10 or ACCT 1.

**Students may satisfy the requirements for MABS 25 by passing an examination in typing.

Computerized Accounting Specialist Noncredit Certificate

Program Goal. Prepare students for entry-level jobs in the accounting and related fields. This program provides both manual and computerized instruction in maintaining records and in preparing appropriate reports and analyses. Students will also learn spreadsheet programs to assist in preparation of coordinating computer spreadsheets.

Core Courses Hours
ACBO 9201 Accounting I-Proprietorship & Partnership or ACBO 9203 Principles of Accounting or ACBO 9206 Basic Acct Concepts I and ACBO 9207 Basic Accounting Concepts II.................................................90 or 180
ACBO 9202 Accounting - Corporate..........................90
ACBO 9205 Computerized Accounting or ACBO 9208 QuickBooks: Level I and ACBO 9209 QuickBooks: Level II .........90
COMP 9905 Intro to Windows for MS Office Applications or COMP 9889 Intro to MS Office Applications for Business or COMP 9245 Windows Essentials for MS Office Applications..........................30, 45, or 90
COMP 9900 Microsoft EXCEL- Beginning ...............45
COMP 9904 Microsoft EXCEL- Intermediate .............45
COMP 9909 Spreadsheets - Advanced .....................45
COMP 9932 Excel for Accounting Principles ...........45
Clerical Accounting Noncredit Certificate*

*The program is pending state approval. Please refer to the online version of the Catalog

Accounting Assistant Noncredit Certificate

Program Goal. Prepare the student to work in various positions in accounting and in the financial services industry—bank tellers, payroll clerks, or A/R A/P clerks. Students will be required to undertake a noncredit Job Skills course which covers the proper techniques for completing job applications, preparing a résumé and practicing for interviews.

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBO 9206</td>
<td>Basic Accounting Concepts 1</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9207</td>
<td>Basic Accounting Concepts 2</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9208</td>
<td>QuickBooks, Level 1</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9209</td>
<td>QuickBooks, Level 2</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9210</td>
<td>Income Tax Prep: Introduction</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9625</td>
<td>Advanced Financial Accounting</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9925</td>
<td>Advanced Corporate Finance</td>
<td>15</td>
</tr>
</tbody>
</table>

Plus 130 Elective Hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBO 9206</td>
<td>Basic Accounting Concepts 1</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9207</td>
<td>Basic Accounting Concepts 2</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9208</td>
<td>QuickBooks, Level 1</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9209</td>
<td>QuickBooks, Level 2</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9210</td>
<td>Income Tax Prep: Introduction</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9625</td>
<td>Advanced Financial Accounting</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9925</td>
<td>Advanced Corporate Finance</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Hours: 477

Exit Requirements. Successful completion of all courses with a grade C or higher. Typing: 30+ net words per minute with no more than a 10% error rate. Completion of certificate coursework within three years.

Offered by:
Southeast Campus (415) 550-4300


Note: Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.
## Basic Computerized Accounting Noncredit Certificate

**Program Goal.** Basic preparation for students seeking employment in an accounting office using QuickBooks software for A/P, A/R, invoicing, check writing, payroll, and basic recordkeeping. Provides students with hands-on training. Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 5506 Computer Keyboard: Numeric Keypad</td>
<td>15</td>
</tr>
<tr>
<td><strong>One of the following Accounting Options</strong></td>
<td></td>
</tr>
<tr>
<td>Option 1</td>
<td></td>
</tr>
<tr>
<td>ACBO 9205 Computerized Accounting</td>
<td>90</td>
</tr>
<tr>
<td>Option 2</td>
<td></td>
</tr>
<tr>
<td>ACBO 9208 Quickbooks Level 1</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9209 Quickbooks Level 2</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>105</td>
</tr>
</tbody>
</table>

## Administrative Assistant/Office Technology

### Administrative Support Major

This program is designed for students working or planning to work in administrative support positions in industry and government. Areas of emphasis include word processing, spreadsheets, and database management. Computer classes are taught “hands-on” in computer labs. Students have the opportunity to polish their written communication skills as well as learn the computer skills needed to succeed in a challenging office environment. Students who complete the curriculum and have an overall grade point average of C plus (2.50) or higher will receive the Certificate in Administrative Support.

**Courses Required for the Major in Administrative Support**

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABS 25 Keyboarding</td>
<td></td>
</tr>
<tr>
<td>or MABS 30 Computer Keyboarding</td>
<td></td>
</tr>
<tr>
<td>or MABS 35 Speedbldng: Keyboard*.....1, 2, or 3</td>
<td></td>
</tr>
<tr>
<td>MABS 40 Internet Explorer &amp; MS Outlook</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 70 Funda. of English Grammar &amp; Comp</td>
<td>4</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABS 38 Keyboarding with Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>MABS 35 Speedbuilding: Keyboard*........1 or 2</td>
<td></td>
</tr>
<tr>
<td>BSEN 74 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>or BSMA 68 Mathematics of Business</td>
<td>3 or 4</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABS 391 Word Processing/Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Business/Excel</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 6 Workplace Communication</td>
<td></td>
</tr>
<tr>
<td>or PSYC 26 Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABS 67 Database for Business/Access</td>
<td>3</td>
</tr>
</tbody>
</table>

## Office Technology Certificate

The certificate curriculum is a 22-25 unit program designed for students who desire recognition for completing a rigorous course of study in business office skills but who may not be interested in pursuing a degree. Students who complete the following courses with an overall grade-point average of C+ (2.50) or higher will receive the Certificate of Achievement in Office Technology.

**Courses Required for the Certificate of Achievement in Office Technology**

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABS 25 Keyboarding</td>
<td></td>
</tr>
<tr>
<td>or MABS 30 Computer Keyboarding</td>
<td></td>
</tr>
<tr>
<td>or MABS 35 Speedbldng: Keyboard*......1, 2, or 3</td>
<td></td>
</tr>
<tr>
<td>MABS 40 Internet Explorer &amp; MS Outlook</td>
<td>3</td>
</tr>
<tr>
<td>BSEN 70 Funda. of English Grammar &amp; Comp</td>
<td>4</td>
</tr>
<tr>
<td>LERN 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>22-25</td>
</tr>
</tbody>
</table>

*Completion of program requires a keyboarding speed of 45 wpm. Keyboarding classes may be waived for students who pass the equivalency test of 45 wpm.

**See a counselor for more information on graduation requirements**

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABS 38 Keyboarding with Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>MABS 35 Speedbuilding: Keyboard*.......1 or 2</td>
<td></td>
</tr>
<tr>
<td>BSEN 74 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>MABS 101 Spreadsheets for Business/Excel</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 6 Workplace Communication</td>
<td></td>
</tr>
<tr>
<td>or PSYC 26 Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td>22-25</td>
</tr>
</tbody>
</table>

### Administrative Assistant Noncredit Certificate

**Program Goal.** Prepare students for entry and mid-level administrative support and related positions requiring intermediate to advanced computer skills including word processing, spreadsheets, graphics, and database. Noncredit courses.

**Advisory Entrance Requirements:**

Typing: 25 net wpm

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBO 9206 Basic Accounting Concepts I</td>
<td>45</td>
</tr>
<tr>
<td>ACBO 9208 QuickBooks: Level I</td>
<td></td>
</tr>
<tr>
<td>or ACBO 9213 QuickBooks: A/P&amp;A/R....15 or 45</td>
<td></td>
</tr>
</tbody>
</table>
COMP 9905 Intro to Windows for MS Office Appl.
  or COMP 9889 Intro to MS Office Appl. for Business
  or COMP 9245 Windows Essentials for MS Office
  Applications ........................................30, 45, or 90
COMP 9900 Microsoft EXCEL - Beginning .............. 45
COMP 9928 PowerPoint for Business ....................... 45
COMP 9936 Using Outlook for Offc Sup, Lev I .......... 45
BOSS 4503 Business English
  or BOSS 4500 Business English I
  and BOSS 4501 Business English II .................... 90
BOSS 4511 Effective Bus Communications
  or BOSS 4510 Business Communications ............... 45 or 90
BOSS 5503 Keyboarding - All Levels*
  or BOSS 5501 Keyboarding Lab
  or BOSS 5500 Keyboarding for Computers .............. 45, 90 or 180
BOSS 5508 Office Technology
  or BOSS 5502 Clerical Keyboarding ..................... 180
BOSS 3500 Job Preparation ................................ 45
BOSS 3501 Customer Service Skills ....................... 45
WOPR 9486 Word Processing - Beginning ................. 15
WOPR 9995 Word Processing - Intermediate ............. 45
WOPR 9996 Word Processing - Advanced
  or WOPR 9997 Word Proc - Special Topics
  or ALL of the following:
    WOPR 9487 Word: Tables
    WOPR 9488 Word: Templates & Forms
    WOPR 9998 Word: Mail Merge
    WOPR 9999 Word: Styles & Macro ......................20 or 45

**Plus 200 hours of elective courses from the following:**
ACBO 9207 Basic Acct Concepts II ....................... 45
ACBO 9209 QuickBooks: Level II ......................... 45
COMP 9921 Intro to the Internet for Offc Supp .......... 45
COMP 9899 Desktop Publishing - Beginning
  or COMP 9938 Publ for Bus Desktop Publ ............. 45
COMP 9941 Simu Proj for MS Offc-Self-Paced ........... 45
COMP 9907 Desktop Publ - Intermediate
  or COMP 9943 Special Proj Using Publ ............... 45
COMP 9949 Dreamweaver I
  or COMP 9910 Using Dreamweaver
  for Basic Business Web Pages
  or COMP 9920 Using SharePoint Designer (Expression Web)
  for Basic Web Pages
  or COMP 9917 Bldg Indv Web Sites.....................15 or 45
COMP 9895 Spreadsheets - Level 2
  or COMP 9904 Microsoft EXCEL - Interm ..15 or 45
COMP 9888 Spreadsheets - Level 3
  or COMP 9909 Spreadsheets - Adv .................15 or 45
COMP 9894 Microsoft Essentials I
  or COMP 9901 Databases - Beg .......................15 or 45
COMP 9906 Databases - Level 2
  or COMP 9910 Databases - Interm .................15 or 45
COMP 9937 Using Outlook for Offc Sup, Lvl II .......... 45
COMP 9950 E-mail Writing ..................................5
BOSS 2500 Business Math with Spreadsheets I ............45

**Total Hours........................................952-1,250**

* Ninety (90) hours of elective courses may be substituted for the keyboarding course with successful completion of a 5-minute timed test with 50+ net words per minute and an accuracy rate of 90%+

**Exit Requirements.** Successful completion of all courses with a grade of C or higher. Typing: 50+ net words per minute with no more than a 10% error rate. Completion of certificate coursework within three years.

**Offered by:**
- Downtown Campus ...........................................267-6500
- John Adams Campus ........................................ 561-1925
- Mission Campus (not all courses available) ........ 550-4384
- Southeast Campus (not all courses available) .......550-4300

**Financial Assistance.** The Administrative Assistant Certificate Program is eligible for financial assistance. Please consult a counselor for further information.

**Note:** Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.

**Advanced Word Processing Noncredit Certificate**

**Program Goal.** Increase word processing competency in efficiently producing more complex documents (such as multi-page reports and brochures, mail merge documents, and simple web pages) using Microsoft Word. Noncredit courses.

**Advisory Entrance Requirements.** Eligibility for noncredit ESL levels 5/6; Keyboarding 35 wpm net

**Hours**
**Course**
BOSS 5501 Keyboarding for Computers (45)
  or BOSS 5505 Keyboarding Quick (15) ................. 15-45
WOPR 9996 Word Processing - Advanced ................. 45
WOPR 9997 Word Processing - Special Topics .......... 45

**Total Hours........................................105-135**

**Basic Business Skills for the Medical Office Noncredit Certificate**

**Program Goal.** Prepare students for entry-level medical office positions, such as a receptionist or an admitting clerk in health care facility. Students learn basic office/clerical skills, which include, but is not limited to - basic computer skills, keyboarding, medical terminology, and software used in medical offices. Noncredit courses.

**Advisory Entrance Requirements.** ESL Level 7/8

**Course**
BOSS 4503 Business English ..................................90
WOPR 9486 Word Processing, Beginning
  and WOPR 9995 Word Proc, Intermediate
  or WOPR 9990 Word Proc, Multi-Level ............... 90
COMP 9905 Intro to Windows for MS Office Applications
  or COMP 9857 MS Office Business Appl.
  with Simulated Projects ...................................45-90
BOSS 5502 Clerical Keyboarding (includes
  business correspondence formatting
  and 10-key) .............................................180
BUSG 9901 Business Vocabulary ................................45
COMP 9908 Micro Appl: Current Topics .................. 90
BOSS 4511 Effective Bus Communications ................. 90
COMP 9900 Microsoft EXCEL- Beginning .................. 45
COMP 9904 Microsoft EXCEL- Intermediate
  or COMP 9936 Outlook, Level I ....................... 45
BOSS 3500 Job Preparation .................................. 45

**Total Hours........................................765-810**

*Students must complete two sections of COMP
Exit Requirements. Successful completion of all courses with a grade of B or higher. Typing 45 net wpm with no more than 10% error rate.

Offered by: Mission Campus ....................551-1120

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**Basic Business Computer Skills-Beginner Noncredit Certificate***

*The program is pending state approval.

Please refer to the online version of the Catalog

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**Basic Business Computer Skills-Intermediate Noncredit Certificate***

*The program is pending state approval.

Please refer to the online version of the Catalog

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**Basic Office Support Skills Noncredit Certificate**

Program Goal. Develop basic skills required for employability as an Office Support team member. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSS 4500 Business English, Level 1</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 4510 Business Communications</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5501 Keyboarding for Computers</td>
<td>45</td>
</tr>
<tr>
<td>SECY 9936 Using Outlook for Office Support, Level 1</td>
<td>45</td>
</tr>
<tr>
<td>BOSS 5508 Office Technology (180) or BOSS 5502 Clerical Keyboarding</td>
<td>180</td>
</tr>
<tr>
<td>COMP 9944 Acrobat for Bus/Office (45) or COMP 9948 Acrobat for Bus/Office Document Conversion</td>
<td>15-45</td>
</tr>
<tr>
<td>COMP 9921 Intro to Internet and World Wide Web (45) or COMP 9952 Internet and E-mail</td>
<td>15-45</td>
</tr>
<tr>
<td>COMP 9928 PowerPoint for Business (45) or COMP 9951 PowerPoint</td>
<td>15-45</td>
</tr>
</tbody>
</table>

One of the following Word Processing Options:

**Word Processing**

Option 1

WOPR 9991 Microsoft Word Essentials I | 15 |
WOPR 9993 Microsoft Word Essentials II | 15 |
WOPR 9994 Word Processing Level 3 | 15 |

Option 2

WOPR 9486 Word Processing-Beginning | 45 |
WOPR 9995 Word Processing-Intermediate | 45 |

Total Hours | 90-135

---

**Business Web Pages-Basics Noncredit Certificate**

Program Goal. To develop basic knowledge and skills in web page development that can be applied to an entry-level office position requiring basic web page knowledge. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9917 Building Individual Web Sites (45) or COMP 9918 Building Business Web Sites</td>
<td>45</td>
</tr>
<tr>
<td>COMP 9949 Dreamweaver I</td>
<td>15</td>
</tr>
<tr>
<td>COMP 9956 Introductory Flash for Bus/Office</td>
<td>15</td>
</tr>
</tbody>
</table>

One of the following Photoshop Elements options:

Option 1

COMP 9957 PhotoShop Elements I | 15 |
COMP 9958 PhotoShop Elements II | 15 |

Option 2

COMP 9959 PhotoShop Elements | 45 |

Total Hours | 105 - 120

---

**Business Web Pages-Intermediate Noncredit Certificate**

Program Goal. To develop a broader knowledge and skills base in business web page development that can be applied to an entry- or mid-level office position requiring web page skills. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9919 Using Dreamweaver for Web Pages</td>
<td>45</td>
</tr>
</tbody>
</table>

---
or COMP 9920 Using Web Expression
for Web Pages.................................................45
COMP 9959 PhotoShop Elements .........................45
COMP 9933 Building Business Web
Pages with Studio, Level 1 ................................45
COMP 9934 Building Business Web Pages
with Studio, Level 2 ...........................................45
COMP 9935 Business Web Graphics Using Studio.....45
COMP 9922 Flash for Bus/Office Presentation ...........45
Total Hours......................................................270

**Business Office Publishing Basics**
**Noncredit Certificate**

**Program Goal.** To develop basic desktop publishing skills required in
business. Noncredit courses.

**Advisory Entrance Requirements.** Eligibility for noncredit ESL
levels 5/6

**Course** | **Hours**
---|---
COMP 9938 Publisher for Business...........................45
COMP 9907 Desktop Publishing Intermediate.............45
COMP 9957 PhotoShop Elements I (15)
or COMP 9959 PhotoShop Elements (45) ...15-45
Total Hours.....................................................105 - 135

**Business Office Publishing Specialist**
**Noncredit Certificate**

**Program Goal.** To develop comprehensive desktop publishing skills
necessary for entry-or-mid-level office positions in the industry.
Noncredit courses.

**Advisory Entrance Requirements.** Eligibility for noncredit ESL
levels 5/6

**Course** | **Hours**
---|---
COMP 9914 Desktop Publishing Advanced..................45
COMP 9943 Special Projects using Publisher ............45
COMP 9958 PhotoShop Elements II (15)
or COMP 9959 PhotoShop Elements (45) ...15-45
Total Hours.....................................................105 - 135

**Construction Administrative Assistant**
**Noncredit Certificate**

**Program Goal.** The Construction Administrative Assistant Program
prepares students for a key position in the construction industry.
Students study the basic procedures of this industry, terminology,
filings systems, jobsite office operation, message handling, contractor
communications, work order prioritization, project control reporting
and project database information entry, retrieval and maintenance.
The program can be completed in two semesters. Noncredit courses.

**Courses** | **Hours**
---|---
BOSS 5508 Office Technology Laboratory ..................90
COMP 9900 Microsoft EXCEL-Beginning ..................45
COMP 9901 Databases - Beginning.............................45
COMP 9889 Intro to MS Office Appl. for Bus. ..........90
WOPR 9990 Word Processing (MultiLevel) ..................90
Total Hours.....................................................360

**Basic Business Office Skills for**
**Customer Service Customer Service**
**Skills Noncredit Certificate**

**Program Goal.** To develop both written and oral communication
skills as well as effective ways to service and maintain customers or
clients in business. Noncredit courses.

**Advisory Entrance Requirements.** Eligibility for noncredit ESL
levels 5/6

**Course** | **Hours**
---|---
CMNC 9232 Effective Communication (18)
or BOSS 4510 Business Communication (45). 18-45
BOSS 3501 Customer Service Skills .......................15
SECY 9991 Word Processing Level 1 .........................15
BOSS 5505 Keyboarding Quick .................................15
COMP 9950 E-mail Writing ......................................5
Total Hours.....................................................68-100

**English for Business Noncredit**
**Certificate*  
*The program is pending state approval.**

Please refer to the online version of the Catalog

**Excel Basics Noncredit Certificate**

**Program Goal.** Essential Microsoft Excel skills are developed and
practiced such that students establish a basic competency of and
employability in working with Excel. Noncredit courses.

**Advisory Entrance Requirements.** Eligibility for noncredit ESL
levels 5/6

**Courses** | **Hours**
---|---
Option 1
COMP 9900 Microsoft EXCEL-Beginning .................45
COMP 9904 Microsoft EXCEL-Intermediate .............45
Option 2
COMP 9867 Spreadsheets, Level 1 .........................15
COMP 9895 Spreadsheets, Level 2 .........................15
COMP 9888 Spreadsheets, Level 3 .........................15
Total Hours.....................................................45-90
Excel Specialist Noncredit Certificate

Program Goal. Advanced Microsoft Excel skills are developed and practiced such that students gain a solid competency of Excel and are capable of passing employment testing in this area. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Courses
COMP 9909 Excel-Advanced 45
COMP 9932 Excel for Accounting 45
COMP 9341 Business Math w/Excel 45-90
Total Hours 135-180

Microcomputer Business Applications Noncredit Certificate

Program Goal. Prepare students for all levels of administrative positions including support. Students will learn various business software programs in addition to extensive word processing and general office support skills. Noncredit courses.

Advisory Admission Requirements: Typing: 25 net wpm

Courses
COMP 9905 Intro to Windows for MS Office Appl. 45-90
or COMP 9889 Intro to MS Office Applications for Business
BOSS 5501 Keyboarding Lab 90-180
or BOSS 5503 Keyboarding - All Levels
BOSS 4503 Bus English 90
BOSS 4511 Effective Bus Comm 90
BOSS 3500 Job Preparation 45
COMP 9901 Databases-Beginning 45
COMP 9900 Microsoft EXCEL-Beginning 45
COMP 9904 Microsoft EXCEL-Intermediate 45
WOPR 9486 Word Processing-Beginning 45
WOPR 9995 Word Processing-Special Topics 45
COMP 9932 Excel for Accounting 45
COMP 9986 Micros - Individual Projects 45
Plus THREE courses from the following:
COMP 9989 Desktop Publishing - Beginning 45
COMP 9907 Desktop Publishing - Intermediate 45
COMP 9914 Desktop Publishing - Advanced 45
COMP 9910 Databases - Intermediate 45
COMP 9902 Graphics for Business 45
Plus ONE course from the following:
COMP 9909 Spreadsheets - Advanced 45
WOPR 9996 Word Processing - Advanced 45
COMP 9911 Databases - Advanced 45
Total Hours 585-630

Exit Requirements. Successful completion of all courses with a grade of B or higher. (Students may not repeat a class more than one time.) Completion of courses within three years.

Offered by:
John Adams Campus 561-1925
Mission Campus (not all courses available) 550-4384
Downtown Campus 267-6500

Note: Not all courses required for this certificate program are offered at every campus. It may be necessary to attend more than one campus in order to complete the program.

MS Office Specialist Noncredit Certificate

Program Goal. Prepares students for entry to mid-level office support positions requiring the intensive use of Microsoft Office applications. Students learn and develop the core competencies of Microsoft Word, Excel, Access, Outlook and PowerPoint as they progress through the various levels. Noncredit courses.

Advisory Entrance Requirements. Eligibility for noncredit ESL levels 5/6

Course
WOPR 9486 Word Processing-Beginning 45
WOPR 9995 Word Processing-Intermediate 45
WOPR 9996 Word Processing-Advanced 45
COMP 9900 Excel-Beginning 45
COMP 9904 Excel-Intermediate 45
COMP 9909 Excel-Advanced 45
COMP 9901 Databases-Beginning 45
COMP 9910 Databases-Intermediate 45
COMP 9911 Databases-Advanced 45
COMP 9936 Outlook for Office Support I 45
COMP 9937 Outlook for Office Support II 45
COMP 9928 PowerPoint for Business 45
Plus one Elective from the following:
COMP 9940 Excel Special Topics-Beyond Adv 45
WOPR 9997 Word Processing-Special Topics 45
BOSS 5500 Keyboarding for Computers 45
COMP 9913 Microcomputer Lab 45
COMP 9942 Computer Lab 45
Total Hours 585-630

Office Support Specialist Noncredit Certificate

Program Goal. Prepare students for entry and mid-level clerical support positions requiring basic computer applications and business skills necessary for successful performance in a business office. Noncredit courses.

Course
COMP 9905 Intro to Windows for MS Office Appl. 45-90
or COMP 9889 Intro to MS Office Applications for Business 30, 45, or 90
or COMP 9245 Windows Essentials for MS Office Applications 30, 45, or 90
COMP 9900 Microsoft EXCEL-Beginning 45
COMP 9921 Intro to the Internet for Office Support 45
BOSS 4503 Business English 45
or BOSS 4500 Business English I 90
and BOSS 4501 Business English II 45
BOSS 4511 Effective Business Communications 45 or 90
BOSS 5503 Keyboarding - All Levels* 90
or BOSS 5501 Keyboarding Laboratory 45, 90, or 180
or BOSS 5500 Keyboarding for Computers 45
BOSS 5508 Office Technology or BOSS 5502 Clerical Keyboarding 180
BOSS 3501 Customer Service Skills 15
BOSS 3500 Job Preparation 45
WOPR 9486 Word Processing-Beginning 45
WOPR 9995 Word Processing - Intermediate .......... 45

Plus 200 elective hours from the following:
ACBO 9206 Basic Accounting Concepts I ........... 45
ACBO 9207 Basic Accounting Concepts II ........... 45
ACBO 9208 QuickBooks: Level I ...................... 45
COMP 9928 PowerPoint for Business ................. 45
COMP 9936 Using Outlook for Offc Sup, LvI I ...... 45
COMP 9937 Using Outlook for Offc Sup, LvII I .... 45
COMP 9899 Desktop Publishing - Beginning
or COMP 9938 Publ for Bus Dsktp Publ .......... 45
COMP 9941 Simu Proj for MS Offc - Self-Paced .... 45
COMP 9907 Desktop Publishing - Intermediate
or COMP 9943 Spcl Proj Using Publisher ......... 45
COMP 9949 Dreamweaver I
or COMP 9919 Using Dreamweaver for
Basic Business Web Pages
or COMP 9920 Using Sharepoint Designer (Expression
Web) for Basic Web Pages
or COMP 9917 Bldg Indv Web Sites .......... 15 or 45
COMP 9895 Spreadsheets - Level 2
or COMP 9904 Microsoft
EXCEL- Intermediate ......................... 15 or 45
COMP 9888 Spreadsheets - Level 3
or COMP 9909 Spreadsheets - Adv ........ 15 or 45
COMP 9894 Microsoft Access Essentials I
or COMP 9901 Databases - Beginning .... 15 or 45
COMP 9906 Databases - Level 2
or COMP 9910 Databases - Intermediate .. 15 or 45
COMP 9950 E-mail Writing ......................... 5
BOSS 3501 Customer Service Skills ................. 15
BOSS 2500 Business Math w/ Spreadsheets I .... 45
WOPR 9996 Word Processing - Advanced
or WOPR 9997 Word Proc - Spcl Topics
or ALL of the following:
WOPR 9487 Word: Tables
WOPR 9488 Word: Templates & Forms
WOPR 9998 Word: Mail Merge
WOPR 9999 Word: Styles & Macros .. 20 or 45
Total Hours ............................................. 827-1,070

* Ninety (90) hours elective courses may be substituted for the key-
boarding course with successful completion of a 5-minute timed test
with 50+ net words per minute and an accuracy rate of 90+%.

Exit Requirements. Successful completion of all courses with a
grade of C or higher. Typing: 45+ net words per minute with no
more than a 10% error rate. Completion of certificate coursework
within three years.

Offered by:
Downtown Campus ..................................... 267-6500
John Adams Campus ................................... 561-1925
Mission Campus (not all courses available) .... 550-4384
Southeast Campus (not all courses available) . 550-4300

Financial Assistance. The Office Support Specialist Certificate
Program is eligible for financial assistance. Please consult a con-
selor for further information.

Note: Not all courses required for this certificate program are
offered at every campus. It may be necessary to attend more than
one campus in order to complete the program.

Specialized Accounting Skills
Noncredit Certificate

Program Goal. Basic familiarization of specialized accounting
skills in the areas of Income Tax Preparation, Accounts receivable
and payable, and Payroll using QuickBooks. Provides students with
a minimum of skills towards employability.

Advisory Entrance Requirements. Eligibility for noncredit ESL
levels 5/6

Course Hours
ACBO 9210 Income Tax Prep Intro .................. 15
ACBO 9213 QuickBooks A/P, A/R .................. 15
ACBO 9214 QuickBooks, Payroll ................. 15
BOSS 5506 Computer Keyboarding:
The Numeric Keypad ................................. 15
BOSS 5505 Keyboarding Quick ..................... 15

Total Hours .............................................. 75

Finance

Finance Award of Achievement

The two-year program leading to the Associate in Science degree
and the Award of Achievement is primarily designed for those
planning to enter this industry in entry-level or operational posi-
tions and those in the industry seeking advancement. The program
is also meant for those students wishing to gain knowledge about
this field before transferring to a four-year college or university.
Students who complete the curriculum with an average final grade
of C plus (2.50 grade-point average) or higher receive the Award of
Achievement in Finance.

Courses Required for the Award of Achievement in
Finance

First Semester
Course Units
FIN 110 (fall only) Prin of Ins I: Gen Insurance ............ 3
FIN 130 (fall only) Prin of Bank Operations ............... 3
BSMA 66 or 68 Bus Math or Math of Bus
or MATH 75 or 90 Math Anal for Bus
or Adv Algebra* ........................................ 3-5
GNBS 119 Intro to Business ............................. 3
ENGL 1A, 93 or 94 or 96,
or ESL 160 High-Adv Acad ESL
or BSEN 70 Gram and Comp* .......................... 3-4

Additional graduation requirements

Second Semester
FIN 133 (spring only) Money & Banking ................. 3
ACCT 10 or ACCT 1 Intro to Accct or Fin Accct ....... 4
ECON 1 Principles of Macroeconomics* .................. 3
WDPR 391A Beg Word Proc - Word for Win ........ 1.5

Additional graduation requirements

Third Semester
FIN 136 Intro to Fin Planning ........................... 3
MABS 101 Spreadsheets for Bus/Excel ................. 3
Two or more electives from those listed below† .... 6

Additional graduation requirements

* Additional graduation requirements
### Fourth Semester
FIN 138 Prin of Investment................................. 3
MABS 67 or CS 101 Database for Bus/Access for
    Windows or Intro to Information Systems............. 3
MRKT 122 or 140 Salesmanship or Marketing......... 3
One elective from those listed below .................... 3

**Additional graduation requirements**

**Total Units** ........................................... 50.5-53.5

* Required program courses that fulfill General Education Requirements
† Students wishing to transfer to a four-year university may substitute those courses meeting that requirement from the required electives.

**Electives:** BSEN 74, SMBS 135, RE 181, RE 186, WKEEX 197,
SUPV 231, ACCT 2, CLW 18, ECON 3, INTR 170

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### Finance Certificate

The Certificate of Achievement curriculum is designed for students who desire recognition for completing a rigorous course of study in financial services skills but who may not be interested in pursuing a degree. Students completing the curriculum with an average final grade point of C+ or higher (2.5 GPA) will receive the Certificate of Achievement in Finance. Below is the recommended sequence of required courses:

**Courses Required for the Certificate of Achievement in Finance**

**First Semester**

**Course** | **Units**
---|---
FIN 110 (fall only) Prin of Ins I: Gen Insurance | 3
FIN 130 (fall only) Prin of Bank Operations | 3
FIN 136 Intro to Fin Planning | 3
GNBS 119 Intro to Business | 3
MABS 101 Spreadsheets/Bus/Excel | 3

**Second Semester**

**Course** | **Units**
---|---
ECON 1 Principles of Macroeconomics | 3
FIN 133 (spring only) Money & Banking | 3
FIN 138 Prin of Investments | 3
MABS 67 or CS 101 Database for Bus/Access for
    Windows or Intro to Information Systems | 3
MRKT 122 or 140 Salesmanship or Marketing | 3

**Total Units** ........................................... 30

**Credit Toward Graduation.** Credit earned in obtaining the Certificate of Achievement may be applied toward CCSF graduation requirements.

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### General Business Major

This field of concentration allows students to earn the Associate Degree while partially preparing them for transfer into the Business Administration major at a four year college or university. In addition, it prepares the student for an entry level position in any business office. Students who complete the curriculum with final grades of C (2.00 grade-point average) or higher in the major, receive the Associate in Science degree in General Business.

### Courses Required for the Major in General Business

**Course** | **Units**
---|---
GNBS 119 Introduction to Business | 3
ACCT 1 Financial Accounting | 4
ACCT 2 Managerial Accounting | 4
ECON 1 Principles of Macroeconomics* | 3
ECON 3 Principles of Microeconomics | 3
ECON 5 Introduction to Statistics* | 3
MABS 60 Intro to Computer Appl. for Business | 3
CLW 18 Commercial Law | 3

**Total Units** ........................................... 26

**Recommended electives:**
BSEN 74 Business Correspondence* | 3
SPCH 1A Elements of Public Speaking* | 3
BSMA 68 Mathematics for Business* | 3
MABS 101 Spreadsheets/Bus.Excel* | 3
SMBS 135 Ownership/Operation Sm Business | 3
FIN 136 Intro to Financial Planning | 3
ECON 10 American Economic History* | 3
MATH 110A Calculus* | 4
MATH 75 Math Analysis for Business* | 3

**Additional graduation requirements**

*Satisfies General Education Breadth Requirements

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### General Business Certificate

This field of concentration is designed to acquaint the student with the business world in general. With additional course work, it can prepare students for either employment or further education. Students with definite career/educational goals are encouraged to follow the appropriate curriculum guide for their specific field of concentration such as Accounting, Finance, Marketing, Real Estate, etc. Students may obtain the Certificate of Accomplishment in General Business by completing each of the following courses with a final grade of C or higher:

**Courses Required for the Certificate of Accomplishment in General Business**

**Course** | **Units**
---|---
GNBS 119 Introduction to Business | 3
ACCT 10 Intro to Accounting
    or ACCT 1 Financial Accounting | 4
MABS 60 Intro to Computer Appl. for Business | 3
CLW 18 Commercial Law | 3
ECON 1 Principles of Macroeconomics | 3

**Total Units** ........................................... 16

**Recommended electives:**
FIN 136 Intro to Financial Planning | 3
BSMA 68 Mathematics for Business | 3
MRKT 140 Principles of Marketing | 3
SUPV 231 Intro Supervision/Management | 3
BSEN 74 Business Correspondence | 3

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### Green & Sustainable Small Business Noncredit Certificate*

*This program is pending state approval
International Business Certificate

The Certificate Program in International Business fulfills the needs of three groups: students preparing themselves for careers in international business, currently employed individuals whose job responsibilities require expertise in international business practices, and entrepreneurs who want to begin or globalize their business ventures.

Students may obtain the Certificate of Accomplishment in International Business by completing the following courses with an average final grade of C or higher:

**Courses Required for the Certificate of Accomplishment in International Business**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTR 162 Survey of International Bus</td>
<td>3</td>
</tr>
<tr>
<td>INTR 163 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INTR 167 International Law</td>
<td>3</td>
</tr>
<tr>
<td>INTR 170 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>INTR 172 International E-Business:</td>
<td></td>
</tr>
<tr>
<td>Resources and Tools</td>
<td>3</td>
</tr>
<tr>
<td>INTR 173 Export-Import</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Credit Toward Graduation. All credit that students earn in International Business may also be applied toward satisfaction of the requirements for graduation from the college.

International Business Noncredit Certificate

**Program Goal.** The International Business noncredit certificate is designed to prepare students currently operating their own business to expand into international markets, students who are considering starting their own export/import business, and students preparing to improve their job skills to enter or advance in the field of international business.

The course offerings examine all relevant aspects of international business including marketing, planning, shipping, finance, documentation, insurance, customs regulations, and government assistance programs. Students will review business practices and trade issues with the countries of Asia, Europe, Africa, Middle East and Latin America.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTR 9456 Export/Import Shipping &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9457 Export/Import Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9458 Export/Import Financing</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9459 Export/Import Basics</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9460 Export/Import Documents</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9773 U.S. Trade Competitiveness</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9785 U.S. Trade with Asia Part I (Japan and South Korea)</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9786 U.S. Trade with the Americas</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9787 U.S. Trade with African Countries</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9790 U.S. Trade with Asia Part II (China, Hong Kong and Taiwan)</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9791 U.S. Trade with Western Europe</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9792 U.S. Trade with Eastern Europe</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9793 U.S. Trade with the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9794 Developing the International Business Plan</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9797 U.S. Trade with Asia Part III (Southeast Asia)</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9795 International Bids, Proposals (RFPs) and Tenders</td>
<td>3</td>
</tr>
<tr>
<td>INTR 9796 International Trade Agencies and Agreements</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

Exit Requirements. Successful completion of all **required courses** with a grade of C or higher. (Students may not repeat a class more than one time.) Completion of courses within three years.

**Offered by:**
Downtown Campus..................................................267-6503

**Financial Assistance.** The International Business Certificate Program is eligible for financial assistance. Please consult a counselor for further information.

Marketing Award of Achievement

The Curriculum in Marketing, a two-year course of study, offers students interested in careers in advertising, professional sales, marketing research, business management, business promotion, and other marketing jobs specialized training for career advancement and employment. The Marketing curriculum combines classroom instruction, practical experiences, coordinated part-time employment, and internships. Students who complete the curriculum with an average final grade of C-plus (2.50 grade point average) or higher receive the Award of Achievement in Marketing.

**Courses Required for the Award of Achievement in Marketing**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 140 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 145 Microcomputer Mktng Appl</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 122 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1 or 50 Accounting</td>
<td>4</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 148 Mktng Mgmt &amp; Supervision</td>
<td>3</td>
</tr>
<tr>
<td>SMBS 135 Small Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 170 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>INTR 163 Internat’l Mktng</td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional graduation requirements</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Units**...........................................28-29
Marketing Certificate

Students may receive a Certificate of Achievement in Marketing by completing the following courses with a final grade of C-plus (2.50 grade point average) or higher:

Courses Required for the Certificate of Achievement in Marketing

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1 or 50</td>
<td>4</td>
</tr>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
</tr>
<tr>
<td>INTR 163 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 122 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 140 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 145 Microcomputer Mktng Appl</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 148 Mktng Mgmt &amp; Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 170 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>SMBS 135 Small Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>28-29</strong></td>
</tr>
</tbody>
</table>

Recommended electives: BSEN 70, 74; CS 101; PSYC 1, 26; SPCH 11, 12; WKE 197

Paralegal/Legal Studies

Paralegal/Legal Studies Major

The work of a paralegal has been recognized by the American Bar Association, state bars, and local bar associations as an important step in helping the legal profession meet the increasing demand for its services and in providing these services more efficiently and promptly. Today’s law offices seek paralegals qualified to do certain work under the supervision of an attorney.

Associate in Arts Degree

City College of San Francisco trains students in a two-year course of study in Paralegal/Legal Studies. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the required courses with the average final grade of C (2.00 grade point average) or higher receive the degree of Associate in Arts with a major in Paralegal/Legal Studies. Students will also be eligible to receive a Certificate of Achievement provided that they complete all coursework in the Paralegal/Legal Studies Program with a letter grade of C or higher.

Admission. Enrollment is open to all students who are admitted to City College of San Francisco and who have satisfied the pre-requisites listed next to each course before enrolling in that course.

Course of Study. The course of study includes instruction in the following: introduction to paralegal studies; civil litigation; commercial law; tort law; wills, trusts, and probate administration; family law; civil and criminal evidence; legal research and writing; law office management and procedures; real estate law; environmental law; labor law; medical law; debtors’ rights and creditors’ remedies; corporate law; intellectual property law; immigration law; communication law; and work experience.

Employment. Those who complete the curriculum satisfactorily are qualified for employment as paralegals in law offices, government offices, and other businesses.

Courses Required for the Major in Paralegal/Legal Studies

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 1 Intro to Paralegal Studies (formerly L A 51)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PLS 2 Legal Research and Writing I (formerly L A 52)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CLW 18 Commercial Law</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>36</strong></td>
<td></td>
</tr>
</tbody>
</table>

Students entering the degree program must achieve a satisfactory score on the City College English placement examination (i.e., eligible for ENGL 1A) or must complete BSEN 70 or ENGL 96 with a final grade of C or higher.

Program Electives. Please note that a minimum of four electives from the Paralegal/Legal Studies Program must also be completed. The following is a list of the accepted electives: PLS 7 (formerly L A 50), PLS 8 (formerly L A 55), PLS 9 (formerly L A 60), PLS 10 (formerly L A 61), PLS 11 (formerly L A 64), PLS 12 (formerly L A 65), PLS 13 (formerly L A 66), PLS 14 (formerly L A 67), PLS 15 (formerly L A 68), PLS 16 (formerly L A 97), PLS 17 (formerly L A 69), PLS 18 (formerly L A 98), PLS 19 (formerly L A 99). Also allowed are ADMJ 53, LBCS 72, and RE 185.

Recommended courses to satisfy general education requirements: LIBR 58A, MABS 60, and PSYC 26.

Paralegal/Legal Studies Certificate

The program of study for the Certificate of Achievement in Paralegal/Legal Studies complies with the requirements established under current California law to become a paralegal. The program is designed to prepare students for employment as paralegals.

Admission. Enrollment is open to all interested students who already hold a college degree OR who have completed 30 units of general education or law-related courses with a 2.00 grade point average or higher at an accredited, post-secondary school prior to admission into our paralegal program. Students transferring coursework completed at another school must furnish an official transcript.
Courses Required for the Certificate of Achievement in Paralegal/Legal Studies

Each course must be completed with a letter grade of C or higher. The following is the sequence for required courses:

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 1 Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PLS 2 Legal Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>CLW 18 Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 3 Legal Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PLS 4 Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>CLW 19 Commercial Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 5 Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>One Program Elective from the Paralegal/Legal Studies Program</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 6 Law Office Management and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>One Program Elective from the Paralegal/Legal Studies Program</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 30

Students entering the certificate program must achieve a satisfactory score on the City College English placement examination (i.e., eligible for ENGL 1A) or must complete BSEN 70 or ENGL 96 with a final grade of C or higher.

**Program Electives.** Please note that a minimum of two electives from the Paralegal/Legal Studies Program must also be completed. The following is a list of the accepted electives:

- PLS 7 (formerly L A 54)
- PLS 8 (formerly L A 55)
- PLS 9 (formerly L A 60)
- PLS 10 (formerly L A 61)
- PLS 11 (formerly L A 64)
- PLS 12 (formerly L A 65)
- PLS 13 (formerly L A 66)
- PLS 14 (formerly L A 67)
- PLS 15 (formerly L A 68)
- PLS 16 (formerly L A 97)
- PLS 17 (formerly L A 69)
- PLS 18 (formerly L A 98)
- PLS 19 (formerly L A 99)
- LBCS 7
- ADMJ 53
- RE 185

Also allowed are LBCS 7, ADMJ 53, and RE 185.

Students who complete the Curriculum in Real Estate with an average final grade of C plus (2.50 grade-point average) or higher receive the degree of Associate in Science and the California Real Estate Certificate.

Students must satisfy the City College graduation requirements and complete the following courses:

**Courses Required for the Award of Achievement in California Real Estate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 181 Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 184 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 185 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 186 Principles of Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 189 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 191 Principles of Real Estate Appraisal</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 18

**California Real Estate Certificate**

The California Real Estate Certificate is currently awarded by 90 community colleges in California. City College of San Francisco participates in this Statewide program and awards the California Real Estate Certificate to any day or evening student who completes a prescribed program of 24-semester units.

A student may complete only those courses required for the California Real Estate Certificate, since this is awarded independently of the Associate in Science degree. However, students who complete the full course of study leading to that degree will automatically have completed the requirements for, and will be awarded, the California Real Estate Certificate.

Training for the Certificate is designed so that those seeking entry employment may prepare themselves to take the State licensing examination for real estate salespersons, and so that those already employed in various branches of real estate work may gain further knowledge and develop additional competence.

Students may obtain the California Real Estate Certificate by completing the following courses:

**Courses Required for the Certificate of Achievement in California Real Estate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 181 Princ of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 184 Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 185 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 186 Prin of Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 189 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 191 Prin of Real Estate Appraisal</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives: real estate or other business courses**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

**Total Units** 24
The six semester units in the elective courses indicated above must be completed in real estate or other acceptable business courses.

If the candidate for the California Real Estate Certificate holds a valid California real estate salesperson’s or broker’s license, a three-unit course in real estate or another area of business may be substituted in lieu of RE 181.

## Retail Management

### Retail Management Certificate

The program of study for the Certificate of Achievement in Retail Management is designed to prepare students for employment as retail managers.

**Admission.** Enrollment is open to all interested students. However, students may be required to satisfy prerequisites before being admitted to certain courses.

Students may obtain the Certificate of Achievement in Retail Management by completing the required 10 courses totaling 31/32 units. Each course must be completed with a grade of C or higher or Credit.

**Courses Required for the Certificate of Achievement in Retail Management**

**Foundational Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSEN 74 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>BSMA 66 Business Math</td>
<td></td>
</tr>
<tr>
<td>or BSMA 68 Mathematics of Business</td>
<td>4 or 3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 234 Communication for Bus Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>

**Intermediate Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 231 Intro to Supervision/Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>or ACCT 10 Intro to Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MRKT 140 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 232 Org Behavior for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 233 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>FASH 44 Merchandising—Retail Buying</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** ........................................................ 31-32

## Small Business

### Small Business Noncredit Certificate

**Program Goal.** Prepares students for a successful start in their own small business and helps small business owners increase the effectiveness and operation of their business in 5 areas: 1) Starting Out, 2) Management, 3) Finance, 4) Marketing, and 5) Export/Import and International Business.

**Starting Out**

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9467 Getting Started</td>
<td>6</td>
</tr>
</tbody>
</table>

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9775 Bus Plan</td>
<td>6</td>
</tr>
<tr>
<td>SMBU 9777 Buying a Business Profitably</td>
<td>6</td>
</tr>
</tbody>
</table>

**Management**

**Core Course** | **Hours**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9447 Bus Law for Small Bus</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9452 Supervising Employees</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9449 Staffing Your Bus</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9453 Bus Comm</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9461 Retail Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9465 Small Business Insurance</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9448 Purchasing Products &amp; Services</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9469 Controlling Your Inventory</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9468 Employee Training</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9466 Employer/Employee Rights</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** ........................................................ 18

**Finance**

**Core Course** | **Hours**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9412 Profit from Using Fin States</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9437 Keeping Score On Your Finances</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9783 Getting the Right Loan</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9784 Finance for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9776 Record Keeping</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9418 Small Business and Taxes</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9785 Contract Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** ........................................................ 12

**Marketing**

**Core Course** | **Hours**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9462 Marketing Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9470 Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9471 Pricing Prod and Serv</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9450 Effective Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9463 Telephone as a Sales Tool</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9774 Selling and Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9454 Getting Government Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** ........................................................ 15

**Export/Import and International Business**

**Core Course** | **Hours**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9457 Export Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9460 Export/Import Documents</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9458 Export-Financing</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9459 Export/Import Basics</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9456 Export Shipping and Insurance</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMBU 9773 U.S. Competitiveness</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9455 Trade With Asia</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9788 Trade With Europe</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9786 Trade With the Americas</td>
<td>3</td>
</tr>
<tr>
<td>SMBU 9787 Trade With Africa</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** ........................................................ 18
Exit Requirements. Completion of the core courses and one three- unit elective course.

Offered by: Small Business Institute, (415) 452-5921

Supervision and Business Management

Supervision Certificate

Enrollment in supervision courses is for those who desire to advance to supervisory positions and also for others who are currently employed as supervisors and desire to upgrade their supervisory skills.

Students may obtain the Certificate of Accomplishment in Supervision by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

Courses Required for the Certificate of Accomplishment in Supervision

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPV 231 Intro to Super/Management</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 232 Organizational Behavior &amp; Dev</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 233 Human Resource Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>SUPV 234 Communication for Bus Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

Credit Toward Graduation. All credits that students earn in obtaining the Certificate of Accomplishment in Supervision may be applied toward satisfaction of the requirement for graduation from the college.

Supervision and Business Management Noncredit Certificate

Program Goal. Courses in the Certificate Program are designed for persons preparing for positions in business or government, and for experienced persons upgrading their supervisory and business management skills. The curriculum consists of basic core subjects plus elective courses. Class contact time is 18 hours per course. Topics stressed include leadership skills, communication, motivation, personnel and human relations; computing, problem-solving, and decision-making; planning, organizing, staffing, directing, and controlling operations.

The Community College Certificate is awarded upon completion of 4 core areas and 4 elective courses listed below:

Core Course                     | Hours |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision and Management</td>
<td></td>
</tr>
<tr>
<td>SUMA 9412 The Supervisor in Management</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9416 Organizational Leadership</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9479 Management Practices</td>
<td>18</td>
</tr>
<tr>
<td>Personnel Responsibilities of Supervisors</td>
<td></td>
</tr>
<tr>
<td>SUMA 9413 Personnel Management</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9417 Affirm Action &amp; Opportunity</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9423 Developing &amp; Appraising Staff</td>
<td>18</td>
</tr>
</tbody>
</table>

Elective Courses (4 courses/72 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMA 9424 Assertiveness and Conflict</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9443 Interpersonal Communication</td>
<td>18</td>
</tr>
<tr>
<td>Concepts of Government and Administration</td>
<td></td>
</tr>
<tr>
<td>SUMA 9415 Business and Government</td>
<td>18</td>
</tr>
<tr>
<td>SUMA 9434 Budgeting and Control</td>
<td>18</td>
</tr>
<tr>
<td>Total Hours</td>
<td>270</td>
</tr>
</tbody>
</table>

Elective Courses (4 courses/72 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 9252, 9869, 9905; SUMA 9416, 9419, 9424, 9425, 9429, 9436, 9438, 9440, 9452, 9454, 9455, 9456, 9457, 9458, 9463, 9473, 9480.</td>
<td></td>
</tr>
</tbody>
</table>

Exit Requirements. Successful completion of 270 hours of classroom instruction in core and elective courses. Credit by petition available.

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

College Credit Available. Participants who complete the Community College Certificate Program in Supervision and Business Management will be eligible to receive up to 15 semester units of credit through City College of San Francisco, satisfying the requirements of the major field of study in supervision and management for the Associate Degree. This credit by petition is awarded upon completion of one course of three or more semester units offered for credit by City College.

Offered by: Supervision and Management Program (Downtown), (415) 267-6577

Travel and Tourism

Travel and Tourism Major

The curriculum in Travel and Tourism offers two different Certificates of Accomplishment, as well as a two-year course of study with special emphasis in either Marketing, Management, or Destination Development. The specific course of study that the student will follow is an integral part of the course content of the Principal of Travel and Tourism classes. Upon completion of TRTV 157 and TRTV 159, the student will know if they will pursue their Travel and Tourism Degree in marketing, management, or in destination development.

The Travel and Tourism program prepares students for jobs with the airlines as reservation agents, marketing representatives, customer service personnel to name just a few of the jobs, the same kinds of jobs with hotels, tour companies, cruise lines, consulates and tourism information offices and with travel agencies (corporate, leisure, special interest, group or meeting and planning agencies). Many of the students enrolled in this program are pursuing a second career, so careful evaluation of their current job skills help determine where they fit into this quickly changing and growing industry.

The curriculum in Travel and Tourism provides practical training in the specific vocabulary used in the industry, the reference books used in all sectors, how to read and design tour and cruise brochures, common business practices, airline computer operations and formats, airfare constructions, group sales pricing, special interest tour development. The Destination classes are designed to advise the student of all there is to know about travel in a specific region of the world. Students learn about visa requirements, how to get there, competitive airfares to the destination, which tour companies...
sell the destination, languages, religion, what to see, what to do. Completion of the two-year degree will give students a necessary foundation in computer skills, communication skills as in learning to qualify the client, written and spoken English, psychology, anthropology, marketing skills, management styles, and specific tourist destinations in the world.

**Courses Required for the Major in Travel and Tourism**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv. Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 160 Transportation Fieldwork</td>
<td>1</td>
</tr>
<tr>
<td>TRTV 181 Business Travel</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 182 Tour Management</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 11 units of any of the following courses:

- TRTV 155 Meeting and Event Planning | 1
- TRTV 162 Destination: Europe | 3
- TRTV 164 Destination: South Pacific | 3
- TRTV 165 Destination: United States & Canada | 3
- TRTV 166 Destination: Asia | 3
- TRTV 168 Destination: Africa & the Middle East | 3
- TRTV 170 Destination: Central & South America, and Mexico | 3
- TRTV 171 Destinations: Cities | 3
- TRTV 172 Destinations: Natural Wonders | 3
- TRTV 173 Destinations: Historical & Archaeological | 3
- TRTV 174 Destinations: Cruises | 3
- TRTV 175 Destinations: Hotels, Resorts, & Spas | 3
- TRTV 176 Destinations: Great Trips & Special Events | 3
- TRTV 180 Destinations: Eco-Travel & Tourism | 3

**Travel and Tourism Certificate**

The Certificate of Accomplishment in Travel and Tourism fulfills the needs of two groups: those who desire to prepare for employment in any of the travel related industries including airlines, hotels, tour companies, travel agencies and tourist offices; and those currently employed professionals who wish to improve their on the job skills in this industry.

**Courses Required for the Certificate of Accomplishment in Travel and Tourism**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv. Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 160 Transportation Fieldwork</td>
<td>1</td>
</tr>
<tr>
<td>TRTV 176 Destinations: Great Trips</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Intro to Computer Appl. for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 11 units of any of the following courses:

- TRTV 155 Meeting and Event Planning | 1
- TRTV 162 Destination: Europe | 3
- TRTV 164 Destination: South Pacific | 3
- TRTV 165 Destination: United States & Canada | 3
- TRTV 166 Destination: Asia | 3
- TRTV 168 Destination: Africa/Mid East | 3
- TRTV 170 Destination: Central & South America, and Mexico | 3
- TRTV 171 Destinations: Cities | 3
- TRTV 172 Destinations: Natural Wonders | 3
- TRTV 173 Destinations: Historical & Archaeological | 3
- TRTV 174 Destinations: Cruises | 3
- TRTV 175 Destinations: Hotels, Resorts, & Spas | 3

Total Units: 16

**Travel and Tourism Management Certificate**

The Certificate of Accomplishment in Travel and Tourism Management prepares students to work in management in various aspects of the travel and tourism industry. This program is intended to give students experience in the major areas of the travel and tourism industry and provide them practical exposure to the requirements of management.

**Courses Required for the Certificate of Accomplishment in Travel and Tourism Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv. Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 160 Transportation Fieldwork</td>
<td>1</td>
</tr>
<tr>
<td>TRTV 176 Destinations: Great Trips</td>
<td>3</td>
</tr>
<tr>
<td>MABS 202 PowerPoint</td>
<td>1</td>
</tr>
</tbody>
</table>

A minimum of 2 units of any of the following courses:

- TRTV 155 Meeting and Event Planning | 1
- TRTV 162 Destination: Europe | 3
- TRTV 164 Destination: South Pacific | 3
- TRTV 165 Destination: United States & Canada | 3
- TRTV 166 Destination: Asia | 3
- TRTV 168 Destination: Africa/Mid East | 3
- TRTV 170 Destination: Central & South America, and Mexico | 3
- TRTV 171 Destinations: Cities | 3
- TRTV 172 Destinations: Natural Wonders | 3
- TRTV 173 Destinations: Historical & Archaeological | 3
- TRTV 174 Destinations: Cruises | 3
- TRTV 175 Destinations: Hotels, Resorts, & Spas | 3

Total Units: 17

**Destination Specialist**

**Courses Required for the Certificate of Accomplishment in Travel and Tourism: Destination Specialist**

A minimum of 15 units of any of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 162 Destination: Europe</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 164 Destination: South Pacific</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 165 Destination: USA/Canada</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 166 Destination: Asia</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 168 Destination: Africa/Mid East</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 170 Destination: Cent/So Amer &amp; Mex</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 171 Destinations: Cities</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 172 Destinations: Natural Wonders</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 173 Destinations: Historical &amp; Archaeological</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 174 Destinations: Cruises</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 175 Destinations: Hotels, Resorts, &amp; Spas</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 176 Destinations: Great Trips</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 15

**Credit Toward Graduation** All credit that students earn in Travel and Tourism may also be applied toward satisfaction of the requirements for graduation from the college.
Green and Sustainable Travel Certificate

Green travel and tourism is one of the fastest growing segments of the travel and tourism industry. All companies either have green initiatives in place or are developing them. There is a great need in the industry for workers to understand the requirements of green travel. Students that have completed this certificate will have an advantage when entering the workplace.

Courses Required for the Certificate of Accomplishment in Green and Sustainable Travel:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNBS 125 Introduction to Green Business</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 172 Destinations: Natural Wonders</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 173 Destinations: Historical &amp; Archaeological</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 180 Eco Travel &amp; Tourism</td>
<td>3</td>
</tr>
</tbody>
</table>

A minimum of 3 units of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRTV 157 Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>TRTV 159 Adv. Principles of Travel &amp; Tourism</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .......................................................... 15

Announcement of Courses

Accounting

CREDIT, DEGREE APPLICABLE COURSES

ACCT 1. Financial Accounting (4)

Lec-5

Prereq.: ENGL 92 or ESL 72 or 150 or Placement in ENGL 93 or 94; or ESL 160

Advis. BSMA 66 or 68

Introduction to the accounting information system and recording and reporting of business transactions with a focus on the accounting cycle, terminology, applications of basic principles and theories, classified financial statements and statement analysis for decision makers. Includes issues relating to Balance Sheet valuations, revenue and expense recognition and cash flows. CSU/UC

ACCT 2. Managerial Accounting (4)

Lec-5

Prereq.: ACCT 1

Fundamental concepts and applications of managerial accounting techniques in the business world. Cost determination, cost analysis and control, performance evaluation, and the preparation and use of economic information for internal management purposes. CSU/UC

ACCT 10. Introduction to Accounting (4)

Lec-5

Note: ACCT 1 may be elected in lieu of ACCT 10 to satisfy the requirement in any curriculum in business.

Not open to students who have completed or are concurrently enrolled in ACCT 1

Advis. BSMA G, H or J or MATH E; and ESL 140 or Placement in ESL 150

Designed to meet the needs of students in specific occupational programs and as an exploratory course to determine student interest and aptitude for accounting. An introduction to the financial routine of a business office. Emphasis on fundamental principles of double-entry bookkeeping, basic accounting statements, legible handwriting, neatness, and accuracy. CSU

Formerly ACCT 50.

ACCT 21. Introduction to Budgeting for Community Health and Social Service Providers (1)

Lec-1

P/NP available

This course emphasizes key concepts and techniques of budgeting common to social service programs and agencies, including introduction to budgets and budget development, implementation, record keeping, tracking, reporting and cost analysis. The implications of managing funds and the role of ethics will be examined. CSU

ACCT 51. Intermediate Accounting (4) fa

Lec-5

Prereq.: ACCT 2

Designed for the student who pursues accounting beyond introductory study. A rapid review of fundamentals, with problems in valuation and presentation of assets, and liabilities, together with a study of analytical procedures. The course meets the educational requirements to sit for the Certified Public Accountant (CPA) exam as determined by the California State Board. CSU

ACCT 52. Intermediate Accounting (4) sp

Lec-5

Prereq.: ACCT 51

Continuation of ACCT 51. Problems in stockholders equity, pensions, accounting changes and error analysis, and full disclosure in financial reporting. CSU

ACCT 53. Accounting on the Microcomputer (3)

Lec-3, lab-2

Prereq.: ACCT 10 or ACCT 1

Advis. MABS 60 and BSMA 66 or 68

Integration of accounting principles and microcomputers in the operation of microcomputer-based accounting systems. Comparison, analysis, and use of microcomputer accounting software systems. Emphasis will be placed on Accounts Receivable, Accounts Payable, Payroll, General Ledger, and Financial Statement Analysis and software systems commonly found in computerized accounting environments. CSU

ACCT 54. Auditing (3) sp

Lec-3

Prereq.: ACCT 2

Advis. ACCT 51

The objectives, scope, and history of auditing: the audit program; working papers; internal checking and auditing procedure for balance sheet and profit-and-loss accounts. CSU

ACCT 55. Cost Accounting (3) fa

Lec-3

Prereq.: ACCT 2

Fundamental accounting procedures covering job order, process, and standard cost systems; budgetary control; direct costing; cost reports for management use. CSU

ACCT 56. Municipal Governmental Accounting (3) fa

Lec-3

Prereq.: ACCT 1

A study of the general accounting process, terminology, reporting practices, compliance issues, budgeting policies, entities, legal issues, and practice and methods of accounting utilized in municipal entities. CSU

ACCT 57. Accounting with QuickBooks (3)

Lec-3

Prereq.: ACCT 10 or ACCT 1

This hands-on course covers QuickBooks, a complete computerized accounting system for small businesses. Topics include a review
of basic accounting concepts, preparation of business reports and graphs, and the creation of and accounting for a company using QuickBooks. Students will gain experience creating business documents and managing customer and vendor files, inventory, payroll and bank accounts. CSU

ACCT 59. Federal Income Tax (3)
Lec-3
Study of the Federal Income Tax Laws: income tax problems and the preparation of income tax returns. CSU

ACCT 59B. California Income Tax (1)
Lec-1 P/NP available
Prereq.: ACCT 59
Study of California State Income Tax, income tax problems, and the preparation of California income tax returns. CSU

NONCREDIT COURSES

ACBO 9201. Accounting I - Proprietorship and Partnership (90 hrs)
Advis.: ESL Levels 5/6
Fundamental accounting principles and procedures of a service business organized as a proprietorship or a partnership. Topics include steps in the accounting cycle for a proprietorship and a partnership such as financial statements, ledgers, journals, cash control systems, and bank reconciliations. The integration of Microsoft Excel and QuickBooks is introduced.

ACBO 9202. Accounting II - Corporate (90 hrs)
Advis.: ESL Levels 5/6, ACBO 9201
Fundamental accounting principles and procedures of a merchandising business organized as a corporation. Topics include the accounting cycle for a corporation such as financial statements, special journals, ledgers, inventory, payroll and taxes. The integration of Microsoft Excel and QuickBooks is introduced.

ACBO 9203. Principles of Accounting-Comprehensive (180 hrs)
Advis.: ESL Levels 5/6
Fundamental accounting principles and procedures for both a service and merchandising business. Topics include steps in the accounting cycle for a proprietorship, partnership and a corporation such as financial statements, special journals, ledgers, inventory, payroll and taxes. The integration of Microsoft Excel and QuickBooks is covered in this course.

ACBO 9205. Computerized Accounting (90 hrs)
Advis.: ESL Levels 5/6
Through simulated practice for various business entities, students will learn to use QuickBooks Pro to perform and complete simple to complex accounting tasks such as accounts receivable, accounts payable, end-of-period procedures, and payroll for service businesses utilizing Microsoft Office Accounting (MOA) software.

ACBO 9210. Income Tax Prep: Intro (15 hrs)
Advis.: ESL Level 6 or above
Introduction to the basic mechanism of federal individual income taxation, including, but not limited to Form 1040, Sch A, Sch B, Sch C, Sch D, and Sch E.

ACBO 9211. Microsoft Office Accounting-Level 1 (45 hrs)
Advis.: ESL Levels 5/6
Perform and complete simple to complex accounting tasks such as accounts receivable, accounts payable, end-of-period procedures, and payroll for service businesses utilizing Microsoft Office Accounting (MOA) software.

ACBO 9212. Microsoft Office Accounting-Level 2 (45 hrs)
Advis.: ESL Levels 5/6
Through advanced simulated merchandise practices, students will learn to use Microsoft Office Accounting to perform full-cycle accounting procedures including inventory, taxes, payroll, and setting up a company from a manual accounting system.

ACBO 9213. QuickBooks, A/P, & A/R (15 hrs)
Advis.: ACBO 9206 or equivalent, COMP 9245, 9905 or equivalent, ESL Level 6 or above
Fundamentals of recording simple accounting transactions in Accounts Payable and Receivable using QuickBooks Pro software. Skills are taught through self-paced modules and projects.

ACBO 9214. QuickBooks: Payroll (15 hrs)
Advis.: COMP 9245, 9905, 9947 or equivalent ESL Level 6 or above
Fundamentals of recording simple accounting transactions in Payroll using QuickBooks Pro software. Skills are taught through self-paced modules and projects.

ACBO 9215. QuickBooks: Level 2 (45 hrs)
Advis.: ACBO 9201, 9203, 9206, 9208 or equivalent, COMP 9245, 9905 or equivalent, ESL Level 6 or above
Fundamentals to computerize a manual accounting system using QuickBooks Pro for a partnership type of business. Students use simulated business projects to learn the process.

Business English

CREDIT, DEGREE APPLICABLE COURSES:

BSEN 70. Fundamentals of English Grammar and Composition (4)
Lec-5 P/NP available
Advis.: ENGL 92 or ESL 160 or 82 or placement in ENGL 93 or 94; or ESL 170
An intensive review of grammar and punctuation usage. Practice in writing compositions with ideas organized effectively in paragraphs using properly constructed sentences. Practice in applying editing and proofreading skills. CSU

BSEN 74. Business Correspondence (3)
Lec-3 P/NP available
Advis.: ENGL 92 or ESL 160 or 82 or placement in ENGL 93 or 94; or ESL 170
Practice in writing business letters and memorandums, and e-mail messages; class discussion on style, structure, and aims of writ-
Business Mathematics

CREDIT, NON-DEGREE APPLICABLE COURSES:

BSMA G. Arithmetic Review and Basic Business Arithmetic (3) (offered only in the evening)
Lec-3 P/NP only
Required of all business students who do not make a satisfactory score on the City College placement examination in mathematics. BSMA G may be elected in lieu of BSMA H or J. Not open to students who have completed BSMA H or J with a final grade of C or higher, or Credit, or MATH E with a final grade of Credit.
A review of arithmetic and its application to business problems in the fundamental processes; fractions; decimals; percentage; and the principles of problem-solving.

BSMA H. Arithmetic Review and Basic Business Arithmetic (3) Lec-5 P/NP only
Students who need a thorough review of mathematics should take this course rather than BSMA J to meet first-semester requirements. Counselors may require students to take BSMA H instead of BSMA J. Not open to students who have completed BSMA G or J with a final grade of C or higher, or Credit, or MATH E with a final grade of Credit.

Students whose score in the City College placement examination in mathematics is extremely low should take this course rather than BSMA J or G to meet first-semester requirements. Counselors may require students to take BSMA H instead of BSMA J or G.

BSMA J. Elementary Mathematics (2) Lec-2 P/NP only
Two hours per week, required in the first semester of all business students who fail to make a satisfactory score in the City College placement examination in mathematics. BSMA H may be selected in lieu of BSMA J. A brief review and application to business problems of the fundamental arithmetic processes, fractions, decimals, percentages, equations, proportions, and the principles of problem solving.

CREDIT, DEGREE APPLICABLE COURSES:

BSMA 66. Business Mathematics (4) Lec-5
Advise: Completion of BSMA G, H, or J with a final grade of Credit or MATH E with a final grade of Credit
Not open for credit to students who have completed BSMA 68.
BSMA 66 may be elected in lieu of any major requirement for BSMA 68.
A study of gross wages and payroll deductions, trade and cash discounts, markup and markdown, depreciation methods, simple and compound interest, present value and annuities, installment sales, rule of 78, loan amortization, financial statements of different business organizations, various inventory methods, insurance, bank reconciliation, and the use of graphs and tables. CSU

BSMA 68. Mathematics of Business (3) Lec-3
Advise: Completion of BSMA G, H, or J with a final grade of Credit or higher or MATH E with a final grade of Credit. Not open for credit to students who have completed BSMA 66.
A study of gross wages and payroll deductions, trade and cash discounts, markups and markdowns, depreciation, simple and compound interest, present value and annuities, installment sales, rule of 78, loan amortization, financial statements of different business organizations, inventory methods, insurance, bank reconciliation, and the use of graphs and tables. CSU
Commercial Law

CREDIT, DEGREE APPLICABLE COURSES:

CLW 18. Commercial Law (3)
Lec-3
Prereq.: ENGL 96 or BSEN 70 or placement in ENGL 1A
Not open to students who have completed LA 53A.
The nature, purpose, and sources of law; the historical development of the law and its function with respect to society and business; contracts, agency, personal property and bailments. CSU/UC
CLW 18- LA 53A

CLW 19. Commercial Law (3)
Lec-3
Prereq.: CLW 18 or LA 53A
Not open to students who have completed LA 53B.
Sales, partnerships, corporations, the regulation of business, and negotiable instruments. CSU/UC
CLW 19- LA 53B

Finance

CREDIT, DEGREE APPLICABLE COURSES:

FIN 110. Principles of Insurance I—General Insurance (3) fa
Lec-3
Not open to students who have completed INS 110.
General study of the field of insurance: risk, risk management, underwriting and loss payments. Introduction to life insurance and the major property and casualty coverage. Designed for the student who is interested in learning about insurance as well as career opportunities within the field. CSU
Formerly INS 110

FIN 130. Principles of Bank Operations (3) fa
Lec-3
An overview of commercial banking in the U.S.A. from colonial times to the present day. Terminology and principles that form the necessary foundation for students who plan to do advanced work in specialized banking classes. Stressing practical applications, this course prepares both students who intend to work in the financial services industry and students who understand the importance of commercial banking in a general business program. CSU

FIN 133. Money and Banking (3) sp
Lec-3
The nature and significance of money in both a historical and contemporary sense. Emphasis on the commercial banking process and the Federal Reserve. Financial institutions other than commercial banks; international payments problems. CSU

FIN 136. Introduction to Financial Planning (3)
Lec-3
An introduction to budgeting, spending management, credit usage, insurance’s role in financial planning, investment alternatives, tax implications in financial management decisions, and the establishment of retirement plans. CSU

FIN 138. Principles of Investment (3)
Lec-3 P/NP available
The principles and practices in the investment field and successful investment policies for the individual investor. The risks and problems in establishing an investment program, sources of investment information, and tools utilized in security and market analysis. An analysis of the securities markets, investment companies, mutual funds, and individual stocks and bonds. CSU

General Business

CREDIT, DEGREE APPLICABLE COURSES:

GNBS 119. Introduction to Business (3)
Lec-3
This course emphasizes the role of enterprise in society and the international nature of business. For some, this course will be their only exposure to business; others will go on to advanced training, education, and specialization with transfer to upper-division institutions in business and other fields. CSU/UC

GNBS 120. Business Ethics (3)
Lec-3 P/NP available
Advise: ENGL 92 or ESL 150 or placement in ENGL 93 or 94; or ESL 160
An examination of business ethics from the 1990s to the present, with an emphasis on what may have caused key members of the business community to lie, cheat, and steal. This course will focus on the process of making ethical decisions in a business environment. Case studies will be drawn from real-life examples of ethical failures and successes. CSU/UC

GNBS 125. Green and Sustainable Business (3)
Lec-3
Advise: ENGL 92 or ESL 160; or placement in ENGL 93 or ESL 170
Green is the most important trend in business today. Companies of all sizes must take environmental impact into consideration in developing business plans and strategies. Topics include: costs and benefits of green business, how green technologies can improve competitiveness and profitability and the components of being green and sustainable. CSU

NONCREDIT COURSES:

CIST 9830. Employment Testing
Designed to improve test-taking skills required for specific employment and civil service examinations at entry and advanced levels.

CIST 9831. Test-Taking Techniques
Information, methods, and techniques for developing skills needed in written and oral examinations. Topics include techniques for taking multiple-choice examinations; reading rapidly with improved comprehension; solving word problems involving business math; working with analogies; understanding charts, tables, and graphs; handling oral examinations; and practice in examination situations.

International Business

CREDIT, DEGREE APPLICABLE COURSES:

INTR 162. Survey of International Business (3)
Lec-3
A comprehensive overview of international business, including a global perspective of international trade, foreign investments,
impact on financial markets, international marketing, and the operation of multinational corporations. CSU

INTR 163. International Marketing (3)
Lec-3
Concepts and principles of international marketing through the use of practical examples and actual case studies of international marketing organizations. Studies include: international marketing position of the United States, market entry strategy, analysis of foreign markets, culture and marketing, product design, pricing, distribution, promotion, and sales. CSU

INTR 166A. Letters of Credit (0.5)
Lec-1 (3 wks)
Methods of structuring, negotiating, and processing letters of credit, discussing costs and defining fees involved. Rights and obligations of the bank, the customer, and the beneficiary are examined, including sources of technical advice, typical problems, payment arrangements, and ways of working with the bank’s international division. CSU

INTR 167. International Law (3)
Lec-3
Introduction to the legal aspects and ramifications of international trade topics including multinational enterprises, sovereignty, technology transfer, arbitration, negotiation, and diplomacy. CSU

INTR 170. International Finance (3)
Lec-3
Repeat: max. 6 units
An in-depth examination of the process of international banking and financial transactions. Case studies will emphasize techniques, terminology, philosophies, and various successful as well as unsuccessful approaches to international export-import financing. Special focus will be given to preparing small and medium-sized business enterprises to compete in a global environment. CSU

INTR 172. International E-Business: Resources and Tools (3)
P/NP available
A practical exploration of conducting successful international business using the tools and resources of today’s Internet, including e-commerce marketing, product and trade data access, search engines, web site alternatives, transportation tracking, governmental resources and assistance, electronic submission of customs documentation, electronic payments, internet software tools and business related hardware options. CSU

INTR 173. Export-Import (3)
Lec-3
A comprehensive examination of the process of international Export and Import practices. The course includes techniques, terminology, philosophies, and various approaches to international export-import business. Special focus will be given to preparing small and medium-sized business enterprises to compete in a global environment. (Please note that students that have taken either INTR-164A or INTR-165A are not eligible to take this course.) CSU

INTR 175. Business Practice: Vietnam (2)
P/NP available
A course covering the current business environment in Southeast Asia with a focus on Vietnam, including legal developments, infrastructure issues, policy changes, trade agreements and labor practices. CSU

INTR 176. Business/Culture: Vietnam (3)
P/NP available
A course exploring Vietnamese culture and its impact on business. Subjects include history, aesthetics, communication, social structures, and customs. This course will create a context for doing business in Southeast Asia. CSU

INTR 176 = ASIA 176

NONCREDIT COURSES:

INTR 9456. Export/Import Shipping and Insurance (3 hrs)
An introduction to shipping exports via air and sea and to obtaining the necessary insurance.

INTR 9457. Export/Import Marketing (3 hrs)
An introduction to international marketing. Identification and evaluation of markets abroad. Developing a marketing strategy.

INTR 9458. Export/Import Financing (3 hrs)
An overview of the various methods of receiving payment for export sales, the types of financing available through commercial banks, letters of credit, and government assistance programs.

INTR 9459. Export/Import Basics (3 hrs)
An overview of the import/export process including comparison of domestic and international transactions, methods and sources of market research, assessment of product import/export potential, and assistance available from various government agencies.

INTR 9460. Export/Import Documents (3 hrs)
An examination of the simultaneous flow of documents, goods, and payments in an export or import transaction, and an explanation of the various documents which may be required. Practice in the preparation of the most commonly used documents.

INTR 9480. International Business (18 hrs)
Advise: ESLN 3500
A survey of the methods, problems and environments of selected trading partners. Covers exporting, importing, finance, investment, human resources, culture and marketing as applied to world trade. Various regions may be emphasized by arrangement.

INTR 9773. U.S. Trade Competitiveness (3 hrs)
A discussion of the causes and possible remedies for the current U.S. trade imbalance.

INTR 9785. U.S. Trade with Asia Part I (Japan and South Korea) (3 hrs)

INTR 9786. U.S. Trade with the Americas (3 hrs)
An overview of the trade relationships between U.S. and the other countries of the western hemisphere.

INTR 9787. U.S. Trade with African Countries (3 hrs)
An overview of the trade relationships between the U.S. and the countries of Africa.

INTR 9790. U.S. Trade with Asia Part II (China, Hong Kong and Taiwan) (3 hrs)
An analysis of trade relationships between the U.S., China, Hong Kong and Taiwan. Identification of current problems, future trends and prospects. Particular emphasis will be focused on U.S. trade competitiveness, market development, cultural perceptions and practices, business negotiating, and bilateral trade agreements.
INTR 9791. U.S. Trade with Western Europe (3 hrs)
An analysis of U.S. trade relationships with the countries of western Europe. Particular attention will be paid to the impact of the European Union on U.S. trade potential.

INTR 9792. U.S. Trade with Eastern Europe (3 hrs)
An analysis of U.S. trade with East Europe and the countries of the former Soviet Bloc, and an assessment of future trends.

INTR 9793. U.S. Trade with the Middle East (3 hrs)
Assess the state of U.S. trade with the countries of the Middle East and evaluate future prospects.

INTR 9794. Developing the International Business Plan (3 hrs)
Analysis and preparation of international business and marketing plans.

INTR 9795. International Bids, Proposals (RFPs) and Tenders (3 hrs)
Assess and evaluate international bids, proposals and tenders. Identify the essential elements and steps in preparing a winning proposal.

INTR 9796. International Trade Agencies and Agreements (3 hrs)
Analysis and review of the role of International Monetary Fund, World Bank, and World Trade Organization. Examination of trade agreements such as NAFTA and the European Union and their effect on U.S. import/export trade.

INTR 9797. U.S. Trade with Asia Part III (Southeast Asia) (3 hrs)
An analysis of trade relationships between the U.S. and Japan and the U.S. and South Korea, identification of current problems, future trends and prospects. Particular emphasis will be focused on U.S. trade competitiveness, marketing, cultural perceptions and practices, business negotiating, and bilateral trade agreements.

Marketing

CREDIT, DEGREE APPLICABLE COURSES:

MRKT 122. Fundamentals of Salesmanship (3)
Lec-3
Practice and problems in the field of personal salesmanship. An analysis and discussion, on a workshop basis, of the fundamental and technical aspects of selling goods and services. Special attention given to individual student’s salesmanship qualities. CSU

MRKT 140. Principles of Marketing (3)
Lec-3
Required for all Marketing and Fashion Merchandising majors
A general survey of types and functions of marketing institutions, products and services, channels of distribution, trends in marketing practices, and a study of consumer behavior. CSU

MRKT 145. Microcomputer Marketing Applications (3)
Lec-3, lab-3
Introduction to and integration of word processing, graphic presentation, and Internet using Microsoft Office Professional software applications for electronic marketing. Experience in creating a word processed sales letter, a document to market services, a multiple-page sales report, and a newsletter; an electronic slide presentation targeting potential customers; an Internet survey; and Web pages, including a marketing product report, marketing plan, and salesperson’s profile. CSU

MRKT 148. Marketing Management and Supervision (3)
Lec-3
Supervisory skills and management techniques for middle management personnel in marketing businesses and industry. Topics include understanding and motivating people, leading others, communicating, delegating, training, decision-making and personal development. CSU

MRKT 170. Fundamentals of Advertising (3)
Lec-3
Required for all Marketing and Fashion Merchandising majors
A practical introduction to advertising. In-depth study of advertising media and jobs in advertising. Study and practice in creating advertising campaigns. CSU

Computer Applications for Business

CREDIT, DEGREE APPLICABLE COURSES:

MABS 25. Keyboarding (1)
Lab-5 (8 wks) P/NP available
Open to students who have had no previous training in typing. No credit given to students who have passed a course in beginning typing at City College or any other educational institution. Not open to students who have completed WDPR 78.
Development of keyboard control, accuracy, speed, and concentration exercises; equipment operation and care. Completion requirement: Ability to type by the touch method, 25 words a minute gross in a series of three-minute tests with an average of not more than one error per minute. CSU
Formerly WDPR 78.

MABS 30. Computer Keyboarding (3)
Lec-3, lab-3 P/NP available
Advise: ENGL 90 or ESL 140
Beginning computer keyboarding and desktop computing essentials. Students learn to keyboard by touch, use the 10-key numeric keypad, and apply these skills to professional computer applications. Proper technique is stressed to enhance speed and accuracy. Includes computer hardware and software concepts, ergonomics, word processing, and using Internet Explorer for office tasks. CSU

MABS 35. Speedbuilding: Keyboarding (1)
Lab-5 (8 wks) P/NP available
Prereq.: MABS 30, 25 or WDPR 78, or the ability to type 25 words a minute for 3 minutes with no more than 3 errors.
Repeat: max. 4 units
A review of good typing techniques, manipulation of machine parts, and keyreaches. Emphasis on the development of speed and control. CSU
Formerly WDPR 79.

MABS 38. Keyboarding with Microsoft Word (3)
Lec-3, lab-3
Prereq.: MABS 35 or WDPR 79 or the ability to type 35 words a minute with no more than one error a minute
Advise: ENGL 90 or ESL 72 or 150 or placement in ENGL 92 or ESL 160
Not open to students who have completed WDPR 80
Entering, formatting, proofreading, and revising business documents such as letters, single and multi-page reports, outlines, tables, minutes, and resumes to an acceptable office standard using a word processing system. Students also interpret proofreading marks, com-
pose brief office messages, and continue to enhance their keyboarding skills. CSU
Formerly WDPR 80.

MABS 40. Internet Explorer and Outlook Email (3)
Lec-3, lab-3
Advis: ENGL 90 or ESL 140
Use of Internet Explorer to find solutions for common business
not open to students who have completed LA 81
Introduction to the concepts and skills of using personal computers
for business. Includes fundamental concepts of hardware, the oper-
ating system, and the five most frequently used office applications:
word processing, electronic spreadsheet, database management, web
browser, and email. CSU/UC

MABS 60. Introduction to Computer Applications for Business (3)
Lec-3, lab-3
Advis: MABS 25 or MABS 30
Introduction to a relational dynamic database environment using
Access for Windows. Experience creating and modifying business
databases; data manipulation and retrieval, and report generation. CSU

MABS 61. Advanced Microsoft Office for Windows (3)
Lec-3, lab-3
Advis: MABS 25 or MABS 30
Prereq: MABS 60 or demonstration of MABS 60 exit skills
Creating spreadsheet, database, word processing, and presentation
projects using advanced features in Microsoft Office. Preparing
documents for the World Wide Web by utilizing Office’s built-in
tools. CSU

MABS 67. Database for Business/Access for Windows (3)
Lec-3, lab-3
Advis: MABS 25
Introduction to a relational dynamic database environment using
Access for Windows. Experience creating and modifying business
databases; data manipulation and retrieval, and report generation. CSU

MABS 88. Microcomputer Applications Laboratory (0)
Lab-10
Coreq: Any business department credit or noncredit class
An open laboratory for students who are completing homework
assignments for Business Department credit and noncredit classes.
Enroll in the lab. CSU

MABS 101. Spreadsheets for Business/Excel (3)
Lec-3, lab-3P/NP available
Advis: MABS 25 or ability to type 25 wpm; BSMA 66 or 68
Experience in creating, modifying, and printing spreadsheets using
Excel software on either IBM-PC compatible or Macintosh com-
puters. Includes creating charts, working with database features, and
the use of macros. CSU

MABS 160. Survey of Business Data Processing (3)
Lec-3, lab-0.5
An introduction for business students stressing the principles, termi-
nology, and programming of a business data processing system. The
concepts of a management information system, its uses, limitations,
and impact on organizations reviewed. An introduction to the pro-
gramming language BASIC is given by the entering and testing of
business problem using computers. CSU

MABS 202. PowerPoint Presentations (3)
Lec-3, lab-3
Advis: MABS 25
Creating business presentations using Microsoft PowerPoint.
Topics include planning an effective presentation, developing on-
screen slides; inserting tables, pictures, charts and diagrams into
slides; and constructing a slide show utilizing animation, transi-
tions, sound, and timings. The design of master slides and tem-
plates is also covered. CSU

MABS 301. Novell Network Administration (2)
Lec-2
Basic and fundamental network management tasks are covered in
lecture and hands-on lab assignments using a Novell Local Area
Network. Includes user support, directory structures, security, back-
ups, menus, mail, and use of file server and workstation utilities. Prevents
students to take the Certified Novell Administrator exami-
nation. CSU

MABS 302. Novell Administration: Advanced (1)
Lec-1
Advanced network management concepts and tasks using a Novell
Local Area Network including: server configuration, management,
and maintenance; performance monitoring; accounting; advanced
services; network configuration to support other protocols (e.g.,
TCP/IP and Mac). Prevents to take the Certified Novell examination
for this subject. CSU

MABS 391. Word Processing/Microsoft Word (3)
Lec-3, lab-3P/NP available
Prereq: MABS 35 or the ability to type at least 35 words a min-
ute with no more than one error a minute
Advis: ESL 72 or 150 or placement in ESL 160
Not open to students who are enrolled in or have completed WDPR
391, 391A or 391B.
Experience creating, formatting, editing, and printing documents on
the IBM personal or compatible computer using Word for Windows.
Features covered include the spelling and grammar checkers, page
numbering, and tables. Advanced features include headers and foot-
ers, footnotes, merge features, macros (automatic keystroke repeti-
tion), style sheets, newspaper and parallel columns, sorting, and
other features as time permits. CSU
Formerly WDPR 391.

MABS 405. Developing Web Sites - FrontPage (3)
Lec-3, lab-3P/NP available
Prereq: MABS 60 (knowledge of Microsoft Windows and Microsoft
Office)
Practical instruction in designing and publishing business web pages
on the Internet using Microsoft FrontPage. Web sites will include:
page division with frames, interactive input forms, tables, hyper-
links, graphics, animated images and multimedia. Exploration of
how an enterprise might plan, design, produce, promote, and main-
tain a business web site. CSU

MABS 406. Developing Web Sites - Dreamweaver (3)
Lec-3, lab-3P/NP available
Prereq: MABS 60
Designing and publishing business web pages on the Internet using
Macromedia Dreamweaver. Web sites will include page division
with frames, interactive input forms, tables, hyperlinks, graphics,
animated images and multimedia. The course will explore how an
enterprise might plan, design, produce, promote, and maintain a
business web site. CSU

MABS 407. Developing Web Sites - Expression Web (3)
Lec-3, lab-3P/NP available
Prereq: MABS 60
Introduction to creating and maintaining business web pages using
Microsoft Expression Web. Includes working with hyperlinks,
tables, forms, graphics, and sound. Efficient production meth-

ods using style sheets and dynamic web templates are covered. Includes publishing a web site to a server computer connected to the Internet. CSU

WDPR 391A. Beginning Word Processing - Word for Windows (1.5)
Lec-3, lab-3 (8 wks) P/NP available
PREREQ.: MABS 35 or the ability to type 35 words a minute with no more than one error a minute
Advis: ESL 72 or 150 or placement in ESL 160
Not open to students who are enrolled in or have completed WDPR 391.
Experience creating, formatting, editing, and printing documents on the IBM Personal or compatible computers using Word for Windows. Features covered include the spelling and grammar checkers, page numbering, and creating tables with the table feature. CSU

WDPR 391B. Advanced Word Processing - Word for Windows (1.5)
Lec-3, lab-3 (8 wks) P/NP available
PREREQ.: WDPR 391A
Not open to students who are enrolled in or have completed WDPR 391.
Explore Word for Windows’ sophisticated document preparation features on the IBM Personal Computer or a compatible computer. Create documents using headers and footers, footnotes, merge features, macros (automatic keystroke repetition), style sheets, newspaper and parallel columns, sorting, and other features as time permits. CSU

WDPR 431. Desktop Publishing - PC PageMaker (3)
Lec-2, lab-3 P/NP available
Hands-on experience using PageMaker (on IBM-PC compatible computers) to design and build a publication. Students work with graphics and text, design pages, and handle common business and technical writing applications. CSU

NONCREDIT COURSES:

COMP 9245. Windows Essentials for MS Office Applications (30 hrs)
Advis: ESLN 5/6
An introductory course on computer concepts and techniques for the novice computer user. Students will build knowledge to better understand the function and use of the Windows operating system as it applies to managing one’s computer system, data, resources, and software applications. Students will learn Internet and E-mail basics, and will get a brief overview of Microsoft Word, Excel, and PowerPoint applications.

COMP 9857. MS Office Business Applications with Simulated Projects (90 hrs)
A comprehensive introduction of Microsoft Office business applications-Word, Excel, Access, and PowerPoint. Students will learn the fundamental features and functions of these applications and apply and/or integrate them to produce real-world business projects.

COMP 9867. Microsoft Excel Essentials 1 (15 hrs)
Advis: COMP 9905 or equivalent; ESLN Levels 5/6
Microsoft Excel Essentials 1 is an introduction to using spreadsheet software and terminology. Students learn to create, edit, and print spreadsheets. Additionally, students learn to format data, enter labels, use logical and mathematical functions, and create charts from spreadsheet data.

COMP 9869. Computer Lab Orientation (9 hrs)
Advis: ESLN 3400; BOSS 5500
A hands-on introduction to the hardware, software, operating system and lab procedures.

COMP 9888. Spreadsheets - Level 3 (15 hrs)
Advis: COMP 9895
Introduces students to the following Excel 2000 spreadsheet concepts: brief review of Level 1 and 2 concepts, creating databases in Excel, recording macros, debugging recorded macros, writing basic macros using Excel’s Visual Basic structure.

COMP 9889. Intro to MS Office Applications for Business (90 hrs)
Advis: ESLN 5/6
Introduction to Microsoft Office Applications for Business is a comprehensive introduction to Microsoft Office applications of Word, Excel, Access, and PowerPoint, preceded by a brief overview of basic computer concepts and history. A brief introduction to Windows operating system and Outlook are included.

COMP 9894. Microsoft Access Essentials I (15 hrs)
Advis: COMP 9905 or equivalent, ESL Levels 5/6
Microsoft Access Essentials I is an introduction to using database software and terminology. Students learn to create the structure of the database, create tables, queries, forms, and reports. Additionally, students learn to create relationships between tables, modify tables, design and establish query criteria, and customize forms and reports.

COMP 9895. Spreadsheets - Level 2 (15 hrs)
Advis: COMP 9867
Introduces students to the following Microsoft Excel 2000 concepts: brief review of Level 1 concepts, design of advanced formulas and functions, basic Excel charting concepts, techniques for handling multiple worksheets, 3D worksheet concepts, advanced printing features, inserting graphics and using Excel 2000 drawing tools.

COMP 9896. Microcomputers - Individual Projects (45 hrs)
Advis: Completion of at least one 45 hour applications course or equivalent experience
Students will undertake individual projects using micro applications such as word processing, spreadsheets, databases, and desktop publishing. Projects will be individualized or worked on in teams and will be determined in consultation with the instructor. Students will learn strategies and problem solving techniques related to practical applications including importing and exporting files between any two programs.

COMP 9899. Desktop Publishing - Beginning (45 hrs)
Advis: TRST 4601; BOSS 5500; COMP 9245
Survey of the hardware, software, terminology and techniques used in microcomputer-based publishing. Additional topics include page layout features and popular equipment configurations. Experience in the basics of layout, importing text and graphics, and preparation of camera-ready copy for business applications.

COMP 9900. Microsoft EXCEL - Beginning (45 hrs)
Advis: ESLN 5/6
A comprehensive introduction to using spreadsheet software to solve business problems. Students learn to set up, format, save and print spreadsheets. Additional topics include using logical and mathematical functions and creating graphs from spreadsheet data.

COMP 9901. Databases - Beginning (45 hrs)
Advis: ABE 2088; ESLN 3500; BOSS 5500; COMP 9245
Development of practical skills in the use of microcomputer database software for information management. Topics include designing and building database structures, entering and editing records,
searching, sorting and selecting records, and generating various kinds of reports.

COMP 9902. Graphics for Business (45 hrs)
Advis: ABE 3088; ESLN 3500; COMP 9245
Students learn to prepare and present business information in graphic form. Pie, bar, text and other charts are created using appropriate software, with emphasis on selecting appropriate graph formats to increase visual impact.

COMP 9903. Software Update (15 hrs)
Advis: Windows OS Basics, ESL Level 6 or above
An overview course that introduces students to the basic features of current business software, including, but not limited to Microsoft Office XP products (word processing, spreadsheets, databases, electronic presentations), Internet and E-mail, computerized accounting, business graphics or desktop publishing software, Web authoring and animation software, and business multimedia software.

COMP 9904. Microsoft EXCEL - Intermediate (45 hrs)
Advis: ESLN 5/6
A comprehensive course providing proficiency in using spreadsheet software to solve business problems. Students learn enhanced worksheet design for business applications, database management techniques, and creating and executing simple and complex macros.

COMP 9905. Intro to Windows for MS Office Applications (45 hrs)
Advis: ESLN 5/6
An introduction to computer concepts and techniques for beginning computer students. Students will learn to use the Windows operating system to organize and manage data, resources and Office applications. A brief introduction of the Office applications: Word, Excel, PowerPoint, and Access, and a unit on Internet and E-mail is included.

COMP 9906. Databases - Level 2 (15 hrs)
Advis: COMP 9894, Windows OS Basics, ESL Level 6 or above
An intermediate course that introduces students to the more advanced features of the database software, the content includes creating and managing advanced tables, forms, queries, and reports.

COMP 9907. Desktop Publishing - Intermediate (45 hrs)
Advis: COMP 9899
The production of camera-ready copy for flyers, business reports, newsletters, etc. using desktop publishing software. Experience in using typographical controls and page layout tools to format for visual impact and readability.

COMP 9908. Micro Applications - Current Topics (45 hrs)
Advis: TRST 4601 or ESLV 3821; BOSS 5500 or 25 net wpm keyboarding; Any hands-on introductory computer course of at least 27 hours or equivalent experience
Use of the latest state-of-the-art microcomputer software and its application to business and office procedures. Students work with industry-specific software or explore new features in the latest version of an older software release. Taught-hands-on in a computer lab. Course content varies.

COMP 9909. Spreadsheets - Advanced (45 hrs)
Advis: COMP 9904
Emphasis on solving real-life business problems with advanced spreadsheets. Includes data sharing and data analysis techniques for computing projections, probabilities and estimates.

COMP 9910. Databases - Intermediate (45 hrs)
Advis: COMP 9901
Development of practical intermediate skills in the use of micro-computer database software for information management. Topics include creating custom forms, creating complex search criteria for performing multiple searches, queries and sorts, creating complex reports and queries, performing complex calculations, managing multiple related databases, and simple programming.

COMP 9911. Databases - Advanced (45 hrs)
Advis: COMP 9910
Development of practical advanced skills in the use of micro-computer database software for information management. Topics include creating custom applications, using an applications generator, programming techniques, keystroke macros, intelligent custom forms, and interfacing with other programs.

COMP 9912. PC Upgrade and Optimization (15 hrs)
Advis: Windows OS Basics, ESL Level 6 or above
An overview course that introduces students to the basic concepts of computer components, preparing a hard disk for installation of Windows XP, installation of Windows XP, installing and uninstalling application software, installing device drivers, installation and use of antivirus, spyware and firewall software.

COMP 9913. Microcomputer Lab (90 hrs)
An open laboratory in which students may complete their microcomputer assignments or word processing assignments.

COMP 9914. Desktop Publishing - Advanced (45 hrs)
Advis: COMP 9907
Setting type to specifications and learning specialized features such as marking text and graphics for printing spot color overlays, automatic table of contents generation and automatic index generation. Individual projects.

COMP 9917. Building Individual Web Sites (45 hrs)
Advis: Completion of beginning word processing, spreadsheet, and database courses and at least one intermediate word processing, spreadsheet or database course
Integrating the individual applications and services contained in Office 97 into a functional unit for building custom solutions to business problems, individually, in a workgroup, and on the Web, using readily available Office 97 capabilities such as data access, reporting, and analysis, information publishing, messaging and query operations, document collaboration, and macros.

COMP 9918. Building Business Web Sites (45 hrs)
Advis: Completion of at least one word processing, spreadsheet, or database course
Using the Internet for business information gathering and dissemination. Designing, maintaining, and publishing business web sites. Creating web pages and Internet business applications using FrontPage and Office 97.

COMP 9919. Using Dreamweaver for Basic Business Web Pages (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
Individualized and instructor-led instruction in the use of web authoring tools used to create a personal or business website using Macromedia’s Dreamweaver MX. Beginning through intermediate skills are taught through self-paced modules and projects; e.g. new site creation, editing, and maintaining the site, image and text insertions and using tables.

COMP 9920. Using SharePoint Designer (Expression Web) for Basic Web Pages (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
This is a hands-on, interactive course with instruction in Microsoft
SharePoint Designer (Expression Web) web authoring tool to create a personal or business website. Beginning, through intermediate skills are covered through self-paced modules and projects. Topics include new site creation, editing, and maintaining the site, image and text insertions, publishing a site, and using tables, frames and forms.

COMP 9921. Intro to the Internet for Office Support (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
Hands-on and project-oriented instruction in the use of the Internet via a browser is provided for the office/business professional or other serious personal computer user. Topics covered include services and tools available on the Internet and World Wide Web, browser features, navigating through the Web, e-mailing, and identifying useful sites for office/business professionals.

COMP 9922. Flash for Bus/Office Presentations (45 hrs)
Advis: COMP 9925, 9245, 9905 or equivalent, ESL Level 6+
Introduces business office students to the basic concepts of business presentations using Flash. Business students learn introductory techniques in creating storyboards, animated slide shows, ad banners, and Web pages. Students are also introduced to basic publishing concepts for viewing their work in the Flash Player and creating CD-ROMs.

COMP 9928. PowerPoint for Business (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
Instruction in the fundamentals of PowerPoint, the presentation graphics application of Microsoft Office. It is designed for the office/business professional or other serious computer user. Topics include creating a PowerPoint slide show, adding visuals to enhance a slide show, customizing a presentation, and delivering a presentation.

COMP 9932. Excel for Accounting Principles (45 hrs)
Advis: ACBO 9203, Windows OS Basics, ESL level 6 or above
Instruction in the utilization of Microsoft Excel (spreadsheet software) as it relates to accounting principles. Students will have practice in formatting, formulas, and functions, charts/graphs, worksheet manipulation, database and macro commands.

COMP 9933. Building Business Web Pages with Studio MX - Level I (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
Hands-on instruction using a step-by-step and/or project-oriented approach to developing a business web site using Macromedia Studio MX with core functions in Dreamweaver, Fireworks, Flash, Freehand, and Coldfusion. An online marketing or product information online interface would be developed.

COMP 9934. Building Business Web Pages with Studio MX - Level II (45 hrs)
Advis: COMP 9933 or equivalent, Windows OS Basics, ESL level 6 or above
Hands-on instruction using a step-by-step and/or a project-oriented approach to familiarizing students with Macromedia Studio MX and built-in functions of ColdFusion for the development of dynamic, interactive business web applications. Emphasis is on software functions WITHOUT programming.

COMP 9935. Business Web Graphics Using Studio MX (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
Hands-on instruction using a step-by-step and/or a project-oriented approach to creating web graphics and web multimedia elements using Macromedia Studio MX. Topics include graphic layout, backgrounds, rollovers, banners, and navigational elements; digitizing media and image optimization.

COMP 9936. Using Outlook for Office Support, Level I (45 hrs)
Advis: Windows OS Basics, ESL level 6 or above
A hands-on lecture and lab course that introduces Outlook- Microsoft’s desktop information management application. Topics include e-mail basics, creating a personal schedule, task list and a contact list using Outlook’s features of Contacts, Calendar, Inbox, and Tasks.

COMP 9937. Using Outlook for Office Support, Level II (45 hrs)
Advis: COMP 9936, Windows OS Basics, ESL level 6 or above
Interactive instruction in intermediate desktop management skills that reinforce concepts taught in COMP 9936. New topics include searching for messages; setting and removing filters on messages, using message formats, stationery, and delivery options to customize messages; learning how to export personal folders onto a floppy disk and later import subfolders for further updating; archiving mail messages, and creating unique e-mail signatures for multiple accounts.

COMP 9938. Publisher for Business Desktop Publishing (45 hrs)
Advis: Windows OS Basics, Keyboarding, ESL level 6 or above
A lecture and lab course in which students learn beginning through intermediate desktop publishing skills to create professional publications in business such as advertising flyers, newsletters, tri-fold brochures, and business cards using Microsoft Publisher. Topics include creating and editing a publication, newsletter and brochure design and development, personalizing and customizing publications with information sets, and creating business forms and tables.

COMP 9940. Excel Special Topics - Beyond Advanced (45 hrs)
Advis: COMP 9909, Windows OS Basics, ESL level 6 or above
A course designed for the office/business professional or other serious computer user to provide topics beyond the advanced level in Excel, the spreadsheet application of Microsoft Office. Topics include creating macros, formula auditing, data validation, using Solver, Scenario Manager, Pivot Tables, and Pivot Charts.

COMP 9941. Simulated Projects for MS Office Self-Paced (45 hrs)
Advis: COMP 9909, 9910, 9921, 9928, 9936; WDPR 9995, or equivalent, ESL level 6 or above, Keyboarding 35 wpm, Office Technology, Clerical Keyboarding, or Document Production
A self-paced office projects course geared to enhance one’s working knowledge of Microsoft Office Suite applications. Students will complete real-world simulated projects requiring the use of Microsoft Word, Excel, PowerPoint, Outlook and Access, or any integration of the products. Students will analyze real-world business problems and then apply appropriate media and strategy solutions, utilizing the Internet, multimedia and graphics to enhance document design, layout, functionality, and appearance.

COMP 9942. Microcomputer Lab (45 hrs)
An instructor-supervised computer lab for currently-enrolled Business Department students. Students will work independently on assignments given in other Business Department computer classes.

COMP 9943. Special Projects Using Publisher (45 hrs)
Create publications from topics related to the business world using MS Publisher software. Projects may include flyers, newsletters, brochures and other topics.

COMP 9944. Acrobat for Bus/Office (45 hrs)
Advis: COMP 9245, 9905 or equivalent, ESL Level 6+
An introductory course teaching the business office students to create business documents and presentations as Portable Document Format (PDF) files. Business students will learn to use these basic techniques for distribution of electronic documents in an office environment and on the web.
An introductory course teaching the business office students to convert business documents, such as word documents, spreadsheet files, and Web pages to Portable Document Format (PDF) files. PDF files allow individuals in a business office environment to create a more secure format for document exchange.

**COMP 9947. Windows Folder and Concepts (15 hrs)**
Advisement: ESL Level 5/6 or above
Fundamentals of efficient management of electronic files/folders in a business office. Students learn the concepts of creating, viewing and navigating through levels of folders for file storage on the hard drive and flash drives.

**COMP 9948. Acrobat Bus/Office Doc Conversion (15 hrs)**
Advisement: COMP 9245, 9905 or equivalent, ESL Level 6+
An introductory course teaching the business office students to convert business documents, such as word documents, spreadsheet files, and Web pages to Portable Document Format (PDF) files. PDF files allow individuals in a business office environment to create a more secure format for document exchange.

**COMP 9950. E-mail Writing (5 hrs)**
Advisement: ESL Level 6 or above
Provides the students with hands-on instruction in establishing an e-mail account and practicing transmitting and receiving e-mail messages.

**COMP 9951. PowerPoint (15 hrs)**
Advisement: COMP 9942, 9905, 9947 or equivalent, ESL Level 6+
Instruction in the fundamentals of PowerPoint, the presentation graphics application of Microsoft Office. The course is designed for the office/business professional and other computer users. Topics include creating and editing a PowerPoint slide show, adding visuals to enhance a slide show, customizing a presentation, and delivering a presentation.

**COMP 9952. Internet and E-mail for the Business Office (15 hrs)**
Advisement: COMP 9942, 9905, 9947 or equivalent, ESL Level 6+
Introductory overview course to provide familiarity of the Internet using a browser. Designed for the office/business professional or other serious computer user. Topics covered include an introduction to the Internet network, browser features, navigating the Web, and identifying useful sites for office professionals.

**COMP 9956. Introductory Flash for the Bus/Office (15 hrs)**
Advisement: COMP 9925, 9245, 9905 or equivalent, ESL Level 6+
Introductory course in Flash for the Bus/Office is designed for business students on how to use Flash to create files that can be imported in PowerPoint presentations and for use on the Web. Information obtained in this short course will enable the business student to quickly produce a basic presentation for office use.

**COMP 9957. Photoshop Elements I (15 hrs)**
Advisement: COMP 9245, 9905, or equivalent; ESLN 5/6
Photoshop Elements, Level I, is a basic introduction to photograph imaging. Students are introduced to editing images and digital photographs, opening, viewing, and saving image files. Students will learn to enhance photographs, print and share images.

**COMP 9958. Photoshop Elements II (15 hrs)**
Advisement: COMP 9245, 9905, or equivalent, COMP 9957; ESLN 5/6
Photoshop Elements, Level II is second-level introductory course to photograph imaging; a continuation of COMP 9957. Students will be introduced to filters, selection techniques, layer management, layer styles and painting effects used to edit images and digital photographs that can later be placed in business and personal publications and web pages.
BOSS 5501. Keyboarding: Skill Development (90 hrs)
Keyboarding skill development on computer keyboard with associated software, emphasizing proper technique. Keyboarding drills target individual student deficiencies. The student will develop touch control of the keyboard and proper typing techniques to build basic speed.

BOSS 5502. Clerical Keyboarding (180 hrs)
Advise: ESLN 3500
Prepares students for entry-level clerical employment. Keyboarding for accuracy and speed, instruction in formatting office correspondence, practice in simulated office keyboarding tasks, and operation of the ten-key calculator by touch.

BOSS 5503. Keyboarding - All Levels (180 hrs)
Advise: ESLN 3500
An open-entry, open-exit course providing individualized and group instruction as appropriate for beginning through advanced keyboarding students.

BOSS 5507. Business Machines/10 Key (90 hrs)
Emphasis on developing speed and accuracy on the 10-key keypad. Practice in the efficient and effective use of function keys for business computations.

BOSS 5508. Office Technology - Laboratory (180 hrs)
Advise: ESLN 3300; TRST 4601 or equivalent; BOSS 5503 or keyboarding speed of 25 nwpm; COMP 9905
An advanced microcomputer keyboarding/office production course with emphasis on current office procedures and practices. Word processing and document formatting skills on the microcomputer are developed and enhanced. Modules on telecommunications, Internet, ten-key printing calculator, and machine transcription are provided.

BOSS 5509. Office Procedures for the 21st Century (45 hrs)
Advise: ESL Levels 5/6
Students learn essential office procedures and competencies in areas such as human relations, developing telephone etiquette and business communications, records management, handling financial procedures, making travel arrangements, planning meetings, and developing oral presentation skills to be successful in the business office.

BOSS 5510. Document Formatting & Production (90 hrs)
Advise: ESL Level 5/6, BOSS 5500 or equivalent
Hands-on lab class. Students apply proper formatting procedures to produce error-free business documents such as correspondence, reports and tables using applicable word processing software.

WOPR 9486. Word Processing - Beginning Word 97 (45 hrs)
Advise: TRST 4601; ESLB 3821; BOSS 5503
In this hands-on course, students learn how to create, edit, save and print business documents. Covers formatting procedures (such as changing margins, line spacing and tab stops) and emphasizing text (such as underlining and centering). Techniques for handling multi-page reports are introduced.

WOPR 9487. Word: Tables (5 hrs)
Advise: COMP 9245, 9905 or equivalent, WOPR 9486, 9991 or equivalent, ESL Level 6+
Introduces intermediate and advanced concepts of Microsoft Word Table feature. Advanced skills are taught through instructor-led and self-paced instruction.

WOPR 9488. Word: Templates and Forms (5 hrs)
Advise: WOPR 9486 or equivalent, ESL Level 6+
Course introduces advanced concepts of Microsoft Word’s Templates and Forms features. Create customized documents such as letters, envelopes and reports. Advanced skills are taught through instructor-led and self-paced instruction.

WOPR 9990. Word Processing (Multi-Level) (90 hrs)
Advise: BOSS 4503; BOSS 5503
Identification and use of equipment typical of a word processing center. Operation of text-editing equipment to create, store, edit, and print various types of documents suitable for personal use.

WOPR 9991. Microsoft Word Essentials I (15 hrs)
Advise: ESL Levels 5/6
Beginning Microsoft Word focusing on fundamental word processing skills as required in a business office. Students learn to prepare, format, maintain documents, create tables, insert pictures and objects.

WOPR 9993. Microsoft Word Essentials II (15 hrs)
Advise: ESL Levels 5/6, WOPR 9991
An intermediate Microsoft Word course which includes more advanced methods of customizing paragraphs and pages, merging documents, automating and customizing formatting, customizing themes and formatting using styles.

WOPR 9994. Word Processing - Level 3 (15 hrs)
Advise: WOPR 9993
Advanced features and techniques of word processing including sorting, styles, tables, borders, calculating, and mail merge.

WOPR 9995. Word Processing - Intermediate (45 hrs)
Advise: WOPR 9486
Special word processing features to create, revise and print business documents. Topics cover moving and copying text, indenting paragraphs, changing format for part of document (margins, line spacing, tab stops) and hyphenation. Additional topics include using a spelling checker and backing up documents. Techniques for controlling page ends in multipage reports are introduced. Hands-on practice.

WOPR 9996. Word Processing - Advanced (45 hrs)
Advise: WOPR 9995

WOPR 9997. Word Processing - Special Topics (45 hrs)
Advise: WOPR 9996
In this hands-on course students concentrate on: (a) advanced features that are specific to a particular word processing system (b) features that are useful for document processing in a specific industry (e.g. legal).

WOPR 9998. Word: Mail Merge (5 hrs)
Advise: WOPR 9486 or equivalent, ESL Level 6+
Course introduces advanced concepts of Microsoft Word’s Mail Merge feature. Create customized documents such as letters, envelopes and reports. Advanced skills are taught through instructor-led and self-paced instruction.

WOPR 9999. Word: Styles and Macros (5 hrs)
Advise: WOPR 9486 or equivalent, ESL Level 6+
Course introduces intermediate and advanced concepts of Microsoft Word’s Styles and Macros features. Advanced skills are taught through instructor-led and self-paced instruction.
**Paralegal/Legal Studies**

**CREDIT, DEGREE APPLICABLE COURSES:**

**PLS 1. Introduction to Paralegal Studies (3)**

**Lec-3**

**PREREQ.: ENGL 96 or BSEN 70 or PLACEMENT IN ENGL 1A**

Introduction to law, the legal system, and the roles of the paralegal; exploration of job descriptions and functions of the paralegal; the relationship and comparison of paralegal and lawyer; introduction to legal terminology and basic research. CSU

Formerly L A 51.

**PLS 2. Legal Research and Writing I (3)**

**Lec-3**

**PREREQ.: ENGL 96 or BSEN 70 or PLACEMENT IN ENGL 1A**

Basic techniques of writing including review of grammar, spelling and word usage, sentence structure, basic writing, punctuation, capitalization and oral and electronic communication skills as they relate to the legal field. CSU

Formerly L A 52.

**PLS 3. Legal Research and Writing II (3)**

**Lec-3**

**PREREQ.: PLS 1 and 2**

The proper techniques of primary and secondary research; extensive practice in the techniques of writing legal memoranda. CSU

Formerly L A 75.

**PLS 4. Litigation I (3)**

**Lec-3**

**PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN PLS 3**

Introduction to civil litigation process from client interview through appeal, including drafting of various litigation documents. CSU

Formerly L A 71.

**PLS 5. Litigation II (3)**

**Lec-3**

**PREREQ.: PLS 3 and 4**

In-depth coverage of investigation, discovery, and trial preparation in civil litigation. Manage and analyze data. CSU

Formerly L A 72.

**PLS 6. Law Office Management and Procedures (3)**

**Lec-3**

**PREREQ.: MABS 60 (OR DEMONSTRATION OF MABS 60 EXIT SKILLS) AND CLW 18**

Students gain knowledge of the legal industry, knowledge of a how a law office functions, and practical skills. They study law office management systems, personnel management, accounting, and operations. Students receive hands-on training in the use of law office equipment and in the preparation of legal documents and correspondence. CSU

Formerly L A 80.

**PLS 7. Business and Corporate Law (3)**

**Lec-3**

**Advises:** PLS 3

Legal aspects of various business enterprises, including corporations, sole proprietorships, partnerships, and joint ventures. Common procedural and organizational aspects, legal problems and the role of the attorney and paralegal in approaching these problems. CSU

Formerly L A 54.

**PLS 8. Tort Law and Claims Investigation (3)**

**Lec-3**

**PREREQ.: PLS 3**

The law of torts and its application, including a survey of the substantive law of torts; procedures for case analysis, interviewing clients and witnesses, discovery techniques; liability insurance; the paralegal’s role prior to and at the time of trial. CSU

Formerly L A 55.

**PLS 9. Wills, Trusts, and Probate Administration (3)**

**Lec-3**

**PREREQ.: PLS 3**

Fundamental principles of the law of wills and trusts, including simple will and trust forms; organization and jurisdiction of a California probate court; administration of estates in California probate courts, including gift, inheritance, and estate taxes; practice in documentation. CSU

Formerly L A 60.

**PLS 10. Environmental Law (3)**

**Lec-3**

**Advises:** PLS 3

Fundamentals of environmental law, including names and structure and purpose of federal and state environmental laws; regulations and agencies implementing federal and state environmental laws; regional and local environmental laws, regulations, and agencies; administrative and legislative procedure; clients’ environmental issues; and documentation of environmental issues. CSU

Formerly L A 61.

**PLS 11. Debtors’ Rights and Creditors’ Remedies (3)**

**Lec-3**

**Advises:** PLS 3

An examination of the rights of debtors and the remedies of creditors before, during, and after a lawsuit. A review of forms and documents used. CSU

Formerly L A 64.

**PLS 12. Family Law (3)**

**Lec-3**

**PREREQ.: PLS 3**

The legal aspects of marriage and the dissolution and annulment thereof; community property; guardianship; adoption; rights and responsibilities of stepparents and juveniles; child support and alimony. CSU

Formerly L A 65.

**PLS 13. Intellectual Property (3)**

**Lec-3**

**Advises:** PLS 3

Principles of intellectual property law in trademarks, copyrights, and patents including international conventions and differences between ideas and expression of ideas, fair-use doctrine, and the notion of public domain. CSU

Formerly L A 66.

**PLS 14. Immigration Law (3)**

**Lec-3**

**Advises:** PLS 3

This course identifies eligible immigrants, classes of visas, citizenship eligibility and application, and special conditions. Topics include I.N.S. structure, procedures, and filings; factual, country, and legal research; and immigration case management and technology. Hands-on approach. CSU

Formerly L A 67.
PLS 15. Medical Law (3)
Lec-3
Advis: CLW 18 AND PLS 3
General business law (including the law of contracts, corporate legal structures, and antitrust liability) as it applies to the establishment of health care organizations. The law of health care management, including such topics as managed care, professional liability and patients’ rights, and health care as a legal right. CSU
Formerly L A 68.

PLS 16. Work Experience (3)
Work-minimum paid supervised 225 hrs. or unpaid supervised 180 hrs. plus coordinating conferences and individual meetings
Prereq.: Approval of PLS Work Experience Coordinator
Advis: Completion/concurrent enrollment in PLS 1, 2, 4, or 3
Repeat: max. 6 units, including units from PLS 18 and 19
Max. units of work experience per semester: 3
Supervised employment involving legally-related duties. CSU
Formerly L A 97.

PLS 17. Communications Law (3)
Lec-3
Advis: BCST 100, 103, CLW 18, OR JOUR 19
Students will examine the major legal issues faced by the media in the United States. Topics include the First Amendment, prior restraint, defamation, obscenity, fair trial, and free press. Additional topics include broadcasting, cable, and new electronic media as well as the evolving legal and ethical issues associated with the Internet. CSU
Formerly L A 69.

PLS 18. Work Experience (2)
Work-minimum paid supervised 150 hrs. or unpaid supervised 120 hrs. plus coordinating conferences and individual meetings
Prereq.: Approval of PLS Work Experience Coordinator
Advis: Completion/concurrent enrollment in PLS 1, 2, 4, or 3
Repeat: max. 6 units, including units from PLS 16 and 19
Max. units of work experience per semester: 3
Supervised employment involving legally-related duties. CSU
Formerly L A 98.

PLS 19. Work Experience (1)
Work-minimum paid supervised 75 hrs. or unpaid supervised 60 hrs. plus coordinating conferences and individual meetings
Prereq.: Approval of PLS Work Experience Coordinator
Advis: Completion/concurrent enrollment in PLS 1, 2, 4 or 3
Repeat: max. 6 units, including units from PLS 16 and 19
Max. units of work experience per semester: 3
Supervised employment involving legally-related duties. CSU
Formerly L A 99.

PLS 20. Introduction to Careers in Law (1)
Lec-1
Repeat: 2 units max.
This course will introduce students to the many careers in today’s law offices: what education is needed, what employers expect, and how to pursue this career. Students will also learn of the requirements to enter our Paralegal/Legal Studies program or other law-related programs. CSU

Real Estate

CREDIT, DEGREE APPLICABLE COURSES:

RE 97. Work Experience in Real Estate (3)
Work-225 total paid, supervised hrs., or 180 total unpaid, supervised hrs., conf-var.
Small Business

CREDIT, DEGREE APPLICABLE COURSES:

SMBUS 135. Ownership and Operations of a Small Business (3) 
Lec-3 P/NP available
An introduction to organizing and managing a successful small business enterprise. Emphasis on formulating a business plan, preparing financial statements, conducting marketing research, finding sources of financing, developing marketing and business strategies, and responding to legal and ethical issues. CSU

NONCREDIT COURSES:

SMBU 9399. Human Resources - Small Business 
Interpersonal behavior as related to the administration of a small business. Focus on personal components such as: organizational structure, communications, motivation, selection and placement, management development and leadership.

SMBU 9403. Small Business Bookkeeping (54 hrs) 
Advis: TRST 4601 or equivalent
Development of accounting knowledge and skills needed to operate a small business. Bookkeeping cycle, payroll and voucher systems, journal entries, the balance sheet, and income statements.

SMBU 9408. Small Business Marketing (3 hrs) 
An in depth view of marketing for the small business operator. Market analysis, marketing techniques and programs suitable for the small business.

SMBU 9418. Small Business and Taxes (3 hrs) 
A non-technical introduction to federal and state tax laws applicable to small business owners. Reportable income, business deductions, tax credits and tax-saving strategies.

SMBU 9419. Developing a Business Plan (12 hrs) 
Basic information on the initial planning process for a successful start-up and management of a new business.

SMBU 9421. Successful Sales (3 hrs) 
An overview of successful sales techniques including: telemarketing, tracking sales prospects, sales presentations, and successful closings.

SMBU 9423. Restaurant Entrepreneurship (12 hrs) 
Challenges facing the food service operator. Marketing, menu concepts, providing consistent service and product, staff training, planning for profit.

SMBU 9429. Bid Preparation for Government Contracts (3 hrs) 
How to process and submit procurement contact bids to the federal, state and city government purchasing offices.

SMBU 9436. Buying a Business (3 hrs) 
A discussion of the basic steps involved in the purchase of a business: evaluation of the merits of the business, determination of purchase price and financing of purchase.

SMBU 9437. Keeping Score on Your Business (6 hrs) 
Identification of the strengths and weaknesses of a small business through ratio analysis, income/expense and balance sheet comparisons from statements and tax returns. Development of systems to pinpoint problems and identify necessary corrective actions.

SMBU 9439. Selling a Business (3 hrs) 
Preparing a business for sale to gain the most benefits while being fair to the buyers. Pricing the business, negotiating, understanding offers and counter-offers, and the escrow process.

SMBU 9440. Entrepreneur’s Round Table (3 hrs) 
Advis: TRST 4601, or equivalent
An on-going series of seminars/workshops for small business owners. Access to resources, procurement of bank loans, marketing, manufacturing, finance and human relations. Seminars/workshops will be based on participant interchange and the development of practical solutions to specific problems.

SMBU 9447. Business Laws for Small Businesses (3 hrs) 
An overview of business law designed to acquaint the small business operator with the law. Employment, contracts, negotiable instruments and methods of obtaining legal advice.

SMBU 9448. Purchasing Products and Services (3 hrs) 
Learn how to locate the suppliers of goods and services for your new or established business. Also discussed are alternate sources planning, saving money on purchase orders and delivery costs, and dealing with vendors.

SMBU 9449. Staffing Your Business (90 hrs) 
A practical course in determining staffing needs, developing effective hiring procedures, establishing employee and business policies, and training and motivating employees.

SMBU 9450. Effective Advertising (3 hrs) 
Development of advertising skills for the small business operator. Budget, selection of medium, motivation, use of color, the copy and follow-up.

SMBU 9451. Business Licenses and Permits (3 hrs) 
An overview of the various licenses and permits required to operate a small business.
SMBU 9452. Supervising Employees (3 hrs)
Development and improvement of management skills. Various management techniques that focus on employee needs, and how they can be used in supervising and motivating employees.

SMBU 9453. Business Communication (3 hrs)
Emphasis on improving communication skills. Importance of communications in business, effective listening, effective questioning, summarizing techniques, and presentation skills.

SMBU 9454. Getting Government Business (3 hrs)
An overview of the process of selling goods and services to the government, including the various types of procurement, proposal submittal, content of proposals, requirements, and implementation.

SMBU 9461. Retail Management (3 hrs)
An overview of the retail business and management decisions effecting it. Management functions to be covered include: location of the business, credit, advertising, personnel, record keeping, retailing methods, and financing.

SMBU 9462. Marketing Analysis (3 hrs)
An overview of the material needed to make intelligent marketing decisions. Prepares the student to put together a marketing program.

SMBU 9463. The Telephone as a Sales Tool (3 hrs)
Phone answering techniques to gain customers and increase sales.

SMBU 9464. Designing a Financial Future (12 hrs)
A non-technical use-oriented course in designing your personal financial plan making rational investment decisions and instilling appropriate tax planning strategies.

SMBU 9465. Small Business Insurance (3 hrs)
A comprehensive examination of property and casualty insurance applications relating to small business. Coverages required by law.

SMBU 9466. Employer/Employee Rights (3 hrs)
An overview of the rights and responsibilities of employers and employees, and a discussion of the laws pertaining to this relationship.

SMBU 9467. Getting Started in Business (18 hrs)
An overview of the requirements for a successful new business: organizing a business, choosing the right location, leasing, scheduling the opening, getting necessary permits, licenses and insurance, equipping and stocking, and record keeping.

SMBU 9468. Employee Training (3 hrs)
A discussion on employee training programs for the small business. An overview of cost effectiveness, in house training vs. outside training.

SMBU 9469. Controlling Your Inventory (3 hrs)
An overview of the impact of inventory on the profitability of a small business. Advantages of inventory control in terms of profits and space needs.

SMBU 9470. Marketing Strategy (3 hrs)
Introduction to marketing strategy. An overview of the objectives and components necessary to design a strategy to meet the needs of the small business.

SMBU 9471. Pricing a Product or Service (3 hrs)
A broad discussion of the factors affecting pricing including government regulations and specific pricing policies established by manufacturers, wholesalers, retailers and the service industry.

SMBU 9475. Planning for the Future of Your Small Business (9 hrs)
An overview of approaches that can be used to position a small business for future success. Includes techniques for understanding a business’ current position; identifying future issues and trends; and developing strategies for meeting the challenges of the future.

SMBU 9476. Green and Sustainable Small Business (9 hrs)
An exploration of the obstacles and opportunities small business face in implementing and maintaining sustainable practices that are economically, ecologically and socially sound.

SMBU 9477. eBay for Your Small Business (9 hrs)
Create an online presence for your small business using eBay. Learn how to open a seller’s account, research and create winning listings, incorporate photos of product displays, set prices, open and use a PayPal account, monitor listings and complete sales.

SMBU 9478. Franchise Business Basics (3 hrs)
An introduction to franchising for pre-business entrepreneurs who want to investigate, start-up, and prepare a franchise marketing business loan proposal for a major franchise or corporation. An overview of the requirements and trends of franchising.

SMBU 9479. Understand Your Lease (3 hrs)
A practical overview of operating a home-based business. Licenses

SMBU 9480. Drug Abuse in the Workplace (3 hrs)
What employers and supervisors need to know in order to establish and maintain a drug-free workplace. Setting policy, establishing a drug-free awareness program, identifying potential problems, methods of screening, employee assistance programs, treatment referral, reentry after treatment, confidentiality issues.

SMBU 9481. Legal Structure for a Business (3 hrs)
An evaluation of each of the legal structures a business can assume. Discussion of the considerations that should be made to insure the selection of the optimal business location. Size requirements, neighborhood demographics, availability of services, codes and zoning regulations and competition.

SMBU 9482. Home Based Business (3 hrs)
For pre-business and new business owners. Basic information on the initial planning process for a successful start-up and management of a new business.

SMBU 9483. Selling and Sales Management (3 hrs)
An overview of successful sales techniques for small business operators. Sourcing necessary information, making appointments, making the presentation, closing the sale, and following up.

SMBU 9484. Business Planning (6 hrs)
Basic steps involved in the purchase of a business: Evaluation of the merits of the business, determination of purchase price, and financing of purchase.

SMBU 9485. Franchise Business Basics (3 hrs)
An introduction to franchising for pre-business entrepreneurs who want to investigate, start-up, and prepare a franchise marketing business loan proposal for a major franchise or corporation. An overview of the requirements and trends of franchising.

SMBU 9486. Record Keeping (3 hrs)
A practical course which evaluates the necessity of setting up and maintaining an effective system of records for a small business. Examination of the different system and methods of organizing data.

SMBU 9487. Understand Your Lease (3 hrs)
An overview of approaches that can be used to position a small business for future success. Includes techniques for understanding a business’ current position; identifying future issues and trends; and developing strategies for meeting the challenges of the future.
and permits, equipment, procedures, and commonly encountered problems.

SMBU 9783. Getting the Right Loan (3 hrs)
Fundamentals in identification and evaluation of the various types of loans available to small businesses, and a discussion of alternative sources of funding.

SMBU 9784. Finance for Small Business (3 hrs)
Examination of the initial and on-going financial needs of a small business, with attention to basic financial analysis, statements, ratios, and trends.

SMBU 9785. Contract Administration (3 hrs)
An introduction to the processes of contract administration.

SMBU 9789. Introduction to Franchising (3 hrs)
An overview of the nature and scope of franchising.

SMBU 9791. Introduction to Finance (3 hrs)
An introduction to the vocabulary, concepts, and principles of finance as they relate to the operation of a small business.

SMBU 9792. Introduction to Management (3 hrs)
An introduction to the vocabulary, concepts, and principles of management as they relate to the operation of a small business.

SMBU 9793. Introduction to Marketing (3 hrs)
An introduction to the vocabulary, concepts, and principles of marketing as they relate to the operation of a small business.

SMBU 9794. Wholesaling (3 hrs)
An overview of wholesaling and its functions for the small business operator. Buying, selling, transportation, storage and financing.

SMBU 9795. Retailing (3 hrs)
An overview of all forms of selling goods and services to the consumer. Location, merchandise, credit, personnel, financing and controls.

SMBU 9796. Profiting from Financial Statements (3 hrs)
An introduction to basic financial analysis through the study of financial statements, ratios, and trend recognition.

SMGB 8500. Achieving Green Certification (9 hrs)
Green certification is becoming an increasingly important tool for gaining and keeping customers for San Francisco businesses. We cover the step by step methodology of getting green certified and how to maintain your certification once you get it.

SMGB 8501. Green Marketing for Small Business (6 hrs)
The growing importance of being an environmentally friendly small business cannot be overemphasized. Learn the tools to go beyond compliance and learn how to leverage green as a marketable advantage.

SMGB 8502. Cost Benefits of Being Green (6 hrs)
An introduction to how going green can save your company money. Find the ways to cut costs, and what types of grants and credits are available to help you.

SMGB 8503. The Green Supply Chain (6 hrs)
As green initiatives become more pervasive in business, key customers will insist in green compliance from their vendors. Learn how you fit in the green supply chain and how to ensure your suppliers comply.

SMGB 8504. Green Certifications (6 hrs)
There are many different green certifications available to today’s businesses. We will cover the major types of certifications, the process of achieving them and how certification can help you get and retain customers.

Supervision and Business Management

CREDIT, DEGREE APPLICABLE COURSES:

SUPV 221A. Introduction to Supervision/Management (1.5)
Lec-3 (8 wks)
Introductory course covering the nature of supervision and management; basic management theories; leadership styles; history of supervision/management; responsibilities of a supervisor, such as planning, recruiting, training, evaluation; management-employee relations; discipline/reward; grievances; decision-making; communications; motivation; time management; stress management; employee safety; supervising protected groups; and other issues and trends in supervision/management. CSU

SUPV 222A. Communication for Supervisors (1.5)
Lec-3 (8 wks)
Instruction and practice in effective speaking, listening, and writing in supervisory situations; kinds of supervisory communications; oral and written tools for supervisors; nonverbal communication; listening as a communication skill; basic English language requirements; understanding what is communicated (intent and effect). CSU

SUPV 223A. Organizational Behavior for Supervisors (1.5)
Lec-3 (8 wks)
Basic concepts and principles of human behavior in organizations, including application of motivational theory, group dynamics, managing change, leadership styles, training and organizational development. CSU

SUPV 224A. Human Resources Management (1.5)
Lec-3 (8 wks)
Contemporary and historical human resources management principles and techniques for which the supervisor is responsible, including new hires selection and placement, job standards and delegation, employee development and career management, discipline, labor relations, Equal Employment Opportunity/Affirmative Action, and employment law. CSU

SUPV 226A. Advanced Communication for Supervisors (1.5)
Lec-3 (8 wks)
Advanced principles of effective communication in business meetings and conferences, application through role playing practice in conducting simulated meetings. CSU

SUPV 227A. Special Problems in Supervision (1.5)
Lec-3 (9 wks)
Special management problems for supervisors: sexual harassment, discrimination, AIDS and retraining, nepotism, recruiting women and minorities, leave transfers/donors, and government regulations affecting these problems. CSU

SUPV 228A. Maximizing Customer Satisfaction (1.5)
Lec-1.5 P/NP available
This is an introductory business course that will help students prepare for and respond to employer demand to attract and retain valuable customers and skilled employees in order to improve business performance. The course will help to define, benchmark, and increase customer satisfaction. Special topics will focus on handling disgruntled customers and interacting with internal customers, colleagues. CSU

SUPV 231. Introduction to Supervision/Management (3)
Lec-3
Basics of supervision and management including planning, organizing, recruiting, training, decision-making, communication, manage-
ment/employee relations, motivation, discipline, rewards/incentives, union grievances. Time and stress management for the manager; speaking, listening, writing, and nonverbal communication. CSU

SUPV 232. Organizational Behavior for Supervisors (3)
Lec-3
Basic concepts and principles of human behavior in organizations, including application of motivational theory, group dynamics, management change, leadership styles, training and organizational development. CSU

SUPV 233. Human Resources Management (3)
Lec-3
Human resources management principles and techniques including recruiting, job performance, employee development, career management, discipline, labor relations, and employment law; also sexual harassment, health issues in the workplace, discrimination, Americans with Disabilities Act, downsizing, managing a diverse workforce, and governmental regulations. CSU

SUPV 234. Communication for Business Management (3)
P/NP available
Concepts, strategies and models that help students improve their interpersonal communication skills—writing, making presentations and speeches, working in teams and negotiating outcomes. The processes students learn can be applied to oral and written communications in their business and personal lives. Concepts and models designed to improve communication with people from all cultures and enhance management and leadership of diversified teams. The tactics and strategies learned will improve communication in a way that ethically influences others to achieve desired results. CSU

SUPV 236. Women Leaders at Work (3)
P/NP available
This course explores women’s leadership, management, and communication styles and the vision and values women leaders bring to an effective environment in business, education, government and community organizations. Examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. CSU

NONCREDIT COURSES:

SUMA 9412. The Supervisor in Management (18 hrs)
Advisors: ESLN 3500 and TRST 4601
Position of supervisor in the management structure. Skills needed, functions of planning, organizing, staffing, directing, and controlling, communicating, motivating, decision-making, priority setting and time management.

SUMA 9413. Personnel Management (18 hrs)
Advisors: ESLN 3500 and TRST 4601
Personnel responsibilities of line supervisors. Selection and training of employees, motivating, dealing with problem employees, group dynamics, leadership, and working with unions and protected groups.

SUMA 9414. Human Relations (18 hrs)
Advisors: ESLN 3500 and TRST 4601
Interpersonal and organizational behavior in work situations. Organizational psychology and intergroup relations, the individual in the group, theories of motivation, communication, management philosophy, and leadership styles.

SUMA 9415. Business and Government (18 hrs)
Interaction of business and government. Serving the public through provision of goods and services and employment; planning; regulating; executive, legislative, and judicial functions; international aspects; ethics and responsibility; comparison of business and public management.

SUMA 9416. Administrative Management Methods (18 hrs)
Advisors: ESLN 3500; TRST 4601
Overview of office management and administrative management methods. Principles, practices, and tools that link office activities into a coherent system; office automation; data processing; records management; and personnel responsibilities of the office manager.

SUMA 9417. Affirmative Action and Opportunity (18 hrs)
Advisors: ESLN 3500; TRST 4601

SUMA 9418. Women in Management (18 hrs)
Advisors: ESLN 3500; TRST 4601
Situational study of the managerial woman. Social, legal, and economic factors that caused inequality, and programs for change; selecting and assessing women for management positions; cultural bias and sex role stereotypes; motivation and preparation for success in management.

SUMA 9419. Business Law
The legal system as a resource for business and for the public. Topics include the law of contracts, business organization, agency, recognition of a legal situation, commercial law, labor law, civil and criminal law, and the attorney-client relationship.

SUMA 9422. Management by Objectives (18 hrs)
Advisors: ESLN 3500; TRST 4601
Development of skill in using objectives to set priorities and to plan, organize, staff, direct, and control work programs. Delegating responsibility, communicating, motivating employees, coaching and counseling, and evaluating performance.

SUMA 9423. Developing and Appraising Staff (18 hrs)
Advisors: ESLN 3500; TRST 4601
Methods for training, developing, and evaluating employees. Job analysis and description, written performance standards, motivation, communication, performance appraisal, and counseling.

SUMA 9424. Time and Methods Management (18 hrs)
Advisors: ESLN 3500; TRST 4601
Techniques for effective time and caseload management and methods improvement. Scheduling, planning, setting priorities, delegating, handling interruptions and crises, improving work methods, communicating, training, and enhancing teamwork for effective use of time.

SUMA 9425. Decision-Making (18 hrs)
Advisors: ESLN 3500; TRST 4601
Decision-making and problem-solving as an integral part of managing. Analytical tools and skills useful for individual and group decision-making; psychology and sociology of the decision process; techniques and action procedures; and strategies for problem-solving and for implementing decisions.

SUMA 9426. Organizational Leadership (18 hrs)
Advisors: ESLN 3500; TRST 4601
Leadership as an influence process for accomplishing organizational goals. The leader viewed as cheerleader, enthusiast, nurturer, coach, and facilitator; the power base; the philosophy of leadership; leadership styles; task and people orientation; and situational leadership.

SUMA 9427. Employee/Management Relations (18 hrs)
Advisors: ESLN 3500; TRST 4601
Employee-management relations in the work environment. Attitudes, status, morale; managing human resources; complaints and grievances; discipline; union-management relations; participation; improving productivity; and team-building.

SUMA 9429. Team-Building (18 hrs)
Advis: ESLN 3500; TRST 4601
Functioning of teams within the overall organization. Establishing team objectives, team spirit, major blockages, utilization of problem-solving to increase team effectiveness, role clarification, assertiveness, conflict resolution, leveling, and techniques of team-building.

SUMA 9433. Training and Developing Employees (18 hrs)
Advis: ESLN 3500; TRST 4601
Supervisory responsibilities in regard to employee career development. Job instruction training (JIT), principles of learning, training methodologies, coaching, counseling, and evaluating employee performance in training situations.

SUMA 9434. Budgeting and Control (18 hrs)
Advis: ESLN 3500; TRST 4601
Budgetary planning and executive controls as tools for management. Program budgeting, cost accounting, fiscal management, revenue planning and expense control, line-item and zero-base budgeting, program appraisal and decision-making.

SUMA 9435. Public Budgeting and Finance (18 hrs)
Advis: ESLN 3500; TRST 4601
An overview of government budgeting and revenue planning. Concepts of fiscal management, the impact of budget and finance on social goals and expectations, trends in public finance, and preparation of a budget work program with supporting explanations.

SUMA 9436. Briefing and Presenting Reports (18 hrs)
Advis: ESLN 3500; TRST 4601
Skills for giving effective briefings and oral presentations. Reducing public speaking anxieties, relaxation, identifying audience, gathering facts, organizing material, using visual aids, voice exercises, nonverbal communication, delivery, and audience questions.

SUMA 9438. Reports, Memos, and Letters (18 hrs)
Advis: ESLN 3500; TRST 4601
Approaches for writing well-organized and suitable reports, memos, and letters. Planning, organizing, and presenting ideas clearly and convincingly; effective writing techniques; review of writing styles; visually attractive layouts; problems of grammar and punctuation; clear and concise writing style; and proofreading and editing.

SUMA 9440. Improving Public Contact (18 hrs)
Advis: ESLN 3500; TRST 4601
Application of concepts of communication and interpersonal relations to contacts with the public. Organization-client relationship; public relations; win-win situations for the organization, employees, and customers; improving individual service and maintaining friendly customer relations; dealing with “problem-type” individuals; winning friends by telephone; contacts in the field; press and community relations.

SUMA 9441. Stress Management and Well-Being (18 hrs)
Advis: ESLN 3500; TRST 4601
Strategies for managing stress and preventing job burnout. Identifying stressors in personal and professional areas, self-evaluation, sources of job burnout, practicing relaxation, relation of stress to health, and stress management practices.

SUMA 9442. Assertiveness and Conflict (18 hrs)
Advis: ESLN 3500; TRST 4601
Improvement of ability of supervisory personnel to cope verbally with others. Increasing self-esteem, reducing anxiety, handling conflict; using individual differences, concepts of assertiveness, aggressiveness, and submission; expression of feelings.

SUMA 9443. Interpersonal Communication (18 hrs)
Advis: ESLN 3500; TRST 4601
Interpersonal skills for communicating effectively. Process of interpersonal communication; effective listening and responding; self-expression; feedback; non-verbal communication and meanings; barriers and bridges; leveling; Johari window applications; establishing and building rapport.

SUMA 9447. Pre-Retirement Planning (18 hrs)
Advis: ESLN 3500; TRST 4601
Overview of planning for retirement and for second careers. Psychology and attitude for retirement, maintaining health, housing needs, traveling, financial planning, legal aspects, real estate, insurance, pension options, social security, Medicare, and launching second careers.

SUMA 9452. Performance Test Skills for Business (18 hrs)
Advis: ESLN 3500; TRST 4601
Enhancement of skills utilized in written and oral performance tests. Selection process, application, examination format and strategies.

SUMA 9453. Accounting Concepts (18 hrs)
Advis: ESLN 3500; TRST 4601
Basic principles of accounting as the language of business. Double-entry bookkeeping, recording through summarization, debits and credits, journals and ledgers, income statements, balance sheets, sources and uses of funds, and financial reports.

SUMA 9454. Business Functions (18 hrs)
Elements of business administration, with case studies. Forms of business organization; people and capital as business resources; production, materials, and personnel management; marketing and advertising; finance and budgeting; computer-based systems; and trends in business.

SUMA 9462. Conducting Meetings (18 hrs)
Advis: ESLN 3500; TRST 4601
Development of skills in planning and facilitating meetings, problem-solving, making presentations, group process analysis, and communication.

SUMA 9473. Management Seminar (18 hrs)
Advis: ESLN 3500; TRST 4601
Objectives, goals, policies, and approaches used in organizations for carrying out missions. Styles of leadership, establishing objectives, organizing for administration, planning and controlling activities, human relations and organizational behavior. Various topics may be emphasized by arrangement.

SUMA 9477. Business Law (18 hrs)
Advis: ESLN 3500; TRST 4601
Overview of the legal system as a resource for business and for the public. Law of contracts, business organization, agency, recognition of a legal situation, commercial law, labor law, civil and criminal law, and the attorney-client relationship.

SUMA 9478. Role of the Supervisor (18 hrs)
Advis: ESLN 3500; TRST 4601
Overview of basic principles and problems of supervision. Management styles, effective communication, motivation, participa-
tion, decision-making, time management, delegation, and performance evaluation.

SUMA 9479. Management Practices (18 hrs)
Advise: ESLN 3500; TRST 4601
Selected management concepts that enhance effectiveness. Assuming leadership of workgroups, recognizing organizational culture, handing group crises, setting priorities, delegating, managing time, conducting productive meetings, maintaining a safe and healthful environment, team-building, and organizational ethics and politics.

SUMA 9481. Economics (18 hrs)
Advise: ESLN 3500; TRST 4601
An overview of micro and macro economics. Micro topics include concepts of supply and demand, cost and revenue, theories of profit. Macro topics include concepts of consumption and saving, employment, investment, money and banking, and international trade.

SUMA 9482. Finance (18 hrs)
Advise: ESLN 3500; TRST 4601
An overview of finance as a basic function of management in business and government. Capital formation, financial institutions and instruments, sources of working capital, sources of long term capital, money and banking, interest and dividends as returns on investments, and theories of profit.

SUMA 9483. Managerial Accounting (18 hrs)
Advise: ESLN 3500; TRST 4601
Overview of applications of accounting in business and government. Management information systems, quality audits, receipt and disbursement of funds, purchases and sales, payroll accounting, reports and analyses for financial institutions and for the public, and quantitative data for management planning and control.

SUMA 9484. Marketing (18 hrs)
Advise: ESLN 3500; TRST 4601
An overview of marketing as distribution of goods and services. Marketing environment, identifying consumer needs, product strategy, channels of distribution, wholesaler, retailer, sales promotion, advertising, personal selling, pricing strategy, and international marketing.

SUMA 9485. U.S. Business and Organizations (27 hrs)
Overview of American business and non-profit organizations/operations. Insight into all aspects of an organization: management, information systems, operations, human resources, finance, marketing - as well as corporate culture, protocol, and career options.

Travel and Tourism

CREDIT, DEGREE APPLICABLE COURSES:

TRTV 155. Meeting and Event Planning (1)
Lec-1, field trips
Learn to plan a meeting, seminar, training session, convention, trade show, or product launch. CSU

TRTV 157. Principles of Travel and Tourism (3)
Lec-3
An overview of the components and satellite industries that make up the business of Travel and Tourism: airlines, hotels and resorts, ground transportation, bus, rail, cruise lines, tour companies, etc. Emphasis on the specific and basic terminology of the industry, on researching the development of a destination, packaging and then selling it. Designed to give the student the basics for all components of the industry. CSU

TRTV 159. Advanced Principles of Travel and Tourism (3)
Lec-3
Methods of developing a travel destination, advertising and selling that destination; dynamics of tourism sales and marketing concepts including wholesale and retailing practices of the travel industry. CSU

TRTV 160. Transportation Field Work (1)
Work-5
Advise: Consent of the Travel and Tourism program advisor
Repeat: max. 2 units
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

TRTV 161. Transportation Field Work (2)
Work-10
Advise: Consent of the Travel and Tourism program advisor
Repeat: max. 4 units
On the job laboratory training in customer service with airlines, travel agencies, and other passenger service companies. Placement of students is determined according to cooperating firm’s requirements. CSU

TRTV 162. Destination: Europe (3)
Lec-3
An introduction (from the travel and tourism perspective) to the countries of Europe: their location, languages spoken, religions practiced, holidays observed, culture(s), time zones, topography, points of tourist interest, documentation required, and ease of travel between countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the region. CSU

TRTV 164. Destination: The South Pacific, the World’s Islands and Antarctica (3)
Lec-3
An introduction (from the travel and tourism perspective) to the South Pacific, the world’s islands, and Antarctica: the locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of touristic interest, documentation required, and ease of travel between political partitions of the regions. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

TRTV 165. Destination: The United States and Canada (3)
Lec-3
An introduction (from the travel and tourism perspective) to the United States and Canada: the locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of touristic interest, documentation required, and ease of non-citizens traveling between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

TRTV 166. Destination: Asia (3)
Lec-3
An introduction (from the travel and tourism perspective) to the countries of Asia: their locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of touristic interest, documentation required, and ease of travel
between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

TRTV 168. Destination: Africa and the Middle East (3)
Lec-3
An introduction (from the travel and tourism perspective) to the countries of Africa and the Middle East: their locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of touristic interest, documentation required, and ease of travel between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

TRTV 170. Destination: Central America, South America, and Mexico (3)
Lec-3
An introduction (from the travel and tourism perspective) to Mexico and the countries of Central and South America: their locations, languages spoken, religions practiced, holidays observed, cultures, time zones, topography, points of touristic interest, documentation required, and ease of travel between the countries. Also included are the hotels and resorts of the area, the transportation systems that serve it, and the development of typical itineraries for the regions. CSU

TRTV 171. Destinations: Cities (3)
Lec-3
What makes a city a great tourist destination? Why are some cities better destinations than others? Learn everything that makes a city a great tourist destination and the best cities in the world to visit. CSU

TRTV 172. Destinations: Natural Wonders (3)
Lec-3
One of the oldest and fastest growing segments of the travel and tourism industry are trips to the natural wonders of the world. The student will learn what types of natural wonders exist, where they are located, steps to preserving them, and how to plan trips to visit them. CSU

TRTV 173. Destinations: Historical and Archaeological (3)
Lec-3
An analysis of the historical and archaeological travel destinations of the world. Travelers want to find a connection to their heritage. Learn all the “must see” places for the well traveled. More people travel to historical and archaeological sites than any other segment of the travel industry. CSU

TRTV 174. Destinations: Cruises (3)
Lec-3
An in-depth analysis and evaluation of all types of cruises, including large and small cruise ships, boats, barges, ferries, freighters, and sailing vessels with particular emphasis on the cruise experience as a destination. What are the benefits of cruise travel and who offers the best itineraries. CSU

TRTV 175. Destinations: Hotels, Resorts and Spas (3)
Lec-3
Learn all there is to know about the accommodation segment of the travel and tourism industry. What makes a great hotel, resort, or spa? How do hotel rating systems work? Where are the top properties located, and how do you get the best rates for your clients? CSU

TRTV 176. Destinations: Great Trips (3)
Lec-3
An introduction to the world’s greatest trips, based on lists produced annually by the leading authorities in the travel and tourism industry. An overview of all the top trips offered by air, sea, and land worldwide. A must class for anyone interested in traveling or planning a career in travel and tourism. CSU

TRTV 180. Eco-Travel and Tourism (3)
Lec-3, field trips
Ecological and green travel is the fastest growing segment of the travel industry. Learn what makes a destination green, the differences between green, sustainable, and ecological travel, and how destinations are developed with green objectives in mind. CSU

TRTV 181. Business Travel (3)
Lec-3, field trips
What does the business traveler need and how does it differ from the leisure traveler? Learn about special contract agreements and the special needs of the business traveler. An ideal class for administrative assistants and anyone working in the business world. CSU

TRTV 182. Tour Management (3)
Lec-3, field trips
Advise: TRTV 157 and/or TRTV 159
Learn how to develop, price, market, manage and account for all components of a special interest guided tour. Negotiate with airlines, hotels, ground operators and other suppliers for pricing and terms. At the completion of this course the student will be able to plan a profitable guided tour. CSU

Word Processing

See curricula and course listings under Office Technology in this section of the catalog.

Work Experience

CREDIT, DEGREE APPLICABLE COURSES:

WKEX 197. Work Experience (3)
Work-15 P/NP only
Preq.: Approval of Business Dept. Work-Experience Coordinator. Students may enroll in only one work experience course per semester. Repeat: max. 6 units

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This course involves student work experience with cooperating employers. Students should be aware that the course content and methodology may vary semester to semester. However, a minimum of one orientation lecture, two work site contacts by the instructor, and two semester conferences between instructor and student are required. CSU

**WKEX 301. General Career Work Experience (1)**

Work-5  
P/NP only  
PREREQ.: APPROVAL OF BUSINESS DEPT. WORK-EXPERIENCE COORDINATOR.  STUDENTS MAY ENROLL IN ONLY ONE WORK EXPERIENCE COURSE PER SEMESTER.  
Repeat: max. 6 units  
An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

**WKEX 302. General Career Work Experience (2)**

Work-10  
P/NP only  
PREREQ.: APPROVAL OF BUSINESS DEPT. WORK-EXPERIENCE COORDINATOR.  STUDENTS MAY ENROLL IN ONLY ONE WORK EXPERIENCE COURSE PER SEMESTER.  
Repeat: max. 6 units  
An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

**WKEX 303. General Career Work Experience (3)**

Work-15  
P/NP only  
PREREQ.: APPROVAL OF BUSINESS DEPT. WORK-EXPERIENCE COORDINATOR.  STUDENTS MAY ENROLL IN ONLY ONE WORK EXPERIENCE COURSE PER SEMESTER.  
Repeat: max. 6 units  
An orientation to the world of work and a solid foundation for career planning, using the resources of both the College and the employer. Designed for the student who may not yet have selected a specific occupational goal, but who is presently employed. CSU

**WKEX 805. Work Experience (1)**

Work-5  
P/NP only  
PREREQ.: APPROVAL OF BUSINESS DEPT. WORK-EXPERIENCE COORDINATOR.  STUDENTS MAY ENROLL IN ONLY ONE WORK EXPERIENCE COURSE PER SEMESTER.  
Repeat: combination WKEX 805, 806, 807 max. 6 units  
Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

**WKEX 806. Work Experience (2)**

Work-10  
P/NP only  
PREREQ.: APPROVAL OF BUSINESS DEPT. WORK-EXPERIENCE COORDINATOR.  STUDENTS MAY ENROLL IN ONLY ONE WORK EXPERIENCE COURSE PER SEMESTER.  
Repeat: combination WKEX 805, 806, 807 max. 6 units  
Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

**WKEX 807. Work Experience (3)**

Work-15  
P/NP only  
PREREQ.: APPROVAL OF BUSINESS DEPT. WORK-EXPERIENCE COORDINATOR.  STUDENTS MAY ENROLL IN ONLY ONE WORK EXPERIENCE COURSE PER SEMESTER.  
Repeat: combination WKEX 805, 806, 807 max. 6 units  
Designed to introduce students to the world of work: punctuality, personal appearance, direction taking, job completion and workplace diplomacy. The content of this course varies.

**Announcement of Courses**

**CREDIT, NON-DEGREE APPLICABLE COURSES:**

**LERN 60. Career Success and Life Planning (3)**

Lec-3, field trips  
P/NP available  
An in-depth guide to career decision-making and career change and their impact on lifelong learning. Topics include self-assessment, assessment of the world of work, evaluation of options, occupational health, career development over the life span, influence of career choice on the family unit, role of addiction and recovery in career choice and development, and the creation of a career action plan. Focus is on the role of career development in contributing to a satisfying and healthy life. Helpful to people considering a career change or undecided about a college major. CSU/UC

**LERN 61. Orientation to Career Success (1)**

Lec-1  
P/NP available  
Constructing career success through integrating values, skills, and interests with an understanding of the emerging world of work. Topics include self-assessment, on-line and other career resources, and the construction of a plan for exploring career options. Appropriate for new college students as well as continuing students. CSU  
Formerly LERN 40.

**LERN 62. Successful Job Search Techniques (1)**

Lec-1  
P/NP available  
A comprehensive job search course that addresses skills assessment, generating employment options, hard copy and electronic resources and job postings, research techniques, traditional resume types as well as keyword scannable resumes and cover letters, and interview techniques. Emphasis on techniques to sustain healthy motivation for job search network and development throughout life. CSU  
Formerly LERN 41.

**LERN 63. Career Counseling for Work Experience (1)**

Lec-1  
P/NP available  
COREQ.: CONCURRENTLY WORKING IN A PAID OR UNPAID POSTION  
Repeat: max. 3 units  
The seminar provides support and skill building experiences for students currently working in paid or unpaid positions. The content addresses workplace objectives, and interpersonal, communication and problem solving skills and their work site application. CSU  
Formerly LERN 42.

**LERN 64. Financial Planning for Academic/Career (1)**

Lec-1  
P/NP only  
Critical analysis and practical application of topics related to career and financial planning as they relate to success in college. This course will provide students with financial planning and management tools for academic and career success. Appropriate for new and continuing college students.
Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSES:

CHEM C. Introduction to Calculation in Chemistry (1)
Conf-1.5 P/NP only
Coreq.: CHEM 101A
Recommended as a supplement to be taken concurrently with
CHEM 101A for students who need additional help.
Illustration and discussion of problem-solving methods for calculations
in CHEM 101A.

CHEM D. Chemistry Calculations (1)
Conf-1.5 P/NP only
Coreq.: CHEM 103A
Recommended as a supplement to be taken concurrently with
CHEM 103A for students who need additional help.
Illustration and discussion of problem-solving methods for calculations
in CHEM 103A.

CHEM E. Organic Problem-Solving Methods I (1)
Conf-1.5 P/NP only
Coreq.: CHEM 212A
Recommended as a supplement to be taken concurrently with
CHEM 212A for students who need additional help.
Illustration and discussion of problem-solving methods in
CHEM 212A.

CHEM F. Organic Problem-Solving Methods II (1)
Conf-1.5 P/NP only
Coreq.: CHEM 212B
Recommended as a supplement to be taken concurrently with
CHEM 212B for students who need additional help.
Illustration and discussion of problem-solving methods in
CHEM 212B.

CREDIT, DEGREE APPLICABLE COURSES:

CHEM 17. Problem-Solving Methods (3)
Lec-3
Prereq.: Completion/concurrent enrollment in MATH 840, or
placement in MATH 860 or higher
The normal progression is from CHEM 17 to CHEM 40. Students
who have completed CHEM 40, 101A, or 103A may not receive
credit for CHEM 17.
Problem-solving, with emphasis on the how and why of solving
problems. Useful for all areas where quantitative reasoning is
needed. Designed for the student who knows how to perform various
mathematical operations but who has difficulty in setting up
problems for solution. Most problems assigned in this course have
some basis in commonly known or easily learned aspects of the
physical sciences. CSU

CHEM 32. Introduction to Medical Chemistry (4)
Lec-3, lab-3 P/NP available
Open to all students. No previous chemistry or physics required.
Satisfies the requirements of nursing and related majors that
require one semester of chemistry. Also satisfies the recommended
prerequisite for PHYS 12 and M B 12.
Students taking a major that requires two semesters of chemistry
should enroll in CHEM 33 after completing CHEM 32. Students
preparing to enroll in CHEM 101A or 103A should enroll in
CHEM 40.
Basic concepts of inorganic and organic chemistry, biochemistry,
and physics as they apply to the chemistry and physics of the human
body. CSU
Formerly CHEM 30+31

CHEM 33. Adv Medical Chemistry and Biotechnology (4)
Lec-4, lab-2
Prereq.: CHEM 32 or CHEM 208A, or CHEM 212A; and
MATH 840 or placement in a higher level math course
Advanced topics in general and biological chemistry, including
equilibrium processes, gene expression, DNA manipulation and
analysis, biochemical transformations, specialized biomolecules,
enzymes, metabolic pathways, and nuclear chemistry. CSU

CHEM 40. Introduction to Chemical Principles (4)
Lec-3, conf-1, lab-3
Prereq.: ET 108B or MATH 840 or placement in MATH 860 or
higher
Students may enroll in this course to remove a high school defi-
cency in chemistry. Designed to prepare the beginning student as
well as to strengthen the re-entry student for CHEM 101A or 103A.
Students who take CHEM 40 will not receive credit if they have
completed CHEM 101A or 103A within the previous three years.
Students who plan to enroll in CHEM 101A or 103A are advised to
take MATH 860 concurrently.
An introductory study of the fundamental laws and concepts of
classical and modern chemistry, including dimensional analysis,
nomenclature, stoichiometry, gases, solutions and atomic and
molecular structures. CSU/UC

CHEM 65A. Introduction to GC-MS (0.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and applications of gas chromatography and mass spec-
trometry, including the technique’s growing use in biotechnology,
qualitative analysis and identification of unknown compounds,
quantitative analysis of solutes, and method development using a
computer interface. CSU

CHEM 65B. Introduction to HPLC (0.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and applications of HPLC, with a focus on uses in
biotechnology, qualitative and quantitative analysis, and method
development using a computer interface. CSU

CHEM 65C. Introduction to Capillary Electrophoresis (0.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and practical applications of capillary electrophoresis,
including biotechnology applications, qualitative analysis and iden-
tification of unknown compounds, quantitative analysis of solutes, and method development using a computer interface. CSU

CHEM 65D. Introduction to AA Spectroscopy (0.5)
Lec-7, lab-6 (total hrs) P/NP available
Principles and practical applications of atomic absorption (AA)
spectroscopy, including environmental analysis and identification
of unknown elements, and quantitative analysis of elements and
ions. CSU

CHEM 80-81-82-83. Selected Topics in Chemistry (0.5-1-2-3)
Lec-0.5, 1, 2, 3, field trips P/NP available
Repeat: if no subject repeat
Investigation in depth of selected topics in chemistry, such as: considering current issues and innovations, expanding subjects covered briefly in introductory courses, exploring topics not studied in other classes in chemistry, or instruments newly available. CSU

CHEM 85. Seminar in Chemistry (1)
Lec-1.5 P/NP available
Repeat: max. 4 units
Discussions on current research in chemistry, biochemistry, and related fields. Presentations on career opportunities for students studying chemistry, as well as on study strategies for chemistry courses. CSU

CHEM 90-91-92. Laboratory Projects in Chemistry (0.5-1-2)
Lab-1.5, 3, 6, field trips P/NP available
Repeat: if no subject repeat
Investigation in depth of selected laboratory techniques in chemistry, such as: methods of analysis using instruments available at CCSF or elsewhere; computer modeling using research-quality software; or groups of experiments not part of the curriculum in a currently-offered chemistry course at CCSF. CSU

CHEM 101A. General College Chemistry (5)
Lec-4, lab-6
Pre req.: CHEM 40, 50, or an Advanced Placement test score of 3 or higher, or placement in CHEM 101A/103A by examination and advising; AND MATH 860 or placement in any math course higher than MATH 860
Students who are majoring in engineering, except chemical engineering, should enroll in CHEM 103A.
CHEM 101A-101B are the standard college courses required in many curricula. CHEM 101A may be substituted for CHEM 103A.
Students who have passed CHEM 103A may not receive credit for CHEM 101A.
Stoichiometry, solubility, solutions, gas behavior, thermochesmy, atomic structure, periodic table, chemical bonding, molecular structure, solids and liquids, and an introduction to chemical equilibrium. CSU/UC

CHEM 101B. General College Chemistry (5)
Lec-3, lab-6
Pre req.: CHEM 101A or 103A
Chemical kinetics, applications of aqueous equilibrium, chemical thermodynamics, oxidation and reduction, electrochemistry, symmetry, crystal structures and solid state chemistry, transition metal ions, descriptive chemistry of selected elements, and introduction to organic chemistry. CSU/UC

CHEM 101L. General Chemistry Lab I (2)
Lab-6
Pre req.: A lecture course equivalent to CHEM 101A
CHEM 101L is open to students who have previously passed the lecture portion of first-semester general chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 101A or CHEM 103A may not receive credit for CHEM 101L
The laboratory component of CHEM 101A. CSU

CHEM 102L. General Chemistry Lab II (2)
Lab-6
Pre req.: A lecture course equivalent to CHEM 101B
CHEM 102L is open to students who have previously passed the lecture portion of second-semester general chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 101B may not receive credit for CHEM 102L.
The laboratory component of CHEM 101B. CSU

CHEM 103A. General Chemistry for Engineering (4)
Lec-4, lab-3
Pre req.: CHEM 40, 50, or an Advanced Placement test score of 3 or higher, or placement in CHEM 101A/103A by examination and advising; AND MATH 860 or placement in any math course higher than MATH 860
Designed for students majoring in all engineering programs except chemical engineering. Students who have passed CHEM 101A may not receive credit for CHEM 103A.
Stoichiometry, gas behavior, solution properties and reactions, thermochemistry, atomic structure and bonding, properties of solids and liquids, special projects. CSU/UC

CHEM 107. Computers in Chemistry (2) sp
Lec-1, lab-3
Pre req.: completion/concurrent enrollment in CHEM 101A or 103A
Spreadsheet programs and the BASIC programming language will be used as tools for problem solving, calculations, graphing and visual presentation of chemical data. Students will also use mathematical utilities programs in chemical settings. All projects utilize the principles taught in general chemistry. No prior computer experience is required. CSU/UC

CHEM 110. Chemistry for Nonscientists (3)
Lec-3, field trips P/NP available
Open to all students except those who have completed CHEM 101A, 103A, or more advanced courses.
A non-mathematical presentation of chemical principles with emphasis on their relevance to modern life. Designed for non-science majors. CSU/UC

CHEM 110L. Laboratory for Nonscientists (1)
Lab-3 P/NP available
Pre req.: completion/concurrent enrollment in CHEM 110
Laboratory practice in modern and commonly used chemical techniques. CSU/UC

CHEM 205. Quantitative Analysis (4)
Lec-2, lab-6
Pre req.: CHEM 101B
Recommended that CHEM 205 be taken soon after CHEM 101B
The fundamentals of quantitative analysis. Solubility, acid-base, redox, complex formation equilibria and their applications in volumetric and gravimetric analysis. Selected topics in instrumental analysis. CSU/UC

CHEM 208A. Organic Chemistry (4)
Lec-3, lab-3
Pre req.: CHEM 101A or 103A
Students who have passed CHEM 212A may not receive credit for CHEM 208A.
The first semester of a one-year course in organic chemistry for students not majoring in chemistry or biochemistry. CHEM 208A/208B is designed for students majoring in the life sciences, including pre-medical students. CSU/UC

CHEM 208B. Organic Chemistry (4)
Lec-3, lab-3
Pre req.: CHEM 208A or 212A
Students who have passed CHEM 212B may not receive credit for CHEM 208B.
The continuation of CHEM 208A. CSU/UC

CHEM 208L. Organic Chemistry Lab I (1)
Lab-3
Pre req.: A lecture equivalent to CHEM 208A or 212A
CHEM 208L is open to students who have previously passed the
lecture portion of first-semester organic chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 208A or 212A may not receive credit for CHEM 208L.

The laboratory component of CHEM 208A. CSU

CHEM 212A. Organic Chemistry (5)
Lec-4, lab-6
Prereq.: CHEM 101B
Students who have passed CHEM 208A may not receive credit for CHEM 212A. CHEM 212A may be substituted for CHEM 208A.
The first semester of a one-year course in organic chemistry for students who major in chemistry, biochemistry, or other sciences. CHEM 212A/212B also satisfies the organic chemistry requirements of medical schools. CSU/UC

CHEM 212B. Organic Chemistry (5)
Lec-4, lab-6
Prereq.: CHEM 212A or 208A
Students who have passed CHEM 208B may not receive credit for CHEM 212B. CHEM 212B may be substituted for CHEM 208B.
The continuation of CHEM 212A. CSU/UC

CHEM 212L. Organic Chemistry Lab I (2)
Lab-6
Prereq.: A lecture course equivalent to CHEM 212A
CHEM 212L is open to students who have previously passed the lecture portion of majors-level first-semester organic chemistry and who now need to satisfy the laboratory requirement. Students who have passed CHEM 212A or 208A may not receive credit for CHEM 212L.
The laboratory component of CHEM 212A. CSU

Child Development and Family Studies
Office: Batmale 211
Phone Number: (415) 239-3172
Web Site: www.ccsf.edu/cdev

Announcement of Curricula

General Information
The Child Development and Family Studies Department provides educational curriculum for adult students interested in entering or continuing education for careers with children and provides services to support the needs of children and families from diverse backgrounds. The Department offers a wide variety of credit, noncredit and grant-funded programs and services that further adult understanding of how children learn, grow and develop, including: educational and practicum experiences for adults, quality ECE programs for infants, preschoolers and school-age children and youth and parent education programs at varied times and community locations throughout San Francisco and transfer courses for students interested in K-12 teaching, CTE teaching and related careers.

Learning Outcomes
• Students will become prepared to work in group or individual settings with children and youth.
• Students will understand appropriate practice and planning necessary to meet the needs of children in group settings.
• Students will be able to support children in their development and will be able to create environments for growth.

Child Development Major

Admission. Enrollment is open to all students interested in working with children in Early Childhood Programs or in gaining knowledge needed to become employed in related professions such as K-12 teacher, recreation worker, paraprofessional, youth worker or to transfer for further study.

Associate in Arts Degree. The Child Development Program is designed so that students may satisfy the requirements for graduation from the College.

For students interested in the Associate in Arts Degree and Major (in Child Development) from City College, the requirements are as follows:

Courses Required for the major in Child Development

Course Units
CDEV 65 Orientation to Early Childhood Programs... 3
CDEV 67 The Child, the Family, and the Community 3
CDEV 53 Child Growth and Development............. 3
CDEV 66 Intro to Early-Childhood Curriculum....... 3

Health Coursework:
HLTH 14 Advanced First Aid/Emergency Care
or HLTH 21 CPR, Childcare Health and Safety Education
or HLTH 11A Pediatric CPR and First Aid
and HLTH 11B Pediatric Preventive Health Education..........................1-3

Required Electives (18 units):
18 additional units of Child Development
(CDEV) coursework ........................................... 18
Total .........................................................31-33

The Degree curriculum requires a total of 60 semester units. After completing 30 units from the Child Development Department AND the 18-24 units of General Education Requirements, a student may enroll in any course (as elective) to total the 60 units for an A.A. Degree.
### Child Development: Administration Certificate

A “Certificate of Achievement” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

**Courses Required for the Certificate of Achievement in Child Development: Administration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Develop</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to Early Childhood Prog</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>Area of Specialization: Administration</td>
<td></td>
</tr>
<tr>
<td>CDEV 90 Early Childhood Admin I</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 91 Early Childhood Admin II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Child Development: Appreciating Diversity Certificate

A “Certificate of Accomplishment” will be granted upon successful completion of the required number of units in coursework. A grade of “C” or better is required in all certificate courses. The Appreciating Diversity Certificate requires completion of 6 units from the courses listed below:

**Courses Required for the Certificate of Accomplishment in Child Development: Appreciating Diversity**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 93 Cultural Diversity in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 76 Supporting LGBT Families in ECE</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### Child Development: Family Childcare Certificate

A “Certificate of Accomplishment” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

The Family Childcare Certificate requires completion of 6 units from the courses listed below:

**Courses Required for the Certificate of Accomplishment in Child Development: Family Childcare**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 70 Family Childcare</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41F Serving Children with Special Needs</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41G Comm with Parents and Guardians</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41H Environments in Family Childcare</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41I Adv Business Practices</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41J Infant/Toddler Development</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41K Infant/Toddler Curriculum</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41L Music and Movement in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41O Outdoor Learning in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41P Mixed Ages in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41Q Advancing Careers in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41R Recruiting Infants into FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41S Learning Activities in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41T Exploring Math in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 41W Exploring Science in FCC</td>
<td>1</td>
</tr>
<tr>
<td>CDEV 44 Environ Rating Scale Family CC</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### Child Development: General Certificate

A “Certificate of Achievement” will be granted upon successful completion of the required number of units in course work. A grade “C” or better is required in all certificate courses. CDEV 72, Supervised Field Experience, is strongly recommended for those students planning to work in early childhood classroom settings with children.

**Courses Required for the Certificate of Achievement in Child Development: General**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Develop</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to Early Childhood Prog</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>CDEV Elective Courses*</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

*Elective coursework may include any courses offered by the Child Development Program excluding those courses listed under any area of specialization.

### Child Development: Infant/Toddler Care Certificate

A “Certificate of Achievement” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

**Courses Required for the Certificate of Achievement in Child Development: Infant/Toddler Care**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 53 Child Growth and Develop</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 65 Orientation to Early Childhood Prog</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 66 Intro to Early Childhood Curr</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 67 The Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>Area of Specialization: Infant/Toddler Care</td>
<td></td>
</tr>
<tr>
<td>CDEV 61 Infant/Toddler Growth and Develop</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 62 Infant/Toddler Curr</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Child Development: Pre-Teacher Certificate

A “Certificate of Accomplishment” will be granted upon successful completion of the required number of units of coursework. A grade of “C” or better is required in all certificate courses.
Courses Required for the Certificate of Accomplishment in Child Development: Pre-Teacher

The Pre-Teacher Certificate requires completion of 12 units from the courses listed below:

Course                  Units
CDEV 53 Child Growth and Development................. 3
CDEV 67 The Child, the Family & the Community ... 3
CDEV 71 Elementary Supervised Field Experience.... 3
CDEV 75 Secondary Supervised Field Experience ..... 3
CDEV 150 Orientation to Education.................... 3
CDEV 108A/ET 108A Practical Mathematics I .......... 3
P SC 11 Physical Science.................................. 3
P SC 12A Physical Science Lab for Teachers.......... 1
GEOL 41 Current Topics in Earth Sciences
   (Workshops for Teachers) ................................. 1
LERN 52A Specific Study Strategies
   (CBEST or CSET Prep Reading & Writing)........... 0.5
LERN 52B Specific Study Strategies
   (CBEST or CSET Prep Math)............................. 0.5

Total Units ................................................................ 12

Child Development: Professional Development and Advocacy Certificate

A “Certificate of Achievement” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses. CDEV 72, Supervised Field Experience, is strongly recommended for those students planning to work in classroom settings with children.

Courses Required for the Certificate of Achievement in Child Development: Professional Development and Advocacy

Course                  Units
CDEV 53 Child Growth and Development................. 3
CDEV 65 Orientation to Early Childhood Prog........ 3
CDEV 67 The Child, Family, and Community.......... 3
CDEV 66 Intro to Early Childhood Curr................. 3

Area of Specialization: Professional Development and Advocacy Child Development Elective Courses from the following (6 units):

CDEV 41B Mentor Teacher Seminar..................... 5-1
CDEV 41C Mentor Director Seminar.................... 5-1
CDEV 41D Professional Advising – CDEV Permit ... 1
CDEV 41E Starting a Childcare Center or
   Large FCC Home in SF ...................................... 1
CDEV 44 Environ Rating Scale Family CC .............. 1
CDEV 45 ITERS & ECERS Rating Scales ................. 1
CDEV 105 Superv Adults in Early Childhood Prog... 2
LBSC 94A-C Labor Relations in Childcare............. 1-3
CDEV 93 Cultural Diversity in Early Childhood Ed... 3
CDEV 111-113 Work Exp in Child Development........ 1-3
CDEV 41L Advocacy and Professional Standards...... 1
CDEV 72 Supervised Field Experience .................. 3
ESL 51A ESL for Child Development ..................... 3

Total Units ................................................................ 18

Child Development: School-Age Care Certificate

A “Certificate of Achievement” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

Courses Required for the Certificate of Achievement in Child Development: School-Age Care

Course                  Units
CDEV 53 Child Growth and Develop.................... 3
CDEV 65 Orientation to Early Childhood Prog........ 3
CDEV 66 Intro to Early Childhood Curr................. 3
CDEV 67 The Child, Family, and Community.......... 3
CDEV 95 School-Age Curriculum.......................... 3
CDEV 97 School-Age Child Growth & Development .. 3

Total Units ................................................................. 18

Child Development: Violence Intervention in Early Childhood Certificate

A “Certificate of Achievement” will be granted upon successful completion of the required number of units in course work. A grade of “C” or better is required in all certificate courses.

Courses Required for the Certificate of Achievement in Child Development: Violence Intervention in Early Childhood

Course                  Units
CDEV 53 Child Growth and Develop.................... 3
CDEV 65 Orientation to Early Childhood Prog........ 3
CDEV 67 The Child, Family, and Community.......... 3
CDEV 100 Violence and Its Impact on Children .... 3
CDEV 101 Violence Intervention Techniques......... 3
CDEV 72 Supervised Field Exp. in Early Childhood .. 3

Total Units ................................................................. 18

Transfer to BA/BS Credential Programs

The Teacher Prep Center in the Child Development and Family Studies Department at City College of San Francisco can help you if you are interested in transfer or need support to obtain elementary, secondary, or CTE credentials or an advanced degree. We have information, resources and advice for students interested in teaching as a career.

For additional information, please call or visit the Teacher Prep Center at the Ocean Campus, Bungalow 213 at (415) 239-3890 or at www.ccsf.edu/cdev

The Early Childhood Professional Development Project (PDP)

For students interested in obtaining a child development permit, learning more about ECE careers, seeing an ECE advisor, or working with young children in child development settings, the Professional Development Project at the Teacher Prep Center can assist you. For additional information, call PDP at the Ocean Campus, Bungalow 213 at 452-5605. www.ccsf.edu/cdev
Child Development

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

CDEV 41-42-43. Selected Topics in Child Development (5-1-2-3)
Lec-1, 2, 3, field trips P/NP available
The content of these courses varies. Students may re-enroll for additional credit if they do not repeat the same topic.
Investigation in depth of selected topics in Child Development. CSU

CDEV 41A. The High/Scope Curriculum
CDEV 41B. Issues in Child Development-The Mentor
Teacher Seminar
CDEV 41C. Issues in Child Development-The Mentor
Director Seminar
CDEV 41D. The Child Development Permit and Professional Growth Advising
CDEV 41E. Starting a Childcare Center or Large Family Child Care Home in in San Francisco
CDEV 41F. Serving Children with Special Needs in Family Childcare
CDEV 41G. Communicating with Parents and Guardians in Family Childcare
CDEV 41H. Environments in Family Childcare
CDEV 41I. Advanced Business Practices in Family Childcare
CDEV 41J. Infant/Toddler Development in Family Childcare
CDEV 41K. Infant/Toddler Curriculum in Family Childcare
CDEV 41L. Advocacy and Professional Standards
CDEV 41M. Substitute Teaching in ECE Programs
CDEV 41N. Music and Movement in Family Child Care
CDEV 41O. Outdoor Learning in Family Child Care
CDEV 41P. Mixed Ages in Family Child Care
CDEV 41Q. Advancing Careers in Family Child Care
CDEV 41R. Recruiting Infants into Family Child Care
CDEV 41S. Learning Activities in Family Child Care
CDEV 41T. Early Care for Children with Autism
CDEV 41U. Dual Language Learning in Early Childhood
CDEV 41V. Exploring Math in Family Child Care
CDEV 41W. Exploring Science in Family Child Care

CDEV 44. Environ Rating Scale Family CC (1)
Lec-1
Repeat: max. 2 units
An overview of the Environmental Rating Scale for family child care providers in multi-age groupings. Self-assessment and study methods for quality environments will be examined. Practical applications of the rating scales will be emphasized. CSU

CDEV 45. ITERS & ECERS Rating Scales (1)
Lec-1
Repeat: max. 2 units
An overview of the Environmental Rating Scale for infant, toddler, and preschool child care providers and teachers. Self-assessment and study methods for quality environments will be examined. Practical applications of the rating scales will be emphasized. CSU

CDEV 53. Child Growth and Development (3)
Lec-3
Emphasis on human growth and development during infancy, early childhood, and adolescence. Developmental characteristics and individual differences; interrelationships of physical, emotional, intellectual, and social growth; personality development; signs of physical or emotional disturbances; records of children’s growth and development. CSU

CDEV 61. Infant/Toddler Growth and Development (3)
Lec-3
Introduction for student/caregiver to developmental patterns from prenatal to toddler. Emphasis on the changes taking place during each developmental stage so that the teacher/caregiver will enhance his/her skills in caring for young children. CSU

CDEV 62. Infant/Toddler Care in Group Settings (3)
Lec-3
Theory and practice of the care and education of the very young child for prospective and practicing teachers and caregivers. Emphasis on the importance of the early years and how infants/toddlers learn. Presentation of quality care for infants/toddlers in terms of a developmental/educational curriculum and caregiver characteristics and techniques that enhance growth and development for the very young. CSU

CDEV 64. Introduction to Stress and Coping in Early Childhood and Elementary School Programs (3)
Lec-3

CDEV 65. Orientation to Early Childhood Programs (3)
Lec-3
This is the introductory course for the Child Development Department. This course provides an orientation to methods and philosophy of various early childhood programs such as Montessori, private nursery schools, cooperative nursery schools, childcare programs, and Head Start programs.CSU

CDEV 66. Introduction to Early Childhood Curriculum (3)
Lec-3
The role of the teacher in the early childhood program. Emphasis on ways in which the teacher can provide developmentally appropriate play activities and creative learning experiences for children. CSU

CDEV 67. The Child, the Family, and the Community (3)
Lec-3
Patterns of family living and the roles and interaction of family members; social and economic factors affecting family life; homeschool relationships; and community resources for children. CSU

CDEV 68. Interactions with Children (3)
Lec-3
Elements of children’s interactions and their relationships with adults and other children; dynamics of social interaction in the context of child growth and development; motivation and management of social behavior of young children. Dynamics in working with adults in childcare setting. Emphasis on the child in urban settings. Overview of current trends in infant and day care. CSU

CDEV 70. Family Childcare (1)
Lec-1
Overview of the operation and development of a family childcare home business. Information on California licensing regulations, operational procedures, and marketing efforts. CSU

CDEV 71. Elementary Supervised Field Experience (3)
Lec-1, conference-2, work-5
Advise: ESL 130 (or placement in ESL 140), or ENGL 90 (or place-
Supervised work experience in group programs for elementary-age children. Observation and evaluation of school-age children, planning group activities and the role of adults in elementary schools will be examined. This course will fulfill the pre-admission field experience requirement for CSU Credential Programs for future elementary teachers. CSU

CDEV 72. Supervised Field Experience in Early Childhood (3)
Lec-1, conference-2, work-5
PREREQ.: CDEV 53 AND CDEV 66 AND CDEV 67
Advise: ESL 130 (or placement in ESL 140), or ENGL 90 (or placement in ENGL 92)
Repeat: max. 6 units
Supervised work experience in group programs for young children. Observation and evaluation of young children, planning group activities and the role of adults in ECE programs. Fulfills the experience requirement for Child Development Permits. CSU

CDEV 73. Observing Young Children (3)
Lec-3
Training and practice in observational techniques and analysis; using observational data for appropriate curriculum development. CSU

CDEV 74. Children with Special Needs (3)
Lec-3
An overview of the developmental needs of children with special needs and the role the childcare teacher and the child development environment plays in supporting growth and development. CSU

CDEV 75. Secondary Supervised Field Experience (3)
Lec-1, conference-2, work-5
Advise: ESL 130 (or placement in ESL 140), or ENGL 90 (or placement in ENGL 92)
Repeat: max. 6 units
This course provides supervised fieldwork in high school or middle school classrooms with children or youth. Lab hours in actual classrooms will be combined with lectures covering observation, evaluation and curriculum planning strategies, the role of the adult and the student-learner. An overview of the California Curriculum Content Standards will be included. This course will fulfill the pre-admissions field experience requirement for CSU/UC Credential Programs for future secondary teachers. CSU/UC

CDEV 76. Supporting LGBT Families in ECE (3)
Lec-3
Advise: CDEV 67
Analysis of issues and challenges faced by lesbian, gay, bisexual and transgender parents and their children in early childhood settings and exploration of the role of early childhood educators and programs in creating inclusive environments. CSU
CDEV 76=GLST 76

CDEV 77. Diverse LGBT Issues in ECE (3)
Lec-3
PREREQ.: CDEV 76
Building upon CDEV 76, students will create inclusive curriculum for children, develop workshop sessions for caregivers/staff, learn about diverse religious and cultural experiences in lesbian, gay, bisexual and transgender (LGBT) communities, examine the relationships between culture, religion and LGBT issues, and develop skills to engage in dialogue about controversial issues.

CDEV 80. Literacy Development - School-Age Child (1)
Lec-3 (6 wks)
Advise: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170
Strategies for teacher assistants to help children from kindergarten through third grade develop basic concepts of print and beginning reading; begin to read stories and write about topics that are meaningful to them; use various text forms; and extend and refine reading and writing to suit varying purposes and audiences. CSU

CDEV 81. Early Literacy Development - Preschool Child (1)
Lec-3 (6 wks)
Advise: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170
Strategies for early childhood assistants to help preschool children develop pre-reading and pre-writing skills with an emphasis on developmentally appropriate practices to use with children who speak a variety of languages. Students will learn to select books and materials; engage children in shared literary experiences; and promote early experiments with writing. CSU

CDEV 82. Heads Up Reading A (1)
P/NP only
Introduction to early literacy development with emphasis on children from birth to age 5. Techniques to create literacy environments for children; plan engaging curriculum to support language and literacy; and involve families in supporting literacy of children from diverse backgrounds. CSU

CDEV 83. Heads Up Reading B (1)
P/NP only
Strategies to enhance the early literacy outcomes of young children birth to age 5. Different dimensions of the basic topics presented in Heads Up Reading-A. May be taken independently. CSU

CDEV 84. Heads Up Reading C (1)
P/NP only
Methods to prepare early literacy curriculum and environments for young children from birth to age 5. Different dimensions of the basic topics presented in Heads Up Reading A and B. May be taken independently. CSU

CDEV 90. Early Childhood Education Administration I (3)
Lec-3
Emphasis on the business aspects of early childhood education programs. Setting up a childcare program; legal requirements for childcare settings; laws relating to early childhood education; facets of business management. CSU

CDEV 91. Early Childhood Education Administration II (3)
Lec-3
Emphasis on the human relations as a necessary part in the administration of early childhood education programs. Staffing; parent involvement; communication guides for director-teacher, teacher-teacher, and teacher-parent relationships. CSU

CDEV 92. Health, Safety, and Nutrition in Early Childhood Programs (3)
Lec-3
Exploration of essential aspects and concerns of health, safety, and nutrition for children in early childhood programs. Examination of the relationship of preventive health care, safety measures, and proper nutrition to optimal development and education. Focus on how to provide high quality, secure environments, health/safety educational experiences and nutritious meals. Knowledge of basic management of accidental injuries and illnesses. CSU

CDEV 93. Cultural Diversity in Early Childhood Education (3)
Lec-3
Addresses the nature of cultural diversity in the United States and
its implication for developing early childhood curriculum and for teaching young children. The course focuses on the attitudes of adults who interact with young children, institutional racism and development of a multicultural curriculum. CSU

CDEV 94. Literacy Development in Early Childhood (3)
Lec-3
An integrated approach to emerging language and literacy in the early years based on the needs and interests of the children. Emphasis on how teachers can support whole language learning and literacy development with consideration of the child’s home language and culture. CSU

CDEV 95. School-Age Childcare Curriculum (3)
Lec-3
Exploration of understanding child development and family concerns that are essential in planning a developmentally appropriate school-age childcare program. Emphasis will be upon: relating to children and parents, age appropriate activities, positive guidance, and planning the environment. CSU

CDEV 96. Understanding Children with Difficult Behaviors in Early Childhood Programs (3)
Lec-3
Causes of difficult behavior in young children enrolled in group settings. Emphasis on recent research in brain development, neuropsychology and nutrition. Necessary changes in attitudes and responses of the involved adults. CSU

CDEV 97. School-Age Child: Growth and Development (3)
Lec-3
Introduction to human growth and development from ages five through twelve, covering physical, cognitive, language and social development of the child. Developmental theories will be introduced and issues affecting the lives of school-age children in contemporary society will be explored. CSU

CDEV 98. Sensory-Motor Development and Activities in Early Childhood Programs (3)
Lec-3
Prereq: Completion/concurrent enrollment in CDEV 53
Introduction to sensory-motor development in young children (birth - age 8) with a focus on large and small motor skills. Emphasis on understanding the critical factors that promote sensory-motor processing and interaction. Includes activities that enhance the role of the early childhood educator. CSU

CDEV 99. Sensory Processing Disorder in Children (1)
Lec-16 (total hrs)
Advising: CDEV 53
Overview of issues related to Sensory Processing Disorder in young children, with an emphasis on early identification and intervention strategies. The class will explore how children with autism, developmental dyspraxia, ADHD and other neurodevelopmental disabilities are affected by Sensory Processing Disorder (SPD). CSU

CDEV 100. Violence and Its Impact on Children and Their Families (3)
Lec-3
Exploration of violence in America and its impact on the physical and psychological well-being of children, their families and early childhood teachers. Emphasis on the relationship of self-awareness and multicultural awareness as critical factors in understanding appropriate early childhood violence prevention and intervention strategies. CSU

CDEV 101. Introduction to Violence Intervention for Children and Their Families (3)
Lec-3
Overview of violence prevention strategies that are appropriate for early childhood programs. Building on skills developed in CDEV 100, this course focuses on early childhood teachers the knowledge and skills to respond to the needs of children and families who experience stress and chronic violence. CSU

CDEV 102. Practicum and Fieldwork in Violence Intervention for Children (3)
Lec-2 (9 wks), lab-12 (1 wk)
Prereq: CDEV 100 and 101
Application of skills learned in CDEV 100 and 101. Students work with young children impacted by violence. Developing basic observation, communication, and intervention skills appropriate for early childhood settings. CSU

CDEV 103. Practicum and Fieldwork in Violence Intervention for Children (3)
Lec-3 (12 wks)
Prereq: CDEV 90 or 91
Methods and principles of supervising adults in early childhood classrooms. Emphasis on the role of the experienced teacher who functions as the supervisor to center staff. Explores the head teacher’s relationship to new teachers while simultaneously addressing the needs of children, parents and other staff. CSU

CDEV 104. Exploring Science in Early Childhood Education (3)
Lec-3
Early childhood teachers will explore materials and teaching strategies that support young children’s interest in and understanding of science and the natural world. CSU

CDEV 105. Supervising Adults in Early Childhood Programs (2)
Lec-3 (12 wks)
Prereq: CDEV 90 or 91
Overview of child nutrition issues, with an emphasis on practical skills and approaches to influence positive eating behaviors that promote optimal health and nutrition. Topics include basic nutrition principles, planning healthy meals and snacks, food safety, childhood obesity, physical activity, nutrition education, child nutrition programs and food assistance resources. CSU

CDEV 106. Exploring Science in Early Childhood Education (3)
Lec-3
Overview of child nutrition issues, with an emphasis on practical skills and approaches to influence positive eating behaviors that promote optimal health and nutrition. Topics include basic nutrition principles, planning healthy meals and snacks, food safety, childhood obesity, physical activity, nutrition education, child nutrition programs and food assistance resources. CSU

CDEV 107. Introduction to Child Nutrition (3)
Lec-3
Overview of child nutrition issues, with an emphasis on practical skills and approaches to influence positive eating behaviors that promote optimal health and nutrition. Topics include basic nutrition principles, planning healthy meals and snacks, food safety, childhood obesity, physical activity, nutrition education, child nutrition programs and food assistance resources. CSU

CDEV 108. Communicating with Parents and Guardians (3)
Lec-48 (total hrs)
An overview of the importance of communication in childcare and school settings. Family needs, differences, challenges and expectations are stressed, with special attention paid to cultural, racial, economic, gender and family structure differences and their impacts on communication strategies. The value of positive parent-teacher relationships in the provision of quality childcare and education is analyzed, and communication techniques and strategies are explored. CSU

CDEV 108A. Practical Mathematics I (3)
Lec-3, conf-1
Prereq: ET 108A/CDEV 108A/BTEC 108A
Concepts, techniques and applications of arithmetic and elementary algebra emphasizing applications to practical problems. Interactive and traditional problem solving methods. Class interactive group exercises applying mathematical techniques to various applications and real world problems. CDEV 108A=ET 108A=BTEC 108A

CDEV 108B. Practical Mathematics II (3)
Lec-3, conf-1
Prereq: ET 108A/CDEV 108A/BTEC 108A or demonstration of
CDEV 111-112-113. Work Experience in Child Development (1-2-3)
Conf-1, work-5,10,15 P/NP available

CDEV 150. Orientation to Education (3)
Lec-3
This course will provide an opportunity for students to explore the teaching profession as a career. Various settings for teaching, with specific emphasis on K-12 opportunities. California state requirements for becoming a credentialed teacher, the educational preparation involved and the steps to securing field experience and a teaching position. History of education in America will be presented, and an overview of the roles of the teacher will be covered. Students will also assess their individual strengths as they relate to the demands of the profession and identify the developmental needs of children in group settings. CSU

CDEV 151. Introduction to Foster Parenting (2)
Lec-2
Exploration of the role of the foster parent. Emphasis on human development from birth through adolescence, communication skills, sociological/psychological fostering issues and cultural/community resources. Elements on ways in which the foster parent can nurture the foster child. CSU

CDEV 152. Positive Parenting (2)
Lec-2
Basic knowledge of parent and child growth and development.

CDEV 155. Advanced Positive Parenting (3)
Lec-3
An in-depth analysis of positive parenting knowledge, skills and behaviors, as well as a careful examination of the societal pressures faced by families and corresponding support services. Developed for parents who have reunited their families (after legal and social intervention). CSU

NONCREDIT COURSES:

Infancy and Early Childhood

CDEV 8002. Parents and Infants (45-90 hrs)
Informal lecture and discussion on infant development during the first seven months of life and issues of concern to new parents. Covers characteristics of normal development, daily routines and feeding practices, and impact of the infant on the family.

CDEV 8003. Infant Development (45-90 hrs)
Informal discussion on the growth and development of infants 8-14 months of age held in an enriched play environment. Topics covered include physical, emotional, social and cognitive growth, influence of environment on development, feeding concerns, and the infant’s impact on family.

Preschool and School-Age Children

CDEV 8100. Child Observation (45-270 hrs)
An exploration of child growth and development through observation and interaction with preschool children; child rearing practices; effective parenting; positive decision making in family life; utilization of community resources.

CDEV 8101. State Preschool Program (72 hrs)
Presents child growth and development and teaching techniques utilized in the classroom and home. Provides a preschool learning environment for children, educational opportunities for income eligible parents, and supportive services for families. One hour parenting class per week. (Parent attends 4-16 hours.)

CDEV 8104. Parent Participating Class (270-306 hrs)
An exploration of early childhood development with an emphasis on parent/child relationships, community resources and parent/child communication. Discussion of the developmental needs of children 2-5 years. (Parent attends 5-17 hours.)

CDEV 8112. Preschool Child in Day Care (54-270 hrs)
A study of the growth and development of preschool children in day care.

CDEV 8117. Current Issues in Childcare (90-450 hrs)
Classes designed for parents and guardians of children enrolled in childcare programs. Each class focuses on a specific aspect of childcare affecting parents/guardians of preschool and school-age children. Topics include the relationship of the childcare program to the family and how childcare relates to the needs of children.
Chinese (Mandarin) Certificate

The Certificate of Accomplishment in Chinese (Mandarin) provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Chinese (Mandarin). Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in Chinese (Mandarin)

Core Courses

- CHIN 1 Elementary Chinese ............... 5
- or CHIN 1A-1B Elementary Chinese ........ 3-3
- CHIN 2 Continuation of Elementary Chinese...... 5
- or CHIN 2A-2B Continuation of Elem Chinese 3
- CHIN 3 Intermediate Chinese .................. 5
- or CHIN 3A-3B Intermediate Chinese ......... 3-3
- CHIN 4 Continuation of Intermed Chinese ........ 5
- or CHIN 4A-4B Cont of Intermed Chinese ........ 3
- CHIN 16 Chinese Characters for Beginners ....... 3
- CHIN 17 Cont of Chinese Chars for Beginners .... 3
- CHIN 17 Cont of Chinese Chars for Beginners .... 3
- CHIN 12C Intermed Conversational Mandarin .... 3
- CHIN 12B Cont of Beg Conversational Mandarin ... 3
- CHIN 12A Beg Conversational Mandarin ........... 3
- CHIN 16 Chinese Characters for Beginners ....... 3
- CHIN 17 Cont of Chinese Chars for Beginners .... 3
- CHIN 17 Cont of Chinese Chars for Beginners .... 3
- CHIN 31A, 31B Inter Chin for Biling Students .... 3

Elective Courses

- CHIN 12A Beg Conversational Mandarin .......... 3
- CHIN 12B Cont of Beg Conversational Mandarin ... 3
- CHIN 12C Intermed Conversational Mandarin ....... 3
- CHIN 14A Conv Mandarin/Spkr of Other Lang ...... 3
- CHIN 14B Conv Mandarin/Spkr of Other Lang ...... 3
- CHIN 14C Intermed Conversational Mandarin ....... 3
- CHIN 29A, 29B Chin Literature in Translation .. 3
- CHIN 39 or 49 Maj Achieve/Chin Thought & Cul .... 3
- CHIN 39 or 49 Maj Achieve/Chin Thought & Cul .... 3

Total Units ........................................... 15

Announcement of Courses

Students of beginning Mandarin are directed to consider CHIN 1, 1A, 12A, 14A, 16.

A placement test in Chinese is available for guidance in selecting the appropriate course. For information, call 239-3223.

CREDIT, DEGREE APPLICABLE COURSES:

CHIN 1. Elementary Chinese (5)
- Lec-5, lab-2  P/NP available
- Advise: Eligible for ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or completion of any City College or university foreign language course
- Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC

CHIN 1A-1B. Elementary Chinese (3-3)
- Lec-3, lab-2  P/NP available
- Prereq.: For CHIN 1B: CHIN 1A or demonstration of CHIN 1A
EXIT SKILLS
Advised: For CHIN 1A: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or completion of any City College or university foreign language course
Beginner's courses. (Especially recommended for students starting the study of Chinese for the first time.)
Grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC
CHIN 1A+1B = CHIN 1

CHIN 2. Continuation of Elementary Chinese (5)
Lec-5, lab-2 P/NP available
PREREQ.: CHIN 1 or 1B or demonstration of CHIN 1/1B EXIT SKILLS
Second semester course. Continuation of the study of grammar, composition, and reading. Practice in speaking and understanding Mandarin. CSU/UC
CHIN 2A+2B = CHIN 2

CHIN 3. Intermediate Chinese (5)
Lec-5, lab-1 P/NP available
PREREQ.: CHIN 2 or 2B or demonstration of CHIN 2/2B EXIT SKILLS
Third semester course. Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC
CHIN 3A+3B = CHIN 3

CHIN 4. Continuation of Intermediate Chinese (5)
Lec-5, lab-1 P/NP available
PREREQ.: CHIN 3 or demonstration of CHIN 3 EXIT SKILLS
Fourth semester course. Grammar, composition and reading. Practice in speaking and understanding Mandarin. Understanding of Chinese culture. CSU/UC
CHIN 4A+4B = CHIN 4

CHIN 10A. Beginning Conversational Cantonese (3)
Lec-3, lab-2 P/NP available
Not open to native speakers of Cantonese. Open to all beginning students.
Beginner's course. Extensive oral training in Cantonese. Emphasis on practical vocabulary and idiom rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10B. Continuation of Beginning Conversational Cantonese (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 10A or demonstration of CHIN 10A EXIT SKILLS. Not open to native speakers of Cantonese.
Second semester course. Continuation of extensive oral training in Cantonese. Emphasis on practical vocabulary and idiom rather than on formal grammar and literature. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10C. Intermediate Conversational Cantonese (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 10B or demonstration of CHIN 10B EXIT SKILLS. Not open to native speakers of Cantonese.
Third semester course. Continuation of extensive oral training in Cantonese. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 10D. Continuation of Intermediate Conversational Cantonese (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 10C or demonstration of CHIN 10C EXIT SKILLS. Not open to native speakers of Cantonese.
Fourth semester course. Continuation of extensive oral training in Cantonese. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. Students will learn romanization with tone markings rather than Chinese characters. CSU

CHIN 12A. Beginning Conversational Mandarin (3)
Lec-3, lab-2 P/NP available
Not open to native speakers of Mandarin nor to speakers of other Chinese languages. These students should consider CHIN 14A, Conversational Mandarin for Speakers of Other Chinese Dialects: Level I.
Extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing in Chinese characters. CSU

CHIN 12B. Continuation of Beginning Conversational Mandarin (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 12A or 1A or demonstration of CHIN 12A or 1A EXIT SKILLS. Not open to native speakers of Mandarin nor to speakers of other Chinese languages. These students should consider CHIN 14B, Conversational Mandarin for Speakers of Other Chinese Dialects: Level II.
Second semester course. Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing in Chinese characters. CSU

CHIN 12C. Intermediate Conversational Mandarin (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 12B or CHIN 1 or 1B or demonstration of CHIN 12B, 1 or 1B EXIT SKILLS. Not open to native speakers of Mandarin. Open to all students with
limited background in Chinese.
Third semester course. Continuation of extensive oral training in Mandarin. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

CHIN 14A. Conversational Mandarin for Speakers of Other Chinese Dialects: Level 1 (3)
Lec-3, lab-2 P/NP available
Not open to native speakers of Mandarin. Open to all beginning students of Mandarin who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.
Beginner’s course in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 14B. Conversational Mandarin for Speakers of Other Chinese Dialects: Level 2 (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 14A or DEMONSTRATION OF CHIN 14A EXIT SKILLS
Not open to native speakers of Mandarin. Open to all students who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese.
Continuation of oral training in Mandarin. Emphasis on practical vocabulary, pronunciation, and idiomatic usage. Designed for students who wish to acquire basic skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 14C. Intermediate Conversational Mandarin for Chinese Speaking Students (3)
Lec-3, lab-2 P/NP available
PREREQ.: CHIN 14B or DEMONSTRATION OF CHIN 14B EXIT SKILLS
Not open to native speakers of Mandarin. Open to all students who can speak at least one Chinese dialect. Recommended for Chinese speaking students and for students who have some knowledge of Chinese. May not be offered every semester.
Continuation of extensive oral training in Mandarin. Emphasis on practical vocabulary, pronunciation and idiomatic usage. Designed for students who wish to continue acquiring skills of spoken Mandarin rather than formal grammar and literature. CSU

CHIN 16. Chinese Characters for Beginners (3)
Lec-3 P/NP available
A beginner’s course, taught in English.
Open to all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, 1A/1B, or CHIN 12 series, or CHIN 10 series.
An intensive study of 300 commonly used characters to enhance reading and writing Chinese. CSU/UC

CHIN 16A. Chinese Characters for Beginners (1)
Lec-1 P/NP available
An introduction to Chinese characters, taught in English. Designed for students with limited or no background in written characters.
 Besides a brief history of the formation and evolution of characters, basic strokes and the rules for stroke order, students will learn about 100 radicals as well as individual characters. CSU

CHIN 16B. Chinese Characters for Beginners (1)
Lec-1 P/NP available
PREREQ.: CHIN 16A or EQUIVALENT
A continuation course of Basic Chinese Characters. Students will review 100 characters and learn another 100 new characters through common sayings, idioms and short poems. CSU

CHIN 16C. Chinese Characters for Beginners (1)
Lec-1 P/NP available
PREREQ.: CHIN 16A, 16B OR EQUIVALENT
This is a continuation course of Basic Chinese Characters. Students will review 200 characters and learn another 100 new characters through texts with different topics. CSU

CHIN 17. Continuation of Chinese Characters for Beginners (3)
Lec-3 P/NP available
PREREQ.: CHIN 16 or DEMONSTRATION OF CHIN 16 EXIT SKILLS
A continuation course, taught in English.
Open to all students with limited or no background in written characters. Recommended to be taken concurrently with CHIN 1, 2A/B, or CHIN 12 series, or CHIN 10 series.
An intensive study of additional 300 commonly used characters to enhance reading and writing Chinese. CSU/UC

CHIN 22. Basic Chinese Composition Online (3)
Lec-3 P/NP available
PREREQ.: CHIN 2/2B
On-line introduction to basic Chinese writing skills including comprehension, vocabulary, and grammar through readings and discussions of contemporary issues concerning China and Taiwan. CSU/UC

CHIN 29A-29B. Chinese Literature in Translation (3-3)
Lec-3 P/NP available
Advise: ENGL 96 or placement in ENGL 1A
CHIN 29A not prerequisite to 29B. No knowledge of Chinese required.
Reading and discussion of representative works in English translation. CSU/UC

CHIN 31A-31B. Intermediate Mandarin Chinese for Bilingual Students (3-3)
Lec-3, lab-1 P/NP available
PREREQ.: ORAL FLUENCY IN AT LEAST ONE CHINESE DIALECT OTHER THAN STANDARD MANDARIN AND KNOWLEDGE OF APPROXIMATELY 800-1000 CHINESE CHARACTERS
Chinese 31A is not a prerequisite for Chinese 31B. These courses may be taken non-sequentially.
Intensive training in written and spoken Mandarin with emphasis on reading and composition. Linguistic ability in both English and Chinese are used as a basis for increasing vocabulary and enhancing reading and writing skills through short stories, poems, essays and composition. Advanced training in written and spoken Mandarin. CSU/UC
These courses are designed for bilingual students who are effective in oral communication in at least one Chinese dialect other than standard Mandarin, but need formal training in both receptive and productive skills in Mandarin.

CHIN 39. Major Achievements of Chinese Thought and Culture (3)
Lec-3
Advise: ENGL 96 or placement in ENGL 1A
No knowledge of Chinese required. Not open to students who are enrolled in or have completed CHIN 49.
Consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU/UC

CHIN 49. Major Achievements of Chinese Thought and Culture (3)
Lec-3 P/NP available
No knowledge of Chinese required. Not open to students who are enrolled in or have completed CHIN 39.
Consideration of the humanistic traditions of China, the most recent archaeological discoveries, and their relation to those of other countries in East Asia. CSU
Announcement of Curricula

GENERAL INFORMATION

The Cinema Department is ideally situated in the San Francisco Bay Area, which is home to one of the country’s most vibrant film cultures and traditions. Our program is unique in the breadth of its course offerings, the quality of its instruction, and the accessibility of its equipment. As part of one of the largest, most diverse community colleges in the country, the Cinema Department is an exciting and rewarding place to study film.

The Cinema department is equipped to fulfill a wide range of professional and academic goals. Production and studies classes include, but are not limited to: cinematography and lighting, screenwriting, directing, producing, editing, sound for motion picture, feature and documentary production, film history, aesthetics and genre/author studies.

Students work with evolving technologies and state of the art equipment that emphasizes hands-on training and portfolio production. Film studies courses provide a historical view of film in our culture through the examination of aesthetic and technical changes in the medium. The knowledge and experience acquired in the program will prepare students to pursue their goals in the motion picture industry or transfer to an institution of higher learning.

Our dedicated faculty and staff consist of award-winning filmmaking professionals who create an environment that encourages creativity, technical proficiency, and critical thinking.

Each year students in the Cinema Department produce CITY SHORTS, a high-profile film festival. This public event provides students an opportunity to showcase their work and celebrate with the community.

LEARNING OUTCOMES

Understand basic principles of film production and industry practice
Analyze different film forms and genres
Demonstrate skills in celluloid and digital technology
Demonstrate storytelling skills
Identify film history movements

CAREER OPPORTUNITIES

Production Assistant
Grip and Lighting Technician
Camera Operator
Film and Video Editor
Motion Picture Director
Producer
Production Manager
Screenwriter
Sound Recordist
Sound Mixer
Festival Curator

Cinema Production Major

The Associate in Science Degree in Cinema Production is intended for students who are interested in pursuing a career in film production. Students must satisfy the following program prerequisite: Completion (with a C or higher) of MMSP 120 - Computer Skills for Multimedia or BCST 119 - Digital Media Skills or demonstration of MMSP 120 or BCST 119 exit skills. In the first semester, students may enroll concurrently in the following courses: CINE 21, 24, 25, 30, 60, and 75.

Courses Required for the Major in Cinema Production

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CINE 21 Film Studies</td>
<td>3</td>
</tr>
<tr>
<td>CINE 24 Basic Film Production</td>
<td>4</td>
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<tr>
<td>CINE 25 Narrative Filmmaking</td>
<td>3</td>
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<tr>
<td>CINE 60 Sound for Motion Pictures</td>
<td>3</td>
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Second Semester

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CINE 30 Pre-Production Planning</td>
<td>3</td>
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<tr>
<td>CINE 54 Cinematography and Lighting</td>
<td>3</td>
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<tr>
<td>CINE 56 Introduction to Digital Film Editing</td>
<td>3</td>
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Third Semester

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CINE 75 Screenwriting</td>
<td>3</td>
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<tr>
<td>or CINE 72 Non-Fiction Scriptwriting</td>
<td>3</td>
</tr>
<tr>
<td>CINE 61 Sound for Motion Pictures II</td>
<td>3</td>
</tr>
<tr>
<td>or CINE 74 Advanced Cinematography and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>or CINE 76 Advanced Digital Film Editing</td>
<td>3</td>
</tr>
<tr>
<td>or CINE 90 Film and Digital Finishing</td>
<td>3</td>
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<tr>
<td>CINE 131 Directing Motion Pictures</td>
<td>3</td>
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<tr>
<td>or CINE 126 Documentary Filmmaking</td>
<td>3</td>
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Fourth Semester

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CINE 124A Film Production Workshop</td>
<td>3</td>
</tr>
<tr>
<td>CINE 131 Directing Motion Pictures</td>
<td>3</td>
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<tr>
<td>or CINE 126 Documentary Filmmaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ............................................. 37

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

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

CINE 19. New Political Documentary and Emerging Media (3)
Lec-3 P/NP available
Examine some of the best current political documentaries and explore how emerging technologies have revolutionized documentary cinema practice. Using the films, critical writings, and original projects, students will investigate the relevance and impact of documentary filmmaking in the context of social networks, blogs, games, cell phones, and 3d virtual communities. CSU
CINE 20A. Film History: Evolution of Film Expression (3)  
Lec-2, lab-2  
Repeat: max. 6 units  
History of cinema as a unique expressive medium, from 19th-century origins to mid-20th century. Aesthetics of silent and sound films, relation of film techniques to content, films in social/historical context and in relation to other arts and popular culture. Screenings in class for study and analysis. CSU/UC  
Formerly FILM 20A.

CINE 20B. Film History: Contemporary Film Expression (3)  
Lec-2, lab-2  
Repeat: max. 6 units  
Similar approaches as in CINE 20A, emphasizing film history from the mid-20th century to the present. The post-WWII film renaissance; movements, genres and changing technologies; the expansion of filmmaking to newly represented people, places and ideas; contemporary documentary approaches; cinemas in the age of international media. CSU/UC  
Formerly FILM 20B.

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

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

CINE 23. Selected Topics in Film Studies (3)  
Lec-3  
Advise: CINE 18 or 20A or 20B or 21  
An in depth study of a significant subject area in Film History and Film Studies. Topics may include genre studies (e.g., the Western), national cinemas (e.g., Italian Neorealism), auteur studies (e.g., Hitchcock) or a specific time period (e.g., Pre-code Cinema). Screenings in class appropriate to the designated topic. CSU/UC  
Formerly FILM 23.

CINE 24. Basic Film Production (4)  
Lec-4, lab-3  
Repeat: max. 6 units  
Super 8mm film and digital production, including concept, principles, basic editing, projection and the use of non-synchronous sound. Evaluation and critique of student’s films. Each student required to complete three films. CSU/UC  
Formerly FILM 24.

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

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

CINE 40. Film Exhibition (3)  
Lec-3, lab-3  
Repeat: max. 6 units  
An overview of the cultural and practical considerations of presenting a public film festival, with a special focus on City Shorts Student Film Festival. Experience in planning, programming, promotion, and house management. CSU  
Formerly FILM 40.

CINE 54. Cinematography and Lighting (3)  
Lec-3, lab-3, field trips  
Prereq.: CINE 24 and 25  
Repeat: max. 9 units  
Development and execution of short, single-camera styled projects focusing on the skills of cinematography and lighting: script visualization, camera operation, lighting setups, lens selection and emphasis on safety awareness. CSU  
Formerly FILM 54.

CINE 55. Advanced Film Editing (3)  
Lec-3, lab-1, field trips  
Prereq.: CINE 24  
Repeat: max. 6 units  
Advanced motion picture editing. Discussion and demonstration of film and digital editing techniques from rough cut to answer print using 16mm sync and non-sync formats. CSU  
Formerly FILM 55.

CINE 56. Introduction to Digital Film Editing (3)  
Lec-3, lab-3  
Prereq.: CINE 24, 25 and MMSP 120 or BCST 119 or Demonstration of Their Exit Skills  
Repeat: max. 6 units  
Introduction to film editing techniques using current digital nonlinear film editing systems within the cinematic discipline. CSU  
Formerly FILM 56.

CINE 60. Sound for Motion Pictures I (3)  
Lec-3, lab-3, field trips  
Prereq.: Completion/concurrent enrollment in CINE 24 and 25  
Repeat: max. 6 units  
Films, field trips, lectures, and work projects covering all stages of creation of a motion picture soundtrack. Demonstrations of recording techniques and equipment, transferring, editing, and mixing. Sync sound location recording. Computer-based audio editing programs. CSU  
Formerly FILM 60.
CINE 61. Sound for Motion Pictures II (3)
Lec-3, field trips
PREREQ.: CINE 60
Repeat: max. 6 units
Advanced work for filmmakers in sound recording, editing, design and mixing for motion pictures. Demonstrations of professional film location sound equipment, digital sound editing workstations, and film sound mixing studios. Film screenings and field trips to complement class lectures, discussions, exercises, demonstrations, group and individual work projects. CSU

CINE 72. Nonfiction Scriptwriting (3)
Lec-3
Repeat: max. 6 units
An introductory course in developing research and interviewing skills, and scripting abilities for nonfiction cinema. Emphasis on investigation techniques using different professional script writing models will be covered. The historical importance of nonfiction films and their influence on new media platforms will also be explored. CSU

CINE 74. Advanced Cinematography and Lighting (3)
Lec-3, lab-3, field trips
PREREQ.: CINE 54
Repeat: max. 9 units
Advanced operations with motion picture camera, lighting and grip equipment as they apply to different film forms (narrative, documentary, experimental), genres and styles. In-class and outside class group assigned filming exercises. Film screenings and field trips to complement class lectures, demonstrations and discussions. CSU

CINE 75. Screenwriting (3)
Lec-3, field trips
Repeat: max. 6 units
The purpose of this class is to learn to write screenplays. Therefore the student will study film terms and formats, work with treatment, scenario and shooting scripts, analyze film and television clips, shorts, tapes, and full-length films with emphasis on understanding the writer’s perspective. Numerous writing assignments and exercises will be assigned with the intent of developing a student’s ability to write for a visual medium. CSU

CINE 76. Advanced Digital Film Editing (3)
Lec-3, lab-3, field trips
PREREQ.: CINE 24, 25, and 54 or BCST 144
Repeat: max. 9 units
Advanced film editing techniques using current digital nonlinear film editing systems within the cinematic discipline. CSU

CINE 85. Advanced Screenwriting (3)
Lec-3
PREREQ.: CINE 75
Repeat: max. 6 units
An advanced inquiry into the art of investigating, structuring and writing original screenplays. Mastery of researching and developing authentic characters, as well as generating solid story plot devices using professional screenplay style will be emphasized. Different film genres and story techniques will also be explored. CSU

CINE 90. Film and Digital Finishing (3)
Lec-3, lab-3, field trips
PREREQ.: CINE 24 and 25; and completion of or concurrent enrollment in CINE 54
Repeat: max. 9 units
Survey of state of the art practices and technologies in celluloid and digital film finishing and laboratory work, including timing, color correction, film to tape transfer and tape to film transfer, taught through lectures, field trips, and hands-on exercises. Class meets primarily off campus at a local laboratory facility. CSU
Formerly FILM 90.

CINE 124A. Film Production Workshop (3)
Lec-2, conf-1, lab-4, field trips
PREREQ.: CINE 54, 56 and 60
Repeat: max. 6 units
Practical experience in actual film production with emphasis on use of professional film production techniques through production of personal and/ or group projects. Single-camera-styled, sync-sound projects will focus on the skills of cinematography and lighting; script visualization, camera operation, lighting setups, lens selection and emphasis on safety awareness. CSU/UC
Formerly FILM 124A.

CINE 124B. Film Production Workshop (3)
Lec-2, conf-1, lab-4, field trips
PREREQ.: CINE 124A
Repeat: max. 6 units
Additional practical experience in two principal areas of film production, at least one of which will generate some synchronized sound; complete a self-generated film or digital video project, or working as part of a production unit, with an emphasis on professional production methodology and quality. CSU/UC
Formerly FILM 124B.

CINE 126. Documentary Filmmaking (3)
Lec-3, field trips
PREREQ.: CINE 24
Repeat: max. 6 units
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
Formerly FILM 126.

CINE 131. Directing Motion Pictures (3)
Lec-3, field trips
PREREQ.: CINE 24
P/NP available
Coreq.: CINE 54
Repeat: max. 6 units
Function of the film director from script to screen through development and execution of single-camera-style projects focusing on the demands of directing. Emphasis on script planning and blocking, crew management and working with actors. CSU
Formerly FILM 131.

CINE 136. Special Effects (3)
Lec-3, lab-3
PREREQ.: CINE 24 and 25; and BCST 119 or MMSP 120 or CS 100M
Repeat: max. 6 units
A survey of the evolution of the motion picture special effects art, from its optical printer and animation stand origins, up to the digital techniques used in the motion picture industry today. Traditional special effects techniques such as travel matte, blue screen, rotoscope, animation and compositing are taught digitally, using Motion, After Effects, Final Cut Pro and other software. CSU
Formerly FILM 136.

CINE 170. Film/Video Work Experience (2)
Conf-1, work-10
PREREQ.: CINE 56 and 60; and CINE 30 or 54 or 124A/B or 126
Computer Networking and Information Technology

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

**CLAS 35. Tragic Dramas of Greece (3)**
Lec-3 P/NP available
**PREREQ.: ENGL 96 or placement in ENGL 1A**
An intensive consideration of the tragic dramas of Greece from a literary standpoint. CSU/UC

**CNIT 123 Ethical Hacking & Network Defense .......... 3**
**CNIT 122 Firewalls ...................................................... 3**
**CNIT 121 Computer Forensics ..................................... 3**
**Required**

**CNIT 104 Operating Systems Technologies.......... 3**
**CNIT 105 Computer Technical Support .......... 2**
**CNIT 335 Windows Vista Technical Support .......... 3**
**CNIT 103L Computer Technical Support .............. 2**
**or CNIT 105L Operating Systems Tech Lab**
**CNIT 104L Operating Systems Tech Lab**
**or CNIT 105L Computer Tech Support Lab.............. 1**
**Total Units ......................................................... 21**

**Option in Internet and Web Development Techniques**

**Required**
**CNIT 132 Intermediate HTML and XHTML .......... 3**
**CNIT 133 Interactive Web Pages, Java Script,**
**and AJAX ............................................................. 3**
**CNIT 134 Server Side Technologies: ASP .NET ....... 3**
**Total Units ......................................................... 21**

**Option in Network Security**

**Required**
**CNIT 121 Computer Forensics......................... 3**
**CNIT 122 Firewalls .................................................. 3**
**CNIT 123 Ethical Hacking & Network Defense .......... 3**
**Total Units ......................................................... 21**

Computer Networking and Information Technology

Office: Science 147
Phone Number: (415) 452-5323
Web Site: www.ccsf.edu/cnit

**General Information**
For students who wish to transfer to a four-year college, or who want computer training that will lead to employment, the Computer Networking and Information Technology Department offers certificate programs. Areas of study include computer technical support, networking, and security.

**Learning Outcomes**
Students who complete vocational and occupational department certificates demonstrate technical and professional competencies that meet industry standards for employment, and are prepared for industry-recognized external certification exams.

**Transfer to Other Colleges and Universities.** Students who complete the two-year Associate in Science degree program may choose to continue their education and earn a Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State University and University of California campuses.

Students who are interested in transferring after completion of the two-year degree program should consult the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor.

Computer Networking and Information Technology Major

Students graduating with an Associate in Science degree at City College of San Francisco with a Major in Computer Networking and Information Technology (CNIT) may seek employment in entry-level network administration or computer technical support positions. After completion of the required General Education areas and 21 units of CNIT courses with a grade of C or better, a student could qualify for an A.S. degree with a Major in Computer Networking and Information Technology. The Major consists of completion of the Core Courses and 9-11 units of required courses from one of the option areas listed below.

**Courses Required for the Major in Computer Networking and Information Technology**

**Core Courses**

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</tr>
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**Option in Computer Technical Support**

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</tr>
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Announcement of Curricula

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**Option in Computer Technical Support**

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**Total Units ......................................................... 21**

**Option in Internet and Web Development Techniques**

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**Total Units ......................................................... 21**

**Option in Network Security**

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**Computer Networking and Information Technology**

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**Option in Computer Technical Support**

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**Option in Internet and Web Development Techniques**

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**Total Units ......................................................... 21**

**Option in Network Security**

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**Total Units ......................................................... 21**
Option in Wireless Networks

Required
- CNIT 107 Wireless LANs ........................................ 3
- CNIT 108 Wireless Networks Advanced ....................... 3
- CNIT 212 Cisco Wireless ........................................... 3

Total Units ......................................................... 21

Option in Cisco Networking

Required
- CNIT 202E Routing Protocols & Concepts .................... 3
- CNIT 203E LAN Switching and Wireless ..................... 3
- CNIT 204E Accessing the WAN .................................... 3

Total Units ......................................................... 21

Option in Microsoft Windows

Required
- CNIT 335 Windows Vista Tech Support ...................... 3
- CNIT 340 Managing & Maintaining Win Server ............ 4
- CNIT 341 Windows Server Infrastructure ..................... 4

Total Units ......................................................... 23

Certificate Curricula

The certificate programs are designed to meet the needs of students who want 1) to obtain entry-level employment, 2) to advance in their current positions, or 3) to change careers. Certificate programs enable students to demonstrate specialization in areas such as computer technical support, networking, security, and web site development techniques.

Requirements for the Certificate of Accomplishment or Achievement. A student may obtain the Certificate of Accomplishment or Achievement by completing each of the courses offered in the certificate programs as listed below with a grade of C or better.

Ten certificate programs are available. Each program prepares a student for a different career path. Additional information is available from the Department Chairperson.

Advanced Routing & Switching (Cisco) Certificate

The program of study for the Certificate in Advanced Routing & Switching (Cisco) includes instruction and practice in the theory, design, configuration, and operation of Enterprise Local and Wide Area Networks.

Courses Required for the Certificate of Accomplishment in Advanced Routing & Switching (Cisco)

Course Units
- CNIT 206 Remote Access ........................................... 3
- CNIT 207 Multilayer Switched Networks ..................... 3
- CNIT 208 Internetwork Troubleshooting ...................... 3

Total Units ......................................................... 12

Computer Technical Support Certificate

This program provides instruction in the support of a typical workplace computer environment including hardware, operating systems, and application programs. Students in this program practice diagnostic troubleshooting, technical and logical problem solving, end-user training, and customer relations skills.

Courses Required for the Certificate of Achievement in Computer Technical Support

Course Units
- CNIT 100 Intro to Computers Using PCs .................... 3
- CNIT 101 Operating Systems I - Windows .................. 3
- CNIT 102 Operating Systems II - Command Line ......... 3
- CNIT 103 Computer Hardware .................................. 3
- CNIT 104 Operating Systems Technologies ................. 3
- CNIT 105 Computer Technical Support ...................... 3
- or CNIT 335 Windows Vista Tech Support ............... 3
- CNIT 106 Intro to Networks ...................................... 3
- CNIT 197 Internship and Work Experience or CS 198A or CNIT 103L Computer Hardware Lab or CNIT 104L Operating Systems Tech Lab or CNIT 105L Computer Tech Support Lab .......... 1

Total Units ......................................................... 21-22

Electives:
- CNIT 30 Internet Safety ........................................... 1
- CNIT 40 Windows Security Basics ............................ 1
- CNIT 70 WiFi Basics .............................................. 1

Computer Technician Certificate

This program of study includes instruction and practice in the identification, installation, and configuration of hardware devices to build, maintain, upgrade, and improve performance of a computer system. This course prepares students for CompTIA’s A+ exam, a certification equivalent to six months’ work experience as a computer technician.

Courses Required for the Certificate of Accomplishment in Computer Technician

Course Units
- CNIT 101 Operating Systems I - Windows .................. 3
- CNIT 102 Operating Systems II - Command Line ......... 3
- CNIT 103 Computer Hardware .................................. 3
- CNIT 103L Computer Hardware Lab ......................... 1
- CNIT 104 Operating Systems Technologies ................. 3
- CNIT 104L Operating Systems Tech Lab .................... 1
- or CNIT 197 Internship or Work Experience ............... 1

Total Units ......................................................... 14

Convergence Technology Certificate

The program of study for the Certificate of Accomplishment in Convergence Technology provides instruction in the fundamental concepts and technical skills needed for Technicians who will specify, implement and manage basic components of data, voice and multimedia convergence applications and understand basic problem analysis and resolution for converged technologies. It prepares for the CompTIA Convergence+ Certification.

Course Units
- CNIT 103 Computer Hardware .................................. 3
- CNIT 106C Intro to Network Convergence ................. 3
- CNIT 215 Fundamentals of Voice over IP (VoIP) ....... 3
And one of the following electives:
CNIT 209 Operating Juniper Networks Routers in the Enterprise
or CNIT 210 Advanced Juniper Networks in the Enterprise
or CNIT 211 Fiber Optic Technology
Total Units .................................................................... 12

Digital Home Technology Integration Certificate

The program of study for the Certificate of Accomplishment in Digital Home Technology Integration provides instruction in the fundamental concepts and technical skills needed to install, maintain and troubleshoot computers systems that are present in a modern home or office, including those delivering the Internet and audio/visual digital data, and those controlling the network, appliances, security and utilities of the home. It prepares for the CEA-CompTIA DHTI+ Certification.

Course Units
CNIT 103 Computer Hardware .................................... 3
CNIT 104 Operating System Technologies ................. 3
CNIT 105 Computer Technical Support ...................... 3
CNIT 106C Intro to Network Convergence ................ 3
CNIT 150 Digital Home Technology Integration ........ 3
Total Units .................................................................... 15

E-Commerce Systems Development Certificate

The program of study for the Certificate of Accomplishment in E-Commerce Systems Development provides instruction in the fundamental concepts and technical skills needed to design, develop, and support a commercial Internet website and database. Teams of students in this program plan, design, develop and test a working practical project in the workplace or on campus.

Courses Required for the Certificate of Accomplishment in E-Commerce Systems Development

Course Units
CNIT 120 Network Security ......................................... 3
CNIT 131 Internet Basics and Beginning HTML ........... 3
CNIT 190 Internet Systems Analysis and Design .......... 3
CNIT 240 Windows Network Essentials ........................ 3
CNIT 245 Internet Information Server
or CNIT 251 SQL Server Administration ..................... 3
Total Units .................................................................... 15

Fundamentals of Networking Certificate

The program of study for the Fundamentals of Networking Certificate provides a solid core of the concepts and terminology, an introduction and overview of all aspects of computer networking, including components and principles of local and wide area networking and the Internet. Students who complete this certificate will be ready to undertake further study and advance to more specific industry training.

Courses Required for the Certificate of Accomplishment in Fundamentals of Networking

Course Units
CNIT 103 Computer Hardware .................................... 3
CNIT 104 Operating Systems Technologies ................ 3
CNIT 106 Introduction to Networks
or CNIT 106C Intro to Network Convergence
or CNIT 201E Network Fundamentals ....................... 3
CNIT 131 Internet Basics and Beginning HTML .......... 3
CNIT 340 Managing & Maintaining Win Server .......... 3
Total Units .................................................................... 16

LAMP Administration Certificate*

*See Computer Science section of the Catalog

LAMP Fundamentals Certificate*

*See Computer Science section of the Catalog

Network Security Certificate

This program provides instruction in the measures that must be taken to detect and prevent network security mistakes and vulnerabilities, and includes descriptions of common attacks and methods to configure the operating system, servers, routers, firewalls, and email. Preparation for the CompTIA Security+ exam.

Courses Required for the Certificate of Accomplishment in Network Security

Course Units
CNIT 106 Introduction to Networks
or CNIT 106C Intro to Network Convergence
or CNIT 201E Network Fundamentals ....................... 3
CNIT 108 Wireless Networks, Advanced ..................... 3
CNIT 120 Network Security ......................................... 3
CNIT 122 Firewalls ...................................................... 3
CNIT 123 Ethical Hacking
or CNIT 221 Cisco PIX Firewall & Router
or CNIT 124 Advanced Ethical Hacking ..................... 3
Total Units .................................................................... 15

Routing and Switching (Cisco) Certificate

The program of study for the Certificate in Routing & Switching (Cisco) includes instruction and practice in the theory, design, configuration, and operation of simple Local and Wide Area Networks. This course of study prepares students for entry-level positions in network administration and for the Cisco Certified Network Associate (CCNA).

Courses Required for the Certificate of Achievement in Routing and Switching (Cisco)

Course/Routers track Units
CNIT 103 Computer Hardware .................................... 3
CNIT 201E Network Fundamentals ......................... 3
Wireless Networking Certificate

The program of study for the Certificate of Accomplishment in Wireless Networking includes description, installation, and configuration of network devices for wireless communication, and focuses on issues of performance and security. Completion of the certificate prepares students to take the Certified Wireless Network Administrator (CWNA) and the Certified Wireless Security Professional (CWSP) exams.

Courses Required for the Certificate of Accomplishment in Wireless Networking

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CNIT 106 Introduction to Networks</td>
<td>3</td>
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<tr>
<td>or CNIT 106C Introduction to Network Conver.</td>
<td>3</td>
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<tr>
<td>or CNIT 201E Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 107 Wireless LANs</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 108 Wireless Networks, Advanced</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 212 Cisco Wireless</td>
<td>3</td>
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<tr>
<td><strong>Total Units</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

**CNIT 30. Internet Safety (1)**
Lec-1, lab-1
P/NP available
For all people who are users of the World Wide Web and e-mail to learn the best practices to follow to avoid common malicious invasions over the Internet. The course includes an overview of security dangers, a review of simple procedures that can be adopted by all users, and descriptions and demonstrations of protective software utilities. CSU

**CNIT 70. WiFi Basics (1)**
Lec-1, lab-1
P/NP available
Understand wireless networking for homes and small offices. An overview of important topics, including non-technical explanations, a review of currently available equipment, and system installation. A major emphasis on basic measures to protect the data and secure the system. CSU

**CNIT 80X. Communications Convergence Workshops (1)**
Lec-1, lab-1
P/NP available
Repeat: max. 3 units
Introduction of at least six communications technologies with emphasis on their contribution to the convergence of voice, data and video transmission. Technologies introduced may include among others: Fiber Optic, Wi-Fi, Voice over IP, IPTV, Routing fundamentals, Wide Area Ethernet. CSU

**CNIT 100. Introduction to Computers Using PCs (3)**
Lec-3, lab-3
A computer literacy course using IBM-compatible computers. Prepares students to use computers to write papers, organize information, and use e-mail. Overview of computer components, hardware and software. Fundamentals of the Windows and other operating systems and applications such as word processing, spreadsheets, database, and e-mail and the Internet. Students use computers to complete their class assignments. CSU/UC
CSCI 2
Formerly CIS 100P.
CNIT 101. Operating Systems I - Windows (3)
Lec-3, lab-3
Advis: CNIT 100
Repeat: max. 6 units
A technical course about the Microsoft Windows operating system for students who have some computer experience. Learn techniques to manage a personal computer through the use of operating system utilities and commands. Practice setting up and customizing the interface and managing programs and data. Manage the computer system hardware. Compare several graphical user interfaces and command line interfaces. CSU
Formerly CNIT 111 or 165.

CNIT 102. Operating Systems II - Command Line (3)
Lec-3, lab-3
Advis: CNIT 101
An advanced course covering the use of the MS-DOS command line interface. This course is especially for students planning to earn a certificate in Windows Hardware, or for advanced Windows users. Use of DOS commands and utilities. A detailed examination of batch files, CONFIG.SYS, AUTOEXEC.BAT, redirection and piping. Use of the DOS editor. CSU
Formerly CNIT 112 or 164 or CIS 164.

CNIT 102W. World Wide Web (1)
Lec-1, lab-1 P/NP available
Introduction to the World Wide Web Internet service. Use of browsers and search tools. Create home pages. Use web browsers to access other Internet services such as email, ftp, newsgroups and telnet. CSU
Formerly CIS 102W.

CNIT 103. Computer Hardware (3)
Lec-3, conf-1, lab-2 P/NP available
Advis: CNIT 100 or 101 or 102
This course provides the knowledge and skills needed to install hardware, configure, repair, and maintain a computer system in a typical office environment. Topics include hardware components and peripherals, assembly, upgrading, and basic troubleshooting methodology. CSU
Formerly CIS 103.

CNIT 103L. Computer Hardware Lab (1)
Lab-3 P/NP available
Prereq: CNIT 103
A project-oriented hands-on introduction to hardware identification, maintenance, upgrade, diagnosis, and troubleshooting. Designed to provide practice with concepts, techniques and procedures covered in CNIT 103. Teamwork will be emphasized. CSU

CNIT 104. Operating Systems Technologies (3)
Lec-3, lab-2
Prereq: CNIT 103
This course provides the knowledge and skills to select and install system software, and to diagnose and troubleshoot system problems due to software configuration. Covers all aspects of the operating system, configuration files, drivers, and resource allocation. Topics include computer architecture and the interaction of hardware and software, documentation, command line operations, use of utilities for diagnostics and for configuration, and editing the Registry. CSU
Formerly CIS 104A.

CNIT 104L. Operating Systems Technologies Lab (1)
Lab-3 P/NP available
Prereq: CNIT 104
A project-oriented hands-on introduction to the technical require-ments of computer software: installation, configuration, modification, and troubleshooting. Designed to provide hands-on familiarity and practice with concepts, techniques and procedures covered in CNIT 104. Troubleshooting and teamwork will be emphasized. CSU

CNIT 105. Computer Technical Support (2)
Lec-2, conf-1, lab-2 P/NP available
Prereq: CNIT 104
Advis: CNIT 106 or 101 or 102
An overview of the concepts and procedures associated with operating a technical support center or help desk call center, with particular emphasis on technologies that can facilitate the work and generate statistics. Additionally, the course will include extensive simulated and hands-on experience, role-playing, and problem solving to practice good customer service and communications skills. CSU
Formerly CIS 105.

CNIT 105L. Computer Technical Support Lab (1)
Lab-3
Advis: CNIT 105
Introduction to hardware diagnosis and troubleshooting, and software maintenance, upgrading, and problem-solving; including the opportunity to work with real Help Desk software to log calls, and, at times, real end-user problems; and to work with a variety of real hardware problems in a simulated Service Center. Designed to provide hands-on practice with hardware and software, techniques and procedures covered in CNIT 105. Teamwork will be emphasized. CSU

CNIT 106. Introduction to Networks (3)
Lec-3, lab-2 P/NP available
Advis: CNIT 100 or 101
An analysis of technologies for connecting computers and computer related devices into networks. This course covers the terminology and the major components of networks: architecture, topologies, hardware components, connections, protocols, network operations, network administration, support, and troubleshooting. Wide Area Networks (WANs) are also covered. Follows the objectives of the CompTIA Net+ certification exam. CSU
Formerly CIS 131.

CNIT 106C. Introduction to Network Convergence (3)
Lec-3, lab-3
Advis: CNIT 100
Overview of technologies used to deliver combined telephone, LAN, WAN, wireless, voice, video, and internet protocol including interoperability methods and techniques to integrate disparate systems and technologies. Integrated data (VVID) over IP networks providing seamless and secure communications solutions for business and home. Aligned with CompTIA convergence + certification exam. CSU

CNIT 106C. Introduction to Network Convergence (3)
Lec-3, lab-3
Advis: CNIT 100
Overview of technologies used to deliver combined telephone, LAN, WAN, wireless, voice, video, and internet protocol including interoperability methods and techniques to integrate disparate systems and technologies. Integrated data (VVID) over IP networks providing seamless and secure communications solutions for business and home. Aligned with CompTIA convergence + certification exam. CSU

CNIT 107. Wireless LANs (3)
Lec-3 P/NP available
Advis: CNIT 106 or 106C or 201E or 340
Knowledge and skills needed to select, install and configure wireless networks, including: fundamentals and standards of wireless communication, installation of network access point, and installation, configuration and management of typical products. Also included: common applications, monitoring the network, security, troubleshooting, upgrade and modification. Students in this course should be familiar with LAN Technologies. CSU

CNIT 108. Wireless Networks, Advanced (3)
Prereq: CNIT 107
Knowledge and skills to design, install, configure, manage, and
maintain wireless networks, including: advanced fundamentals of wireless communication, current and developing standards and protocols, boosting signal strength, detecting and extending signals, troubleshooting common problems, monitoring the network, security issues, and research and analysis of proposed and developing security solutions. Follows the objectives for the Certified Wireless Network Administrator (CWNA) Examination. CSU

Lec-3, lab-3 P/NP available
**PREREQ:** CNIT 106 or 120 or 107 or 108
Provides knowledge, skills, and procedures to address the wireless attacks on a computer network, to identify and eliminate known vulnerabilities in wireless networks, and to implement solutions to protect data and to keep the systems running. Known and common attacks on wireless systems are examined and discussed, and levels of security and developing standards are examined. Follows the objectives of the Certified Wireless Security Professional (CWSP) industry certification. CSU

**CNIT 120. Network Security (3)**
Lec-3
**Advised:** CNIT 106 or 106C or 201E
Knowledge and skills required for Network Administrators and Information Technology professionals to be aware of security vulnerabilities, to implement security measures, to analyze an existing network environment in consideration of known security threats or risks, to defend against attacks or viruses, and to ensure data privacy and integrity. Terminology and procedures for implementation and configuration of security, including access control, authorization, encryption, packet filters, firewalls, and Virtual Private Networks (VPNs). CSU

**CNIT 121. Computer Forensics (3)**
Lec-3, lab-3 P/NP available
**PREREQ:** CNIT 120
The class covers forensics tools, methods, and procedures used for investigation of computers, techniques of data recovery and evidence collection, protection of evidence, expert witness skills, and computer crime investigation techniques. Includes analysis of various file systems and specialized diagnostic software used to retrieve data. Prepares for part of the industry standard certification exam, Security+, and also maps to the Computer Investigation Specialists exam. CSU

**CNIT 122. Firewalls (3)**
Lec-3, lab-3 P/NP available
**PREREQ:** CNIT 106 or 120
Fundamentals, techniques, and procedures to design an effective secure Internet connection using software or hardware firewalls. Discussion of types of firewalls, packet filtering, proxy servers, Intrusion Detection Systems, and Virtual Private Networks (VPNs). CSU

**CNIT 123. Ethical Hacking and Network Defense (3)**
Lec-3, lab-3 P/NP available
**PREREQ:** CNIT 106 or 106C or 120
Learn how hackers attack computers and networks, and how to protect Windows and Linux systems. Legal restrictions and ethical guidelines will be taught and enforced. Students will perform many hands-on labs, both attacking and defending, using port scans, footprinting, buffer overflow exploits, SQL injection, privilege escalation, Trojans, and backdoors. CSU

**CNIT 124. Advanced Ethical Hacking (3)**
Lec-3, lab-3 P/NP available
**PREREQ:** CNIT 123
Advanced techniques of defeating computer security, and countermeasures to protect Windows and Unix/Linux systems. Hands-on labs include Google hacking, automated footprinting, sophisticated ping and port scans, privilege escalation, attacks against telephone and Voice over Internet Protocol (VoIP) systems, routers, firewalls, wireless devices, Web servers, and Denial of Service attacks. CSU

**CNIT 129. Web 2.0 Internet Technologies (3)**
Lec-3, lab-3 P/NP available
**Advised:** CNIT 100
Overview of Web 2.0 Internet technologies. Techniques for contributing and sharing documents, photos, videos and other data using blogs, wikis, social networking, video and photo sharing websites, and other tools. CSU

**CNIT 131. Internet Basics and Beginning HTML (3)**
Lec-3, lab-3 P/NP available
**Repeat:** max. 9 units
Methods of using the Internet. History, design and protocol methods used on Internet including: electronic mail, mailing lists, Usenet, connection to remote computers, file transfer, World Wide Web, basic web page creation and publishing. Additional topics include: file compression and expansion, computer security, copyright and electronic commerce, and basic Unix shell commands. CSU

Formerly CNIT 135A or CIS 135A.

**CNIT 131A. XML-Extensible Markup Language (3)**
Lec-3, lab-3 P/NP available
**Advised:** CNIT 131
Introduction to eXtensible Markup Language (XML) and document structuring. Hands-on experience with XML documents, Document Type Definition (DTD), namespaces, schemas, data parsing with Document Object Model (DOM) and data presentation with extensible Style Language (XSLT), XPath and Cascading Style Sheets (CSS). CSU

**CNIT 132. Intermediate HTML and XHTML (3)**
Lec-3, lab-3
**Advised:** CNIT 131
**Repeat:** max. 9 units
Use of HTML to publish information on the World Wide Web, including the use of color, images, tables, and frames. Cascading Style Sheets are used to standardize the appearance of information within a page and across pages in a site. Introduction to scripting languages, Dynamic HTML, forms and CGI. Introduction to secure data transfer. Discussion of privacy, copyright, and accessibility issues. CSU

Formerly CNIT 135B or CIS 135B.

**CNIT 133. Interactive Web Pages - JavaScript and AJAX (3)**
Lec-3, lab-3 P/NP available
**Advised:** CNIT 132
Creation of interactive Web pages using JavaScript, including properties, methods, objects, and event handlers of the Document Object Model. Creation of interactive Web pages using AJAX technologies. CSU

Formerly CNIT 135C.

**CNIT 134. Server Side Technologies: XML and ASP.NET (3)**
Lec-3, lab-3 P/NP available
**PREREQ:** CNIT 133 or CS 110A or 111A or 112A or 113A or 183B
Creation of original server-side scripts using a variety of techniques such as: (i) Extensible Markup Language (SML) and its subsets: Extensible Style Language Transformation (XSLT), XML Schemas and Web Services and (ii) ASP.NET server controls and its data access with ADO.NET. CSU
CNIT 135. E-Commerce Web Site Development (3)
Lec-3, lab-3  P/NP available
PREREQ.: CNIT 134
Provides knowledge, skills and practice to develop and implement an interactive e-commerce web site using Microsoft ASP.
NET and Visual Studio.NET. Manage databases to edit, update, and retrieve information. Display a simple product catalog, implement a shopping cart and checkout process, as well as secure transactions with authentication and authorization. A team project will be assigned, where students will design and build a working site integrating the topics covered in the class. Based on material covered in CNIT 134. CSU

CNIT 150. Digital Home Technology Integration (3)
Lec-3, lab-3
Advise: CNIT 103
Basics of home networking, audio and video installation for professionals. Includes telephone and VoIP, security and surveillance systems, home control management and troubleshooting. Prepares for the CompTIA DHTI+Certification. CSU

CNIT 190. Internet Systems Analysis and Design (3)
Lec-3
PREREQ.: CNIT 106
Study of concepts, terminology, and methods to analyze, design, implement and improve Internet-based enterprises. Techniques to analyze requirements and plan a project appropriately and implement an integrated solution. Case studies are reviewed as examples, and real-world team projects and presentations are assigned. CSU

CNIT 197. Internship and Work Experience (1)
Conf-2, work-5
PREREQ.: CNIT 132 or 104 and 106 or 201 or 241 and APPROVAL OF CNIT WORK EXPERIENCE COORDINATOR
Repeat: max. 3 units
Work experience in supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer Networking and Information Technology Department. Students must be employed in any area including, but not limited to, help desk, hardware technician, networking technician, system administration, internet or computer operation. CSU

CNIT 198. Internship and Work Experience (2)
Conf-2, work-10
PREREQ.: CNIT 132 or 104 and 106 or 240 or 201 and APPROVAL OF CNIT WORK EXPERIENCE COORDINATOR
Repeat: max. 6 units
Work experience in supervised on- or off-campus work involving the use of computers. Internship programs are joint ventures between institutions or companies in the Bay area and the Computer Networking and Information Technology Department. Students must be employed in any area including, but not limited to, help desk, hardware technician, networking technician, system administration, internet or computer operation. CSU

CNIT 199. Independent Study (1-3)
Ind-st-5, 10, 15
PREREQ.: CNIT 104 or 202 or 132 or 241
Repeat: max. 9 units
Large-scale individual projects in Computer Networking and Information Technology to be defined in cooperation with an instructor-supervisor. The project must be in an area not covered by other course offerings. CSU

CNIT 201E. Network Fundamentals (3)
Lec-2, lab-3, conference-1
Advise: CNIT 100
Architecture, structure, functions, components, and models of the Internet and other computer networks. Use of the OSI and TCP layered models to examine protocols and services. IP addressing and subnetting. Fundamentals of Ethernet concepts, media, and operations. First course of the Cisco Networking Academy Exploration series preparing for the CCNA Certification. CSU

CNIT 202E. Routing Protocols and Concepts (3)
Lec-2, lab-3, conference-1
PREREQ.: CNIT 201E
Architecture, components, and operation of routers, and principles of routing and routing protocols. Analysis, configuration, verification, and troubleshooting of the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. CSU

CNIT 203E. LAN Switching and Wireless (3)
Lec-2, lab-3, conference-1
PREREQ.: CNIT 201E
LAN switch operation and implementation for small and large networks. Analysis, configuration, verification and troubleshooting of VLANs, Rapid Spanning Tree Protocol (RSTP), VLAN thinking Protocol (VTP), Inter-VLAN routing and wireless network operations. Introduction of campus network design and Layer 3 switching concepts. CSU

CNIT 204E. Accessing the WAN (3)
Lec-2, conf-1, lab-3
PREREQ.: CNIT 202E AND 203E
Wide Area Network (WAN) converged applications and quality of service (QoS). WAN technologies including PPP, Frame Relay, and broadband links. WAN security, including types of threats, how to analyze network vulnerabilities, general methods for mitigating common security threats and types of security appliances and applications. Principles of traffic control and access control lists (ACLs). IP addressing services implementation, including NAT, DHCP and IPv6. CSU

CNIT 205P. Building Scalable Internetworks (3)
Lec-2, conf-1, lab-3
PREREQUISITE: CNIT 204E “ACCESSING THE WAN” OR CCNA CERTIFICATION
Install, configure, monitor, and troubleshoot network infrastructure equipment according to the Campus Infrastructure module in the Enterprise Composite Network model. Topics include how to configure EIGRP, OSPF, IS-IS, and BGP routing protocols and updates between these. Also multicast routing, IPv6, and DHCP configuration. Prepares for CCNP Exam 642-901. CSU

CNIT 209. Operating Juniper Routers in the Enterprise (3)
Lec-2, lab-3, conf-1
PREREQ.: CNIT 204E OR DEMONSTRATION OF CNIT 204E EXIT SKILLS
Preparation for Juniper Networks Certified Internet Associate certification (JNCIA-ER, Exam JNO-342). JUNOS configuration via Command line and J-Web Interfaces. JUNOS routing policy application for Internal Gateway Routing Protocols, Packet Filtering and Router management. CSU

CNIT 210. Advanced Juniper Networks Routing in the Enterprise (3)
Lec-2, lab-3, conference-1
Advise.: CNIT 209
Preparation for Juniper Networks Certified Internet Specialist (JNCIS-ER, Exam JNO-350. JUNOS policy, BCP for enterprises, IGP conversion, Layer 2 services, Layer 3 services overview,
CNIT 211. Fiber Optic Technology (3)
Lec-3, lab-3
Prereq.: ET 108A/BTEC 108A/CDEV 108A or MATH 840, or Demonstration or ET 108A or MATH 840 Exit Skills
This course covers fundamental principles and hands-on application of modern fiber optic technology, preparing students to use current technology and giving them the basis required to adapt to future developments. Topics include telecommunications, optics, fiber fabrication, splicing, and termination, lasers, LEDs, detectors and optical amplifiers, optical protocols including FDDI and SONET, and network design and troubleshooting. Students will perform many hands-on labs using fiber optic cable and related equipment. CSU
CNIT 211 = ELEC 211

CNIT 212. Cisco Wireless (3)
Lec-3, lab-3
Prereq.: CNIT 107 or 108
Fundamentals, techniques, and procedures to design an effective Wireless Wide Area Network for a large-scale enterprise, to perform a site survey; and to select, install, configure, and modify the devices and settings to maximize performance while maintaining security. Wireless bridges, repeaters, and antennas will be installed, and wireless Virtual Local Area Networks (VLANs) will be configured to provide the best security for the network. CSU

CNIT 215. Voice Over IP Fundamentals (VoIP) (3)
Lec-2, conf-1, lab-3
Prereq.: CCNA Certification
This course will cover the fundamentals of Voice over IP technologies (VoIP), as well as the convergence of voice and data networks. Configuration of Cisco Call Manager Express (CCME) architecture, router and switch hardware components needed for deploying VoIP, and the integration of the public switched telephone network into a VoIP system will be covered in a lecture and hands-on lab setting. CSU

CNIT 221. Cisco PIX Firewall and Router Security (3)
Lec-2, conf-1, lab-3
Prereq.: CCNA Certification
This course focuses on the overall security processes with particular emphasis on: hands on skills with Cisco PIX firewall; secure router design, installation, configuration; Authentication, Authorization, and Accounting (AAA) implementation using routers and firewalls; Intrusion Detection (IDS) implementation using routers and firewalls; and VPN implementation using routers and firewalls. CSU

CNIT 225. Advanced Security for Network System Admin. (3)
Lec-3, lab-3
Prereq.: CNIT 106 or 201 or 240
Advis: CS 260A
Knowledge, skills, and procedures to prevent cyber-attacks on a computer network, particularly to detect unauthorized access, to close known vulnerabilities, and to implement solutions to protect data and to keep the systems running. Known and common attacks on both Unix and Windows Operating Systems are examined and discussed, and defensive measures and strategies are suggested. CSU

CNIT 242. Managing Windows Networks (3)
Lec-3, conf-1
Provides knowledge and skills required for Network Administrators and Information Technology Professionals to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. These skills are generally required in medium size organizations that maintain over 200 user desktops and servers. The course covers terminology and procedures for configuration and management of Active Directory, Domain Name Service, Dynamic Host Configuration Protocol, Web and Intranet Services, Remote Access, and Group Policies. CSU
Formerly CIS 361.

CNIT 243. Exchange Server Administration (3)
Lec-3, conf-1
Prereq.: CNIT 240
Advis: CNIT 106
Knowledge and skills needed to configure and manage communications in a Windows Server network. Includes setting up network security, remote access, Domain Name Server, DHCP (Dynamic Host Configuration Protocol), remote installation, connectivity and troubleshooting. Hands-on practice provided using Windows Exchange Server. CSU

CNIT 244. Windows Network Infrastructure (3)
Lec-3, conf-1
This course covers the knowledge and skills needed to configure and manage Microsoft Windows 2000 Server. Topics include setting up network security, remote access, Domain Name Server, DHCP (Dynamic Host Configuration Protocol), remote installation, connectivity and troubleshooting. Hands-on practice provided using Windows. CSU
Formerly CIS 327.

CNIT 245. Internet Information Server Administration (3)
Lec-3, lab-3
Prereq.: CNIT 240
Repeat: max. 8 units
The study of Internet web server installation and administration and management of its components such as FTP, SMTP and Index Server. How to set up web servers on the Internet. Students learn the skills necessary for working as web administrators in large organizations or Internet Service Providers (ISPs). CSU
Formerly CIS 324.

CNIT 246. Active Directory for Windows (3)
Lec-3
Covers the knowledge and skills needed to design, implement, administer, and maintain a Microsoft Windows Active Directory database. Topics include concepts and terminology, adding and modifying users and groups, publishing resources, group policies, and security settings. CSU
Formerly CIS 328.

CNIT 248. Windows Network Services Design (3)
Lec-3
Prereq.: CNIT 106 or 201
This course covers the knowledge and skills essential to designing and evaluating a Microsoft Windows networking services infrastructure. Topics include TCP/IP, DHCP, DNS, WINS, NAT, Proxy Server, routing, and remote access, as related to network connectivity design. Teamwork design projects. CSU
Formerly CIS 329.

CNIT 250. Security for Windows Networks (3)
Lec-3, lab-3
Prereq.: CNIT 106 or 201
Implementation of preventive security measures, analysis of an existing Windows network environment in consideration of security threats or risks: setting passwords and lockout features, permissions and encryption to protect resources, auditing login attempts setting, configuring authentication, encryption, and policies for remote access, using firewalls, Virtual Private Networks (VPNs), and proxy
servers to protect Internet connections and access to resources, and to secure the network against internal and external attacks. CSU

**CNIT 251. SQL Server Administration (3)**
Lec-3, lab-3
**Prereq.:** CNIT 240
The study of the SQL Server database management system. In this advanced course, students will gain the knowledge and skills to install and configure SQL Server and manage the day-to-day administration of a client/server database in an enterprise network environment. CSU
Formerly CIS 323.

**CNIT 270. Unix/Linux Network Services (3)**
Lec-3, lab-3  P/NP available
**Prereq.:** CNIT 106 or 201 or 240; **Completion of or concurrent enrollment in CS 260A**
Configuring and maintaining Unix/Linux networks and network services, including network design, adding hosts, configuring network services such as DNS, NFS, NIS, e-mail and network printing, performing software and kernel updates, routing, routing protocols, and troubleshooting. CSU

**CNIT 271. Apache Web Server Introduction (1)**
Lec-1, lab-1  P/NP available
**Prereq.:** CS 160A and CNIT 106
Introduction to setting up and configuring the Apache Web Server. The course covers how to download and install Apache, configure CGI scripting to run scripts on the server, protect document directories with authentication, and using virtual hosting to support multiple hostnames on the same server. CSU

**CNIT 272. Apache Web Server Advanced (2)**
Lec-2, lab-2  P/NP available
**Advisory:** CNIT 131, 270, and 271
Advanced class on administering the Apache Web Server. Setting up complex virtual hosting, multiple types of authentication and dynamic content, adding modules to support LAMP, optimizing server performance, web server security, including SSL, and troubleshooting. CSU

**CNIT 335. Windows Vista Technical Support (3)**
Lec-3, lab-3  P/NP available
**Prereq.:** CNIT 101
Provides students with the knowledge, skills, and hands-on experience to install, configure, and maintain Windows Vista operating system. Course aligned with the “Microsoft Certified Technology Specialist: Windows Vista, Configuration” certificate. CSU

**CNIT 340. Managing and Maintaining Windows Server (4)**
Lec-4, lab-4  P/NP available
**Advisory:** CNIT 101 and 106
Knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. Aligned with the Microsoft Certification Exam 70-290. CSU

**CNIT 341. Windows Server Infrastructure (4)**
Lec-3, lab-3  P/NP available
**Prereq.:** CNIT 340
Provides knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. Includes routing, DHCP, DNS, WINS, IPSec and certificates, remote access, and managing and monitoring network access. Aligned with the Microsoft Certification Exam 70-291. CSU

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**Announcement of Curricula**

**General Information**

The Computer Science Department offers courses in computer programming, databases, Unix/Linux administration and programming, and multimedia. We have transfer and degree programs, as well as certificate programs. Our courses range from entry-level to professional development.

Courses and programs offered by the Computer Science Department change frequently. For the latest information about our courses, please consult the department web site at [www.ccsf.edu/cs](http://www.ccsf.edu/cs).

**Degree Curricula**

Graduates of the two-year program in Computer Science will have the skills in computer programming required for transfer to a four-year college or for employment as programming assistants, maintenance programmers, and other entry level or trainee positions. Upon successful completion of the curriculum, students receive the Associate in Science (AS) degree.

**Options.** Students may choose from two options for their course of study toward a degree.

1. **Computer Science.** The Computer Science option prepares students for transfer to four-year colleges for further study in Computer Science, as well as related areas such as Computer Engineering and Information Science. Students also gain foundational knowledge that will assist them in entry-level employment as computer programmers and analysts.

2. **Computer and Information Science.** The Computer and Information Science option prepares students for transfer to four-year colleges for further study in areas such as Information Science and Information Technology. Those who want to prepare themselves for a career in other fields requiring computer theory and practice will also benefit from this course of study.

**Admission.** Enrollment is recommended only to students who have completed one year of high school algebra with a final grade of C or higher and one year of high school geometry with a final grade of C or higher, or equivalent.

**Course of Study.** The curriculum includes instruction in the fundamentals of computer use, problem solving, systems analysis, programming in languages (such as C++, Visual Basic, and Java), computer operations, Unix/Linux administration, databases (such as Oracle), and systems tools. Additional requirements may include the fundamentals of accounting, quantitative methods and communication skills.

**Transfer to Other Colleges and Universities.** Students who complete the two-year Associate in Science degree program are encouraged to continue their education and earn the Bachelor’s degree. City College of San Francisco has transfer agreements with many of the California State Universities and University of California campuses. Students who are interested in transferring after completion of the two-year degree program should consult...
the “Transfer Information” section of this catalog and discuss their plans with their program advisor or counselor. Students should pay particular attention to which programming series they take (CS 110A-B-C or CS 111A-B-C), as different four-year schools may take one or the other track. The web site www.assist.org can provide additional information about applicable courses for transfer.

**Computer Science Major**

The Major in Computer Science prepares students for transfer to a four-year college. These courses are applicable to students wishing to pursue a degree in computer Science. Students wishing to major in related fields (Computer Engineering, Information Science, etc.) should consult with the Computer Science department degree advisor. Students should consider transfer applicability to their desired 4-year college when choosing whether to take the programming sequence in C++ or Java.

**Courses Required for the Major in Computer Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 110A/111A Intro to Programming (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>CS 110B/111B Prog Fundamentals I (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>CS 110C/111C* Prog Fundamentals II (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>CS 270 Computer Arch with Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110A Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 110B Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 115 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4A Physics for Scientists &amp; Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4AL Physics Lab for Scientists &amp; Engrs</td>
<td>1</td>
</tr>
<tr>
<td>PHYC 4B Physics for Scientists &amp; Engineers</td>
<td>3</td>
</tr>
<tr>
<td>PHYC 4BL Physics Lab for Scientists &amp; Engrs</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

*Students who complete CS 110B must take CS 110C, and students who complete CS 111B must take CS 111C.

**Computer and Information Science Major**

The Major in Computer and Information Science prepares students for transfer to a four-year college for majors such as Information Science, Electronic Commerce, and Information Technology. Students should consider transfer applicability to their desired 4-year college when choosing whether to take the programming sequence in C++, Java, or C#.

**Courses Required for the Major in Computer and Information Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 110A/111A Intro to Programming (C++/Java)</td>
<td>3</td>
</tr>
<tr>
<td>CS 110B/111B/114B Prog Fund (C++/Java/C#)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 75 Math Analysis for Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON 1 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Certificate Curricula**

The certificate programs are designed to meet the needs of students who want 1) to obtain entry-level employment, 2) to increase their opportunities to advance in their current positions, or 3) to change the kind of work they do currently. Certificate programs make it possible for a student to demonstrate specialization in the areas such as computer programming, multimedia, and Unix/Linux administration and programming.

**Requirements for the Certificate of Accomplishment or Achievement**

A student may obtain the Certificate of Accomplishment or Achievement by completing each of the courses offered in the certificate program with a grade of C or higher while maintaining a 2.00 GPA at City College. Pass/No Pass grades will not be accepted toward completion of a certificate program. Core courses must be taken at CCSF.

Many certificate programs are available. Each program prepares a student for a different career path. Additional information is available from the Department degree advisor or the Department Chairperson.

**Computer Programming: C++ Certificate**

The program of study for the certificate in Computer Programming: C++ includes instruction and practice in the C++ programming language, as well as computer systems and the principles of automatic business data processing. This course of study prepares students for entry-level positions in quality assurance and computer programming in a variety of settings.

**Courses Required for the Certificate of Accomplishment in Computer Programming: C++**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 100 Introduction to Computer Science</td>
<td>2</td>
</tr>
<tr>
<td>or CS 101 Introduction to Information Systems</td>
<td>2</td>
</tr>
<tr>
<td>or CS 176 Systems Analysis and Design</td>
<td>2</td>
</tr>
<tr>
<td>or CS 177 Software Engineering</td>
<td>2</td>
</tr>
<tr>
<td>or CS 270 Comp. Arch. w/ Assembly Lang</td>
<td>3</td>
</tr>
<tr>
<td>CS 110A Intro to Programming: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 110B Programming Fundamentals: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 110C Data Structures &amp; Algorithms: C++</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Intro to Databases Using T-SQL</td>
<td>3</td>
</tr>
<tr>
<td>or CS 151A Oracle SQL Databases</td>
<td>3</td>
</tr>
<tr>
<td>or CS 155A MySQL Databases</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Students must achieve a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

**Computer Programming: Java Certificate**

The program of study for the certificate in Computer Programming: Java includes instruction and practice in the Java programming language, as well as computer systems and the principles of automatic business data processing. This course of study prepares students for entry-level positions in quality assurance and computer programming in a variety of settings.
### Courses Required for the Certificate of Accomplishment in Computer Programming: Java

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 100 Introduction to Computer Science or CS 101 Intro to Information Systems or CS 176 Systems Analysis and Design or CS 177 Software Engineering or CS 270 Computer Arch. w/ Assembly Lang.</td>
<td>3</td>
</tr>
<tr>
<td>CS 111A Intro to Programming: Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 111B Programming Fundamentals: Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 111C Data Structures and Algorithms: Java</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Intro to Databases Using T-SQL or CS 151A Oracle SQL Databases or CS 155A MySQL Databases or CS 211S Adv Java: Standard Edition or CS 211E Adv Java: Enterprise Edition or CS 211M Adv Java: Micro Edition</td>
<td>2-3</td>
</tr>
</tbody>
</table>

**Total Units** .......................................................... 16-17

Students must receive a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

### Computer Programming: Visual Basic.NET with Database Certificate

The program of study for the certificate in Computer Programming: Visual Basic.NET with Database includes instruction and practice in the programming language Visual Basic.NET and in database theory, design, and programming. This course of study prepares students for entry-level positions in computer programming in a variety of settings.

#### Courses Required for the Certificate of Achievement in Computer Programming: Visual Basic.NET with Database

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 112A Intro to Visual Basic. .NET</td>
<td>3</td>
</tr>
<tr>
<td>CS 112B Visual Basic.NET Object Oriented</td>
<td>3</td>
</tr>
<tr>
<td>CS 112D Visual Basic.NET w/ Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 150A Intro to Databases Using T-SQL</td>
<td>3</td>
</tr>
<tr>
<td>CS 152A Programming SQL Server Using Transact-SQL</td>
<td>3</td>
</tr>
<tr>
<td>CS 159A Database Design and Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** .......................................................... 18

Students must receive a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

### Computing Skills for Scientists Certificate

This certificate will give working scientists an introduction to technical computing skills. Students will learn the basics of working in a Unix or Linux environment, will learn basic programming techniques using Perl, and will learn database fundamentals using MySQL. This certificate can be completed in one semester.

#### Courses Required for the Certificate of Accomplishment in Computing Skills for Scientists

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux</td>
<td>2</td>
</tr>
<tr>
<td>CS 113A Introduction to Perl Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 155A MySQL Databases</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** .......................................................... 8

Students must receive a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

### Database Programming Certificate

This certificate is designed to introduce students to database fundamentals and computer program interaction with databases. It is expected that students have at least one semester of programming experience before attempting this certificate, such as CS 110A, 111A, or 112A.

#### Course Required for the Certificate of Accomplishment in Database Programming

**Concentration in Oracle**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 151A Oracle SQL Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 151B Oracle Database Administration</td>
<td>3</td>
</tr>
<tr>
<td>CS 151P Oracle PL/SQL Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 159A Database Design and Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** .......................................................... 12

**Concentration in MySQL/Open Source Technologies**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 155A MySQL Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 155B MySQL Database Administration</td>
<td>3</td>
</tr>
<tr>
<td>CS 130A PHP Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 113A Intro to Perl Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 131A Python Programming</td>
<td>3</td>
</tr>
<tr>
<td>CS 159A Database Design and Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** .......................................................... 12

**Concentration in Microsoft**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 150A Intro to Database Using T-SQL</td>
<td>3</td>
</tr>
<tr>
<td>CS 152A Prog SQL Server Using T-SQL</td>
<td>4</td>
</tr>
<tr>
<td>CS 112D Visual Basic .NET w/ Databases</td>
<td>3</td>
</tr>
<tr>
<td>CS 159A Database Design and Modeling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** .......................................................... 13

Students must receive a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

### LAMP Administration Certificate

The program of study for the certificate in LAMP (Linux, Apache, MySQL and PHP/Perl or Ruby) Administration includes instruction and practice in: administering a Linux server; configuring an Apache web server; installing a MySQL Database; and advanced programming techniques using PHP or Perl or Ruby. This course of study prepares students for entry-level positions in LAMP operations and administration. It is required that a student have completed the certificate in LAMP Fundamentals prior to pursuing this program of study.

#### Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 260A Unix/Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 272 Apache Web Server Advanced</td>
<td>2</td>
</tr>
<tr>
<td>CNIT 270 Unix/Linux Network Services</td>
<td>3</td>
</tr>
<tr>
<td>CS 155B MySQL Database Administration</td>
<td>3</td>
</tr>
</tbody>
</table>
CS 130B Advanced PHP Programming
or CS 113B Object Oriented Perl Programming
or CS 232R Ruby on Rails Development ............ 3
Total ....................................................... 14

**LAMP Fundamentals Certificate**

The program of study for the certificate in LAMP (Linux, Apache, MySQL and PHP/Perl/Python or Ruby) Fundamentals will give students an introduction to open source computing skills. Students will learn the fundamentals of: working in a Linux environment; installing Apache web servers; using MySQL databases; and, basic programming techniques using PHP or Perl or Python or Ruby. This course of study prepares students for entry-level positions in LAMP operations and administration.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160A Introduction to Unix/Linux .................. 2</td>
<td></td>
</tr>
<tr>
<td>CS 160B Unix/Linux Shell Scripting .................. 2</td>
<td></td>
</tr>
<tr>
<td>CNIT 271 Apache Web Server Introduction ........... 1</td>
<td></td>
</tr>
<tr>
<td>CNIT 201E Network Fundamentals or CNIT 106 Introduction to Networks .................. 3</td>
<td></td>
</tr>
<tr>
<td>CS 155A MySQL Databases ................................ 3</td>
<td></td>
</tr>
<tr>
<td>CS 130A PHP Programming or CS 113A Introduction to Perl Programming or CS 131A Python Programming or CS 132A Ruby Programming .................. 3</td>
<td></td>
</tr>
<tr>
<td>Total ....................................................... 14</td>
<td></td>
</tr>
</tbody>
</table>

**Multimedia Programming**

Multimedia Studies is a multi-disciplined curriculum in the design, development, tools, and production of interactive media. Four certificates of concentration are in Web Design and Graphics, Image and Sound, Performance Arts, and Computer Programming. (See Multimedia Studies in the IDST program for complete details.)

Multimedia Programming includes instruction and practice in specific programming languages and authoring tools. This course of study prepares graduates for entry level positions in computer programming in the multimedia field.

**Unix/Linux Administration Certificate**

The program of study for the certificate in Unix/Linux Administration includes instruction and practice in using and administering a Unix/Linux system. This course of study prepares students for entry-level positions in Unix/Linux operations and administration.

**Courses Required for the Certificate of Accomplishment in Unix/Linux Administration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 161 C for Unix and Linux ........................................ 3</td>
<td></td>
</tr>
<tr>
<td><strong>Choose one from the following group</strong></td>
<td></td>
</tr>
<tr>
<td>CNIT 106 Introduction to Networks .................. 3</td>
<td></td>
</tr>
<tr>
<td>CNIT 201 Internetwork Design .................................. 3</td>
<td></td>
</tr>
<tr>
<td>Total ......................................................... 17</td>
<td></td>
</tr>
</tbody>
</table>

Students must receive a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

**Unix/Linux Programming Certificate**

The program of study for the certificate in Unix/Linux Programming includes instruction and practice in writing computer programs for a Unix/Linux system. This course of study prepares students for entry-level positions in Unix/Linux operations. It is required that a student have completed the certificate in Unix/Linux Administration prior to pursuing this program of study.

**Courses Required for the Certificate of Accomplishment in Unix/Linux Programming**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 113A Introduction to Perl Programming* or CS 161 C for Unix and Linux* .................. 3</td>
<td></td>
</tr>
<tr>
<td>CS 261A Unix/Linux System Programming .................. 3</td>
<td></td>
</tr>
<tr>
<td>CS 261B Adv Unix/Linux System Programming ........ 3</td>
<td></td>
</tr>
<tr>
<td>CS 262 Unix/Linux Network Programming .................. 3</td>
<td></td>
</tr>
<tr>
<td><strong>Choose one from the following group</strong></td>
<td></td>
</tr>
<tr>
<td>CS 113B Object-Oriented Perl Programming .................. 3</td>
<td></td>
</tr>
<tr>
<td>CS 130A PHP Programming ........................................ 3</td>
<td></td>
</tr>
<tr>
<td>Total .......................................................... 15</td>
<td></td>
</tr>
</tbody>
</table>

*Students will have taken either CS 113A or CS 161 as part of completing the certificate in Unix/Linux Administration. To get the certificate in Unix/Linux Programming, they will need to take the other course.

Students must receive a grade of C or higher in all courses. Where available, grades of “Pass” may also be used.

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**CS 70X. Artificial Intelligence (0.5)**

Lec-0.5 P/NP available
Survey of Artificial Intelligence (AI) for majors and non-majors. Topics may include knowledge representation, expert systems, search algorithms, natural language processing, machine learning, games and computers, neural networks, computational vision, swarm intelligent systems, and intelligent agents. CSU

**CS 100. Introduction to Computer Science (3)**

Lec-3, lab-1
Introduction to computer science. Emphasis is on algorithms, hardware design, system software, computer organization, data representation, language models, theory of computation and social issues. Students learn algorithms and use programming techniques to solve problems. CSU/UC

**CS 100M. Introduction to Computers Using Macintosh (3)**

Lec-3, lab-3 P/NP available
A computer literacy course using Macintosh computers. Prepares
students to use computers to write papers, organize information, and use e-mail. Overview of computer components such as hardware, software and data. Fundamentals of the Finder and applications such as word processing, spreadsheets and the Internet. Students use computers to complete class assignments. CSU/UC

CS 101. Intro to Information Systems (3)
Lec-3, lab-0.5
Introduction to the uses and technology of computers. Emphasis is on the vocabulary of computer systems, hardware, software, networks, data representation and manipulation, communications, the Internet, ethics and privacy issues, and developments and trends. Survey of job opportunities in the computer field and how computers are used in business, research and government. Students use a computer application (spreadsheet) as a problem-solving tool and use macros and Visual Basic for Applications to learn programming fundamentals. CSU/UC

CS 105. Programming for Non-Majors (3)
Lec-3, conf-1, lab-3
Advis: MATH 840, and CNIT 100 or CS 101
Introduction to computer programming and problem solving for non-majors. No prior programming experience required. Problem solving techniques, program design, logic charting, control structures, data structures, algorithms, use of a scripted programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. CSU/UC

CS 110A. Intro to Programming: C++ (3)
Lec-3, conf-1, lab-3
Advis: MATH 840
Intro to computer programming and problem-solving. No prior programming experience required. Concepts include: problem-solving techniques, program design, charting, control structures, data structures, algorithms, use of the C++ programming language, a programming environment and hardware. Using computers and other methods to complete assignments. CSU/UC

CS 110B. Programming Fundamentals: C++ (3)
Lec-3, conf-1, lab-3
Prereq: CS 110A
This course covers pointers, arrays with structured elements, file handling, dynamic memory allocation, and building abstract data types. Programming assignments require planning, good coding practices, and documentation. Applications include both numerical and non-numerical problems. CSU/UC

CS 110C. Data Structures and Algorithms: C++ (3)
Lec-3, conf-1, lab-3
Prereq: CS 110B
A course in the analysis and design of computer algorithms and the underlying data structures using an object-oriented approach. Analysis in the timing and efficiency of algorithms. Study of lists, stacks, queues, trees, backtracking, searching, sorting and recursion. Introduction to graphs, tables, hashing, heaps, priority queues, and direct access files. Further study of abstract data types and object-oriented programming. CSU/UC

CS 111A. Intro to Programming: Java (3)
Lec-3, Conf-1, lab-3
Advis: MATH 840
Intro to computer programming and problem solving. No prior programming experience required. Course concepts include: problem solving techniques, program design, charting, control structures, data structures, algorithms, use of the Java programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. CSU/UC

CS 111B. Programming Fundamentals: Java (3)
Lec-3, conf-1, lab-3
Prereq: CS 110A or 111A
A continuation of the concepts and principles introduced in CS 110A, using Java as the programming platform. Classes, objects, references, arrays, files, dynamic memory allocation, inheritance, design and implementation of abstract data types. Programming assignments require planning, good coding practices, documentation. An object-oriented approach to problem-solving and program development. Numerical and non-numerical applications. Students will construct both applets and standalone applications. CSU/UC

CS 111C. Data Structures and Algorithms: Java (3)
Lec-3, conf-1, lab-3
Prereq: CS 111B
The analysis and design of computer algorithms and their underlying data structures using an object-oriented approach. Analysis of the timing and efficiency of algorithms. Study of lists, stacks, queues, trees, backtracking, searching, sorting and recursion. Introduction to graphs, tables, hashing, heaps, priority queues, and direct access files. Further study of abstract data types and object-oriented programming. CSU/UC

CS 112A. Intro to Visual Basic.NET (3)
Lec-3, conf-1, lab-3
Prereq: CS 110A or 111A
A beginning course in computer programming and problem solving using Visual Basic.NET. Students develop Windows-oriented application programs with emphasis on standard programming concepts and algorithms, interface design, and event processing using the .Net development platform. CSU

CS 112B. Visual Basic.NET Object-Oriented (3)
Lec-3, conf-1, lab-3
Prereq: CS 112A
A continuation of CS 112A. Design and implementation of classes, objects, abstract data types, arrays, and collections. Use of inheritance, polymorphism, and structured exception handling. Development of Windows-oriented application programs with emphasis on object-oriented programming concepts and techniques. CSU

CS 112D. Visual Basic.NET w/ Databases (3)
Lec-3, conf-1, lab-3
Prereq: CS 112B
An intermediate course in computer programming and problem solving using Visual Basic.NET and ADO.NET. Students develop Windows-oriented application programs that interface with databases (SQL Server, Access, or Oracle) using the ADO.NET database access model. CSU

CS 113A. Introduction to Perl Programming (3)
Lec-2, conf-1, lab-3
Prereq: CS 113A
A continuation of the concepts and principles introduced in CS
Introduction to Perl Programming using an object-oriented approach to problem solving and program development. Packages, objects, references, nested data structures, advanced regular expressions, CGI and DBM topics are covered. Students write stand-alone and CGI programs to solve common computing problems and system administration tasks. CSU

**CS 114B. Programming Fundamentals I/C# (3)**
Lec-3, conf-1, lab-3  P/NP available
Prereq.: CS 110A or 111A or 112A, or SIMILAR PROGRAMMING EXPERIENCE
A continuation of the concepts and principles introduced in CS 110A or 111A. It covers programming using the C# language and the .NET / Common Language Runtime platform. Students will learn Object Oriented software design techniques, and construct Graphical User Interface applications. CSU

**CS 115A. Intro to Programming for Scientists (3)**
Lec-3, conf-1, lab-3  P/NP available
Advise: CS 101 or CNIT 100
Introduction to computer programming and problem solving for scientists. No prior programming experience required. Course concepts include: problem solving techniques, program design, charting, control structures, data structures, algorithms, numerical methods, use of the C++ programming language, a programming environment and hardware. Students use computers and other methods to complete assignments. The course will emphasize applications and techniques relevant to scientists. CSU/UC

**CS 130A. PHP Programming (3)**
Lec-3, conf-1, lab-3  P/NP available
Advise: CNIT 132 or demonstration exit skills; and CS 110A or 111A or 112A or 113A; or CS 131A or similar programming experience
Introduction to the open source Web scripting language PHP. Recommended for anyone needing to build dynamic Web sites and Web applications. Semantics and syntax of the PHP language, including discussion on the practical problems that PHP solves. Students write server-side, cross-platform, HTML embedded scripts that perform various tasks, including implementing dynamic Web pages that interact with databases and files. CSU

**CS 130B. Advanced PHP Programming (3)**
Lec-3, lab-3  P/NP available
Prereq.: CS 130A
This class covers using PHP for database connectivity to build scalable, dynamic websites. Assignments emphasize using PHP for user authentication, site personalization, content management, session tracking, and user-driven database updating. A class project demonstrates using PHP and a database (MySQL) to build a scalable, object oriented, template-based e-commerce website. CSU

**CS 131A. Python Programming (3)**
Lec-3, conf-1, lab-3  P/NP available
Advise: CS 110A or 111A or 113A or 130A or 112A or 161 or 160B
Introduction to the interpreted, interactive, object-oriented language Python. Recommended for anyone needing a general-purpose programming language and for those performing web site or system administration. Semantics and syntax of the Python language, including discussion on the practical problems that Python solves. Students write stand-alone programs that perform various tasks including interfacing to system calls and libraries; sending and retrieving information from web sites; and, connecting to databases. CSU

**CS 132A. Ruby Programming (3)**
Lec-3, lab-3  P/NP available
Advise: CS 110A or 111A or 113A or 130A or 112A or 161 or 160B
Recommended for anyone using the Ruby on Rails framework, performing general-purpose programming, or web site or system administration. Solution of practical problems. Useful object-oriented design patterns. Creating stand-alone programs that interface to system calls and libraries and create a MVC (Model-View-Controller) web site that connects to databases. CSU

**CS 132R. Ruby on Rails Workshop (1)**
Lec-1  P/NP available
Advise: CS 110A, 111A, 112A, 113A, 130A, or other computer programming course
Demonstration of the Ruby on Rails web framework. Brief survey of Ruby programming language and Model View Controller design pattern. Ruby on Rails installation, including an installation on student’s computer and ISP deployment. Build a shopping cart application with Content Management, User Authentication, Checkout System, Unit Testing, and AJAX capabilities. CSU

**CS 141. Mastering Regular Expressions (1)**
Lec-1, lab-1  P/NP only
Prereq.: CS 110A or 111A or 112A or 113A or 130A or 131A, or SIMILAR PROGRAMMING EXPERIENCE
Practice in the use of regular expressions to solve practical text processing techniques. Students can choose to solve problems in the language of their choice. CSU

**CS 142. Programming Techniques for XML (2)**
Lec-2, lab-2  P/NP available
Prereq.: CS 110A or 111A or 112A or 113A or 130A or 131A, or SIMILAR PROGRAMMING EXPERIENCE
Programming techniques for processing XML data. Comparison of programming approaches, including SAX, SAX-like, and DOM interfaces. Navigating, filtering, and modifying XML. Transformation of XML data. CSU

**CS 150A. Intro to Databases Using T-SQL (3)**
Lec-3, lab-3  P/NP available
Introduction to single-user database management systems. Design and development of relational database systems using client-based software. Students will use SQL and other database tools to define and manipulate the database. This course uses Microsoft Access software and includes a brief introduction to VBA (Visual Basic for Applications). CSU

**CS 151A. Oracle SQL Databases (3)**
Lec-3, lab-3
A course in the use of Oracle SQL. Students use Oracle Database software and clients to design and develop database systems. The course includes coverage of Oracle proprietary functions and an introduction to PL/SQL. CSU

**CS 151B. Oracle Database Administration (3)**
Lec-3, lab-3  P/NP available
Prereq.: CS 150A or 151A
Advise: CS 160A
An advanced course in the architecture, design, configuration, installation, and maintenance of an Oracle relational database management system. Student will gain the knowledge and skills needed to administer an Oracle client/server database in an enterprise network environment. CSU

**CS 151P. Oracle PL/SQL Programming (3)**
Lec-3, lab-3  P/NP available
Prereq.: Completion of or concurrent enrollment in CS 151A or EXPERIENCE WRITING SQL
An intermediate course in the use of the PL/SQL programming language. Create and manage PL/SQL program units and data struc-
CS 155A. MySQL Databases (3)
Lec-3, lab-3  P/NP available
Intro to the MySQL database management system. Design and development of relational database systems. Students will use SQL and other database tools to define and manipulate the database. CSU

CS 155B. MySQL Database Administration (3)
Lec-3, lab-3  
Prerequisite: CS 155A  
Advisory: CS 160A
Students install and configure a MySQL server and create and manage user accounts. Issues pertaining to optimization, security, privileges, tuning, troubleshooting, and performing upgrades are studied and practiced. CSU

CS 155P. Programming with MySQL (3)
Lec-3, lab-3  P/NP available  
Prerequisite: CS 155A or CS 150A or CS 151A or demonstration of exit skills
An advanced course in the design and development of multi-user database systems using MySQL techniques. Create and manage MySQL program units and data structures, stored procedures and functions, and database triggers to process data using database objects. The MySQL database system is an open-source system. CSU

CS 159A. Database Design and Modeling (3)
Lec-3, lab-3  P/NP available  
Prerequisite: CS 150A or 151A, or CS 152A
A course in the design of database structures and the use of database modeling tools. CSU

CS 160A. Introduction to Unix/Linux (2)
Lec-2, lab-2  P/NP available  
Prerequisite: CS 160A or demo of CS 160A exit skills
Introduction to the Unix operating system. Unix file management and common utilities. Major Unix features and structural overview. CSU/UC

CS 160B. Unix/Linux Shell Scripting (2)
Lec-2, lab-2  P/NP available  
Prerequisite: CS 160A or demo of CS 160A exit skills
Analyze, create, write, and debug Unix shell scripts. Students review basic scripting techniques and develop scripting skills needed for Unix System Administration courses. CSU/UC

CS 161. C for Unix and Linux (3)
Lec-3, conf-1, lab-3  
Prerequisite: CS 160A  
Advisory: CS 110A or 111A or 112A or 113A or other previous programming experience
Computer programming using the C language on Unix and Linux systems. Recommended for students who are studying the Unix and Linux operating systems and who have had some previous programming experience. Standard C header files and Unix documentation are used to implement solutions to programming problems. The Unix compilation system is used and issues about building commonly available software packages are discussed. CSU

CS 162. Linux Installation (1)
Lec-1  
Prerequisite: CS 160A
The study and practice of the minimal administration skills needed to install a standard Linux or Open Source Unix distribution on a personal computer. An actual installation is performed, either on the student’s own computer or on a classroom computer. Alternate sections may install different distributions. An overview is given of Unix/Linux courses for further study. CSU

CS 170A. Principles of Artificial Intelligence (3)
Lec-3, lab-3  
Prerequisite: PHIL 12A  
Advisory: CS 110A or 111A or 112A
Fundamental concepts and techniques of Artificial Intelligence (AI) and the Language of First Order Logic (FOL). Use of simple structure First Order Logic sentences to encode knowledge to be stored and used by a computer. Model thinking by manipulating FOL sentences. FOL will be used as a precise specification language for stating axioms and proving theorems in logic. CSU

CS 170P. Prolog Programming (3)
Lec-3, lab-3, conference-1  
Advisory: CS 170A and an introductory course in programming such as CS 110A or 111A or 112A
Fundamental concepts and techniques of programming using Prolog. Prolog programming projects will include machine learning, expert systems, goal-oriented programming, and constraint logic programming. CSU

CS 172X. Programming with Online Data (3)
Lec-3, conf-1, lab-3  
Prerequisite: CS 170A and an introductory course in programming such as CS 110A or 111A or 112A
Computing techniques used in the processing of publicly available data, with an emphasis on scientific data. Explores ways to make local versions of publicly available data, data storage techniques, and data processing techniques, including statistical analysis and data visualization. Students work on a final project in their field of interest. CSU

CS 176. Systems Analysis and Design (3)
Lec-3  
Prerequisite: CS 112A or 110A or 111A or 150A or 151A  
Analysis and design of computer-oriented systems from inception to implementation. Problem definition, analysis of present systems, interviewing techniques, questionnaires, cost statements, forms design, presentations, hardware and software alternatives. Case study of a typical commercial data-processing system. CSU

CS 177. Software Engineering (3)
Lec-3, lab-3  
Prerequisite: CS 110A or 111A or 112A or 113A or 130A or 131A, or similar programming experience
Overview of the entire software engineering process from start to finish. Includes Analysis, Design, Development, Project Management, Testing, and Evolution. Use of industry techniques and tools including UML diagrams, version control and installation software. CSU/UC

CS 180. Designing Interactive Applications with Flash (3)
Lec-3, lab-3  P/NP available  
Prerequisite: CS 183A or MMSP 140
A course that combines design and programming to show students an overview of what’s possible in Flash and provide hands-on experience building web sites and other Flash applications. The class format includes lecture, discussion, hands-on exercises and a final project. CSU

CS 180 = MMSP 149
CS 183A. Multimedia Tools (3)
Lec-3, lab-3        P/NP available
Advise: CS 100M or CNIT 100 or MMSP 120
Repeat: max. 6 units
Hands-on survey of multimedia theory and practice. Team approach
to the design and production of interactive multimedia projects.
Multimedia applications, including authoring, video capture, audio
capture, and animation. Multimedia hardware, including Macintosh
and Windows platforms, audio and video capture cards, and peripherals. CSU

CS 183B. Flash Game Programming I (3)
Lec-3, conf-1, lab-3        P/NP available
PreReq.: CS 183A or MMSP 140, or Experience using Flash:
graphic tools, built-in objects, and how to create timeline-based
movies
Multimedia game programming using Macromedia Flash
ActionScripting. Program design and implementation, including
algorithms, data structures, control structures, style, and debugging
techniques for the creation of web-based interactive games. CSU

CS 183C. Advanced Multimedia Programming (3)
Lec-3, conf-1, lab-3        P/NP available
PreReq.: CS 183B
Object-oriented programming for the creation of multimedia
projects. Programming games and simulations. Advanced data
structures, including multidimensional arrays, queues, and stacks.
Inheritance, encapsulation, and polymorphism. CSU

CS 183F. Flex Programming (3)
Lec-3, lab-3        P/NP available
PreReq.: CS 110A or 111A or 112A or 130A or 131A
Advise: CS 142 or CNIT 134
Learn the Flex framework to create Flash-based Rich Internet-
Applications using object-oriented programming and XML. Create
and customize application layout using built-in and custom-built
components for data binding, forms, and validation tasks. Manage
state using the Model View Controller design pattern. Debug applications
locally and remotely. CSU

CS 198. Industry Internship (1, 2, 3, or 4)
Conf-1, work-5, 10, 15, or 20        P/NP available
Repeat: max. 3, 6, 9, or 12 units
Internship programs are joint ventures between institutions or
companies in the Bay Area and the Computer Science Department.
Students are employed in areas such as computer programming;
database administration, programming, or design; Unix/Linux
administration or programming; multimedia programming; or other
computer science related fields. CSU

CS 199. Independent Study (1-3)
Ind-st-5,10,15
PreReq.: CNIT 133; CS 110C, 111C, 183B, or 260
Repeat: max. 6 units (new subj.)
Large-scale individual projects in computer programming to be
defined in cooperation with an instructor-supervisor. Student oppor-
tunity to complete independent programming study. CSU (UC upon review)
Formerly CIS 199.

CS 211E. Advanced Java: Enterprise Edition (2)
Lec-2, lab-2        P/NP available
PreReq.: CS 111B
Advise: CS 211S
Advanced Java 2 Enterprise Edition features of the Java language
essential for building network and web oriented applications. Topics
include networking, JDBC, Servlets, JavaBeans, and XML. CSU

CS 211G. Game Programming in Java (3)
Lec-3, lab-3        P/NP available
PreReq.: Completion of or concurrent enrollment in CS 111B
Core aspects of developing games in Java. Creation and control of
game geometric elements and sprites, animated characters, and scroll-
ing backgrounds. Keyboard, mouse, and joystick input techniques.
Use of imported digital sound effects and images. An overview of
enhancing playability by implementing Artificial Intelligence, kinet-
ics, physics, and the element of chance. CSU

CS 211M. Advanced Java: Micro Edition (2)
Lec-2, lab-2
PreReq.: CS 111B
Advise: CS 211S
Principles of application development on small, limited resource
devices using the Java 2 Micro Edition environment with a focus on
the Connected Limited Device Configuration (CLDC) and Mobile
Information Device Profile (MIDP) architecture. CSU

CS 211S. Advanced Java: Standard Edition (2)
Lec-2, lab-2
PreReq.: CS 111B
Introduces advanced Java language features and packages that are
essential for building Java 2 Standard Edition applications. Topics
include multithreading, collections, AWT classes, and Swing class-
es. CSU

CS 211V. Graphics Programming in Java (3)
Lec-3, lab-3, conference-1        P/NP available
PreReq.: CS 111B
Core aspects of creating 2D shapes and GUIs using AWT (Abstract
Windowing Toolkit) and Swing. Color, Graphics, Font, and Font
metrics classes. Loading and manipulating images within AWT
and Swing GUI applications. Using Layout Managers to position
GUI controls in Containers. Handling user input using Event and
Listener classes. CSU

CS 232. Ruby on Rails Development (4)
Lec-4, lab-4, conference-1
PreReq.: CS 132A
Advise: CNIT 132
Learn to develop data driven web applications using Ruby on
Rails. The course covers all of the core aspects of the framework
including Active record, ERB, Rails Controller classes, Action
Mailer, and application testing. CSU

CS 260A. Unix/Linux System Administration (3)
Lec-3, conf-1, lab-3        P/NP available
PreReq.: CS 160B or Demo of CS 160B Exit Skills
Examination of the skills necessary to effectively perform the
responsibilities of a UNIX/Linux system administrator such as
setting up new users, monitoring system activity, configuring the
startup process, managing the file system, performing backups, and
maintaining security. Shell programming is used as an aid for auto-
mating system administration tasks. CSU

CS 261A. Unix/Linux Systems Programming (3)
Lec-3, lab-3        P/NP available
PreReq.: CS 161
An overview of Unix/Linux system calls, the functions in the stan-
dard library, which access the lowest level resources of the Unix/
Linux operating system. Emphasis is on writing programs for
controlling file I/O, terminal I/O and buffering characteristics, pro-
cess handling, signal handling, pipes, file locking, network-based
inter-process communication using sockets, and RPC. This course
provides concrete examples of the Unix/Linux system call interface
using the C and/or C++ programming language. CSU
CS 261B. Advanced Unix/Linux Systems Programming (3)
Lec-3, lab-3  P/NP available
Prereq.: CS 261A
An advanced course in programming of Unix systems. Emphasis is on writing advanced programs for controlling processes. This course provides advanced examples of the Unix system call interface using the C programming language. CSU

CS 262. Unix/Linux Network Programming (3)
Lec-3, lab-3  P/NP available
Prereq.: CS 161 and CNIT 106 or 201
An overview of Unix/Linux system calls, the functions in the standard library, which access the lowest level resources of the Unix/Linux operating system. Emphasis is on writing programs for controlling network-based inter-process communication using sockets, and RPC. This course provides concrete examples of the Unix/Linux system call interface using the C and/or C++ programming language. CSU

CS 267. Unix and Linux Security (3)
Lec-3, lab-3
Prereq.: CNIT 106 or 201
Advise: CS 161 or CNIT 270
Security issues on Unix and Linux platforms arising from networked and system operations. Vulnerabilities and weaknesses of common services are discussed and solutions and workarounds are proposed. Programmed threats and denial of service attacks and their sources are examined. Detect, neutralize, and recover from security breaches. Shell programming to simulate attacks of vulnerable network services. CSU

CS 270. Computer Architecture with Assembly Language (3)
Lec-3, conf-1, lab-3
Prereq.: CS 110B or 111B
This course emphasizes the organization and operation of real computer systems at the assembly-level language. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors. CSU/UC

CS ORAX. Oracle and XML (1)
Lec-1, lab-1  P/NP available
Prereq.: CS 150A, 151A, or 155A
Introduction to the technologies available in Oracle 10G for working with XML (Extensible Markup Language) data. Explores the differences in working with data in a standard relational database and with XML data. Generation of XML data from relational data; storing XML natively in the database; querying XML data. CSU

CS ORBX. Oracle Object-Relational Database Concepts (1)
Lec-1, lab-1  P/NP available
Prereq.: CS 150A or 151A or 155A
Advise: CS 151P
Introduction to the object relational database (ORDB) model as implemented by Oracle 10G. Comparison of object types and related object-oriented features such as variable-length arrays and nested table. Creating objects views. Using object type as columns in a table and using pure object tables. CSU

CREDIT, NON-DEGREE APPLICABLE COURSES:

CS A. Intro to Programming Workshop (1)
Conf-1  P/NP only
Coreq.: CS 110A
Practice in computer programming and problem solving. No prior programming experience required. Course concepts include: problem solving techniques, program design, control structures, data structures, algorithms, use of the C++ programming language.

Construction Management

See Architecture

Consumer Education
Office: John Adams
Phone Number: (415) 561-1914
Web Site: www.ccsf.edu/Departments/Health_PE/consumer_ed

Announcement of Curricula

General Information

The Nutrition Assistant Program is a two-semester certificate program designed to develop competency in the delivery of nutrition-related services. Graduates of the program work as entry-level nutrition staff in public health settings and hospitals.

Learning Outcomes

Students will be prepared for entry-level employment through an integrated curriculum of course work and field experience.

Nutrition Assistant Certificate

(Starts each Fall Semester.)

Admission Requirements. Admission to the program is based on the following:

1. Graduation from an accredited high school or have passed the G.E.D. test or have passed the California High School Proficiency examination.
2. Submission of a written application*(available at the John Adams/DeAvila Campus or Nutrition Assistant Program website).
3. Completion of HOEC 98,** Introduction to Nutrition Assistant Program with a grade of C or higher.
4. Recommended completion of ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160.

*If the number of students who meet criteria #3 exceeds maximum class size, admission will also be determined by the filing date of application on a first-come, first-serve basis.
**All applicants to the program must enroll in HOEC 98 which is offered the first five weeks of the fall semester. Upon admission to the program, the student will enroll in the other courses which start the sixth week of the same semester.

The certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher and a Pass grade in the field experience.
Courses Required for the Certificate of Accomplishment in Nutrition Assistant

Sequence of Required Completion

First Semester (Fall)

Course                Units
HOEC 98 Intro to Nutrition Assistant Program .......... 1
HOEC 99 Nutrition for Health (or equivalent) basic nutrition course) ........................................ 3
HOEC 100 Foodways, Nutrition and Health .......... 3
HOEC 105 Clinical and Community Nutrition .......... 4
HOEC 106 Nutrition Assistant Field Experience .......... 2
Total Units .......................................................... 17

Second Semester (Spring)

HOEC 100 Foodways, Nutrition and Health .......... 3
HOEC 104 Life Span Nutrition and Assessment .......... 4
HOEC 105 Clinical and Community Nutrition .......... 4
HOEC 106 Nutrition Assistant Field Experience .......... 2

Total Units .......................................................... 17

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HOEC 98. Introduction to Nutrition Assistant Program (1)
Lec-16 (total hrs)
Focuses on the scope and nature of work as a nutrition paraprofessional in various healthcare settings, professional roles, skills, responsibilities, and education/career opportunities in the field. Includes guest presentations by various nutrition paraprofessionals. This course is a prerequisite for acceptance to the Nutrition Assistant Program. CSU

HOEC 99. Nutrition for Health (3)
Lec-54 (total hrs)
Prereq.: Acceptance into Nutrition Assistant Program
Intermediate level nutrition for students planning to work as paraprofessionals in nutrition and health. The course uses a practical approach to the study of nutrients and health with less emphasis on biochemistry. Basic principles and tools for planning a healthy diet, and nutrition issues of current interest will be analyzed. CSU

HOEC 100. Foodways, Nutrition and Health (3)
Lec-54 (total hrs)
Prereq.: Acceptance into Nutrition Assistant Program
Focuses on the cultural and socioeconomic influences on the food habits of different ethnic groups in the United States and their diet-related health risks and implications. Cross-cultural counseling strategies, food service sanitation and safety, and optimal use of the food dollar will also be covered. CSU

HOEC 104. Life Span Nutrition and Assessment (4)
Lec-66 (total hrs)
Prereq.: HOEC 99
A study of the nutritional needs and special nutrition issues common at different periods of the life cycle from conception, infancy, childhood, adolescence, young, middle and late adulthood, including pregnancy and lactation. Also covers nutrition screening parameters to assess nutrition risk for each age group. CSU

HOEC 105. Clinical and Community Nutrition (4)
Lec-66 (total hrs)
Prereq.: HOEC 99
A two-part course that focuses on the principles of medical nutrition therapy and on nutrition applications in public health. Intended for those planning careers in the field of nutrition. CSU

HOEC 106. Nutrition Assistant Field Experience (2)
Work-160 (total hrs) P/NP only
Prereq.: Completion of HOEC 98, 99, 100, 104, & 105 with a grade of “C” or higher
Learn entry-level, job-specific skills and competencies in the delivery of nutrition care and services under the supervision of registered dietitians while placed at various field experience sites such as Women, Infants, and Children (WIC) Supplemental Nutrition Programs, Head Start, senior nutrition programs, public health centers, or hospitals. CSU

HOEC 107. Introduction to Child Nutrition (3)
Lec-3
Overview of child nutrition issues, with an emphasis on practical skills and approaches to influence positive eating behaviors that promote optimal health and nutrition. Topics include basic nutrition principles, planning healthy meals and snacks, food safety, childhood obesity, physical activity, nutrition education, child nutrition programs and food assistance resources. CSU

HOEC 6122. Consumer Education - Health and Nutrition (54 hrs)
Overview of consumer education and nutrition issues in the workplace and community, with an emphasis on the development of critical thinking, communication, and interpersonal skills. CSU

NONCREDIT COURSE:

HOEC 6122. Consumer Education - Health and Nutrition (54 hrs)
Practical information, effective strategies, and skills that teach the student how to practice good nutrition, manage personal health, and maintain an active, healthy lifestyle in the later years.

Counseling, New Student
Office: Conlan 205
Phone Number: (415) 239-3296
Web Site: www.ccsf.edu/nscd

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

AAPS 100. Achieving an Academic Attitude (3)
Lec-3 P/NP available
This course supports the development of a successful attitude in college, through an in-depth analysis of personal, family, community, and cultural influences. The focus is to teach students performance/achievement-based competencies that encourage students to take personal responsibility in the creation of their educational action plan needed for academic success. CSU

AAPS 101. College Orientation (.5)
Lec-9 (total hours) P/NP only
This course assists new students to identify their educational goals and chart their course to achieve success at City College. Through the course, students will also develop an understanding of the College’s policies and procedures, programs and services, expectations and requirements, as well as the campus facilities and students’ rights and responsibilities. As a result, new students will demonstrate higher levels of accomplishment and satisfaction. CSU
**Announcement of Curricula**

**General Information**

Culinary Arts and Hospitality Studies includes credit and non-credit programs. Credit degree programs are offered by the Culinary Arts and Hospitality Management Programs (formerly the Hotel and Restaurant Department) and grants Associate in Science degrees in three areas of concentration: Culinary Arts; Food Service Management; and Hotel Management. Consumer classes are also offered for credit and are designed for non-professionals. The non-credit program is the Culinary and Service Skills Training Program, providing short-term vocational training.

**Associate in Science Degree and Award of Achievement.** The three degree programs are designed so that students may satisfy the requirements for graduation from the college. Upon successful completion of one of the three-degree curricula and the requirements for an A.S. degree, a student will receive an Associate in Science degree from the college and an Award of Achievement from the department.

**Transfer.** Students who intend to transfer to four year universities for a baccalaureate degree should consult with their Program Advisor or Counselor for guidance on planning a program to transfer. The degree programs are designed to facilitate transferring.

**Credit, Consumer Classes.** These classes are offered for college credit and are open to the general public. They are generally designed for non-professionals but may be of interest to professionals in the hospitality industry who are not degree candidates.

**Non-Credit Certificate Program.** This program provides short-term skills training for entry into the labor market.

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**Culinary Arts and Hospitality Management**

*Formerly the Hotel and Restaurant Department*

Please visit [www.ccsf.edu/cahs](http://www.ccsf.edu/cahs) for more information.

**Introduction.** The CAHMP offers three degree programs that prepare students for employment in a wide range of careers in the hospitality industry: Culinary Arts; Food Service Management; and Hotel Management. Each program is a two year, four semester, course of study where students earn an Associate in Science degree and an Award of Achievement. All programs include management related course in their respective fields. Upon graduation, students may also apply for a Certificate of Completion from the Accrediting Commission of the American Culinary Federation.

**Course of Study.** All three CAHMP programs are two year, four semester courses of study. All degree program students must take a core group of courses. Students choosing the Food Service Management or the Culinary Arts Program must take sequential laboratory courses in food preparation and service, CAHS 10 or CAHS 10Q, CAHS 20 and CAHS 30. These courses are taught in the department’s four kitchens, bake shop, snack bar, cafeteria, and fine dining restaurant. These programs include extensive hands-on training in the department’s facilities. The Hotel Management program includes on laboratory course in Front Office Operations and lecture classes specific to the rooms division of a hotel, only. All students must complete an unpaid industry internship for which they earn class credit (CAHS 40W). Students secure these internships with the assistance of the Program Advisor. Students should confer with the Program Advisor as to the specific classes necessary to complete their program and the order in which courses should be taken. All lecture classes are open to the general public, on a space available basis. Laboratory classes (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30, CAHS 40W) are restricted.

**History.** Established in 1936, the Culinary Arts and Hospitality Management Programs was the first community college program in the United States offering training in hospitality subjects. Over 4,000 hospitality professionals have graduated from the program. The industry supported Hotel and Restaurant Foundation, located in our facility, funds scholarships for CAHMP students, equipment for the department and books and supplies for our Alice Statler Library, the largest hospitality library in the western United States.

**Employment.** CAHMP graduates find employment in many facets of the hospitality industry including hotels, restaurants, clubs, cafeterias, cruise ships, retirement communities, catering companies, educational institutions and as purveyors, to name just a few. The jobs that students receive immediately upon graduating varies greatly, depending upon their career goals and practical experiences. Graduates may accept positions such as: line cook, pastry cook, baker, host, food servers, hotel reservationists, desk clerks, cashiers and night auditors; to entry level management positions, such as: sous chef, assistant restaurant managers, hotel reservations manager, assistant front office manager, and purchasing agent. Graduates progress in their careers to such positions as: Executive Chef, Restaurant and Hotel General Manager, Executive Pastry Chef, Concierge, Restaurant Owner, Food and Beverage Director, Garde Manger Chef, Sales Manager, Bakery Owner, Catering Director, Food Service Director, Sous Chef, Country Club Manager, Hotel Director of Sales and Marketing, Director of Banquets, Food Service Distributor, Consulting Firm President, Food Writer and Food Stylist, to name only a few.

**Costs.** In addition to tuition, fees, books, and other such college expenses, students in Food Service Management and Culinary Arts programs will need to purchase uniforms and kitchen tools at an approximate cost of $350.

**Admission.** Applicants to the Culinary Arts and Hospitality Management Programs must complete the Department’s application form, which may be obtained at the CAHMP office located at Statler Wing, Room 156, by calling the office at (415) 239-3152, or by printing the application from our website: [www.ccsf.edu/cahs](http://www.ccsf.edu/cahs). Completed applications must be submitted by the second Monday in November for the following spring semester and by the second Monday in April for the following fall semester (unless these dates are displaced by a holiday). Applicants should call (415) 239-3152 for the exact deadline dates for each semester. Applicants whose primary language is not English must have completed ENGL L or ESL 140 or placement in ENGL 90 or ESL 150, or higher, based on the CCSF ESL placement test. Prior to being admitted to Culinary Arts and Hospitality Management Programs, applicants must complete the procedure for admission to the college.
Probation. Probation occurs when a student fails to maintain a 2.00 cumulative grade point average. Students are removed from probation when their cumulative grade point average is increased to a minimum of 2.50.

Disqualification. Students may be disqualified from the Program for any of the following reasons:

1. Receiving a final grade of “F” in CAHS 10 or CAHS 10Q.
2. Remaining on probation for two consecutive semesters.
3. Receiving a final grade of “D” or “F” in a laboratory class being repeated, because of receiving an initial grade of “D” or “F”.
4. For reasons described in various sections of this catalog.

Students receiving a final grade of “D” or “F” in any of the consecutive laboratory series class (CAHS 10, CAHS 10Q, CAHS 20, CAHS 30) must confer with the Program Advisor and repeat those classes before progressing to the next class in the sequence.

### Culinary Arts Award of Achievement

You will earn an Associate in Science Degree and an Award of Achievement in Culinary Arts. These classes are offered every semester and should be taken with A.S. degree requirements.

#### Courses Required for the Award of Achievement in Culinary Arts

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CAHS 100 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 10 Elementary Quantity Food Prep or CAHS 10Q Elem Qty Food Prep</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 20 Quantity Food Prep and Supervision</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 30 Restaurant Operations</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 40W Field Work *</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 21 Meat Analysis</td>
<td>2</td>
</tr>
<tr>
<td>MB 51 Sanitation Principles and Practices</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speaking or SPCH 1A Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 51 Nutrition and Culinary Arts</td>
<td>2</td>
</tr>
<tr>
<td>LBCS 96C Labor Relations in the Modern American Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 33 Purchasing and Cost Controls</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 42 H &amp; R Accounting or ACCT 1 Financial Accounting</td>
<td>3-4</td>
</tr>
</tbody>
</table>

CAHS 10 (or 10Q), 20, 30 and 40W must be taken in sequence.

* To be taken in student’s final semester only.

Note: You must complete 12 units of A.S. degree requirements before continuing to the 2-year.

PLUS: Students are required to take 6 units of the following 4 electives:

You must take either:

- CAHS 24 Specialty Baking and Decorating | 3
- CAHS 25 Advanced Food Prep Specialties | 3

You must also take either:

- CAHS 44 Supervisory Development | 3
- or BSEN 74 Business Correspondence | 3

Total Units | 44-45

### Recommended culinary program courses: (evening classes lecture-demonstration)

- CAHS 207 Techniques of Healthy Cooking | 3
- CAHS 206 Ethnic Cuisine | 3
- CAHS 202 Adv Pastry Baking and Decorating | 3
- CAHS 205 Intro to Wine and Its Sensory Eval | 3
- CAHS 203 Adv Food Prep Specialties | 3
- CAHS 201 Garde Manger | 3

### Food Service Management Award of Achievement

You will earn an Associate in Science Degree and an Award of Achievement in Food Service Management. These classes are offered every semester and should be taken with A.S. degree required classes.

#### Courses Required for the Award of Achievement in Food Service Management

<table>
<thead>
<tr>
<th>Courses</th>
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<tbody>
<tr>
<td>CAHS 100 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 10 Elementary Quantitative Food Preparation or 10Q Elem Qty Food Prep</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 30 Restaurant Operations</td>
<td>5</td>
</tr>
<tr>
<td>CAHS 32 Hospitality Marketing</td>
<td>3</td>
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<tr>
<td>CAHS 33 Purchasing and Cost Controls</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 34 Hospitality Law</td>
<td>3</td>
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<tr>
<td>CAHS 40W Field Work</td>
<td>3</td>
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<tr>
<td>MB 51 Sanitation Principles and Practices</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speaking or SPCH 1A Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 51 Elementary Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>LBCS 96C Labor Relations in the Modern American Workplace</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 44 Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 42 H &amp; R Accounting or ACCT 1 Financial Accounting</td>
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</tr>
<tr>
<td>CAHS 205 Intro to Wine and Its Sensory Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 208 Catering and Events</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units | 46-47

### Hotel Management Award of Achievement

You will earn an Associate in Science Degree and an Award of Achievement in Hotel Management. This concentration is limited to preparing students to work in the rooms division of a hotel or lodging facility. It is designed to serve the needs of those who can only attend school part-time or for those who already have a strong food and beverage background. You may attend the program part-time or full-time. 2 labs are required. All other classes are lecturers.

#### Course | Units
<table>
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<tbody>
<tr>
<td>CAHS 100 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>MABS 60 Micro Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 11 Basic Public Speaking or SPCH 1A Elements of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 35 Hotel Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 32 Hospitality Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>
CAHS 34 Hospitality Law ............................................. 3
LBMS 96C Labor Relations in the Modern American Workplace ............................................. 3
CAHS 42 H&R Accounting ............................................ 3
CAHS 43 Principals of Hotel Administration .................. 3
CAHS 44 Supervisory Development ............................... 3
CAHS 40W Field Work .................................................. 3
BSEN 74 Business Correspondence ............................... 3
CAHS 208 Catering and Events ................................... 3
SUPV 233 Human Resources Management ........................ 3

**Total Units .................................................... 42**

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**Catering and Events Management Certificate**

This Certificate of Accomplishment prepares students in the skills necessary to manage, organize, sell, and supervise catered events, meetings, and seminars in a hotel or catering company.

**Courses Required for the Certificate of Accomplishment in Catering and Event Management**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CAHS 32 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 44 Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>or SUPV 231 Intro to Supervision/Management</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 205 Intro to Wine and Its Sensory Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>CAHS 208 Catering and Events</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units .............................................. 12**

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**Announcement of Courses**

NOTE: Some lecture courses are not offered every semester. Consult the Time Schedule for the times these courses will be offered.

**CREDIT, DEGREE APPLICABLE COURSES:**

**CAHS 10. Elementary Quantity Food Preparation (5)**
Lec-4, lab-20  
**PREREQ.: ADMISSION TO THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS; ESL 62 OR 68 OR 140, OR PLACEMENT IN ESL 72 OR 150 OR HIGHER**
Handling of tools, equipment, and materials; experience in working in basic hotel and restaurant kitchen and bakery stations; preparation of breakfasts, salads and sandwiches in the main kitchen. Experience in yeast dough, quick bread, cakes, pies, pastries and cake decoration. CSU  
Formerly HR 10.

**CAHS 10Q. Elementary Quantity Food Preparation (5)**
Lec-4, lab-20  
**PREREQ.: ADMISSION TO THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS AS A DEGREE-CANDIDATE STUDENT; ESL 62 OR 68 OR 140, OR PLACEMENT IN ESL 72 OR 150 OR HIGHER**
Handling of tools, equipment, and materials; experience in working in basic hotel and restaurant kitchen and bakery stations; experience in preparing dinners, salads, sandwiches, bakery goods, and deserts. CSU  
Formerly HR 10Q.

**CAHS 20. Quantity Food Preparation and Supervision (5)**
Lec-4, lab-20  
**PREREQ.: CAHS 10 OR 10Q**

Advise: Math E or E1 or BSMA H or J  
Advanced principles of food preparation and service; preparation of typical foods served in hotels and restaurants, garde manger, meat and poultry manufacturing, advanced foods and preparation of convenience foods; personnel organization and supervision: menu planning and quantity food preparation. Students take charge, in rotation of each of the major hotel and restaurant kitchen stations. Instruction and practice in management duties in the following areas: purchasing of food, paper, and cleaning supplies; bookkeeping; testing of new products; supervision of personnel; control methods; analysis of profit-and-loss statements; conference leadership; experimental assignments. CSU  
Formerly HR 20.

**CAHS 21. Meat Analysis (2)**
Lec-2, field trips  
**PREREQ.: ESL 62 OR 68 OR 140, OR PLACEMENT IN ESL 72 OR 150 OR HIGHER**
Advise: Completion/concurrent enrollment in CAHS 20  
The fabrication of beef, pork, veal, lamb, and fish. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary for proper purchasing of meats in order to maintain the desired percentage of profit in a restaurant operation. CSU  
Formerly HR 21.

**CAHS 24. Specialty Baking and Decorating (3)**
Lec-3, field trips  
**PREREQ.: ESL 62 OR 68 OR 140, OR PLACEMENT IN ESL 72 OR 150 OR HIGHER; CAHS 10 OR 10Q, OR DEMONSTRATION OF CAHS 10 OR 10Q EXIT SKILLS; AND CURRENTLY ENROLLED IN THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS**
Repeat: max. 6 units  
Intended for CAHMP degree-candidate students and culinary professionals.  
Special instruction in the finer arts of baking and pastry preparation and decoration, as related to food service in deluxe hotels and restaurants. Procedures and recipes in French pastries, candy making, petits fours, cake design and decoration, including gumpaste work and decoration of seasonal and wedding cakes. How to organize and staff, tools, equipment and materials for baking preparation. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU  
Formerly HR 24.

**CAHS 25. Advanced Food Preparation Specialties (3)**
Lec-3, field trips  
**PREREQ.: CAHS 10 OR 10Q AND 20, AND CURRENTLY ENROLLED IN THE CULINARY ARTS AND HOSPITALITY MANAGEMENT PROGRAMS**
Repeat: max. 6 units  
Intended for CAHMP degree-candidate students and culinary professionals.  
Special instruction in the finer art of food preparation as related to food service in deluxe hotels and restaurants. Methods, preparation and service of beef, veal, lamb, pork, poultry, wild game, fish, shellfish, mollusks, vegetables, pastas and related sauces and stocks. How to organize staff, tools, equipment and materials for food preparation. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU  
Formerly HR 25.

**CAHS 30. Restaurant Operations (5)**
Lec-5, lab-15, field trips  
**PREREQ.: CAHS 20**
Training in food and beverage service and control for dining rooms, banquets, catering events, fast food and contract food outlets. Lectures provide overview of menu planning, wine basics, human
resources, customer relations, merchandising, and operational cost controls. Laboratory work includes training through a system of rotation through the various stations in the College dining room, cafeteria and fast food outlet. Team-taught and divided into two, nine week segments. Segment “A” addresses dining room operation; segment “B” addresses contract food/cafeteria. CSU Formerly HR 30.

CAHS 32. Hospitality Marketing (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Fundamentals of marketing in the hospitality industry, including research, sales, advertising, public relations, and other concepts related to hospitality marketing. CSU Formerly HR 32.

CAHS 33. Purchasing and Cost Controls (3)
Lec-3, field trips P/NP available
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Procedures for purchasing all types of products and equipment used in the hospitality industry and the controls necessary to protect products and equipment, so as to minimize their losses. Lecture enhanced with guest speakers and field trips to purveyors’ sites. CSU Formerly HR 33.

CAHS 34. Hospitality Law (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
An in-depth study of the law as it pertains to hotels, restaurants, bars, and private clubs. Emphasis on innkeeper/guest relationship, food service liability, responsible alcoholic beverage service, employment law, compliance with Americans with Disabilities Act and civil rights acts, and building, health, and safety codes. CSU Formerly HR 34.

CAHS 35. Hotel Front Office Operations (3)
Lec-1, lab-6, field trips
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
A general overview of the hotel industry followed by in-depth instruction in the operations of an automated hotel front office including reservations, guest registration and check out, cashiering, and night audit. Each student will learn to perform tasks on a PC-based, state-of-the-art hotel Property Management System. Includes role-playing, extensive use of videos, and resume preparation and interviewing technique instruction. CSU Formerly HR 35.

CAHS 40W. Field Work (3)
Lec-1, work-15
PREREQ.: APPROVAL OF CAHS WORK EXPERIENCE COORDINATOR
Laboratory training in hotels and restaurants. Designed to provide practical experience in the branch of the industry to which the student shows to be best adapted, or in which the student desires additional training beyond that given in class. CSU Formerly HR 40W.

CAHS 42. Hotel and Restaurant Accounting (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Principles of hotel and restaurant accounting, including the meaning and purposes of accounting, journalizing, periodic adjustments and formal statements. Emphasis on analysis of financial statements to be used as practical tools in making decisions in the operation of hotels and restaurants. CSU Formerly HR 42.

CAHS 43. Principles of Hotel Administration (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
The physical aspects of hotel operations, including development, classification, and organization. Procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Protection of hotel property against damage and theft by guests. Fundamentals of taxes, leases, and insurance as they apply to the hotel and restaurant industry. CSU Formerly HR 43.

CAHS 44. Supervisory Development (3)
Lec-3
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
A practical approach to the understanding of supervision and management. The role of the supervisor/manager within the organization and the greater community. Principles of supervision, correction and improvement; conflict and co-operation; communication, responsibilities of the labor management team within the organization and the community. Case studies of personnel and general human relations problems in the hospitality industry. CSU Formerly HR 44.

CAHS 51-52-53. Selected Topics in the Hospitality Industry (1-2-3)
Lec-1,2,3, field trips P/NP available
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Repeat: if no subject repeat
Investigation in-depth of selected topics in the hospitality industry. Current issues and innovations; expansion of subjects covered in introductory courses and exploration of new topics. CSU Formerly HR 51-52-53.

CAHS 100. Introduction to Hospitality (3)
Lec-3, field trips
Advise: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
A comprehensive examination of the hospitality industry, including hotels, restaurants, clubs, and the travel and tourism sectors. Emphasis on organizational structures, departments, job classifications, and career paths within each sector. Lecture and discussions are enhanced by industry guest speakers and industry visits. CSU Formerly HR 100.

Evening Courses
The following courses are offered only in the evening and may not be offered each semester. Consult the Class Schedule for the times these courses will be offered.

CAHS 201. Garde Manger (3)
P/NP available
PREREQ.: ESL 62 or 68 or 140, or placement in ESL 72 or 150 or higher
Repeat: max. 6 units
Intended for CAHS degree-candidate students and culinary professionals.
Introduction to fancy culinary work; hot and cold hors d’oeuvre, pates, gelatines, terrines, tallow work, ice-carvings and decorated
show platters. Use of proper tools and equipment. Class focuses on how to organize, staff, tools, equipment, and materials for food preparation in hotels, restaurants and catering operations. Use of tools and cooking techniques are demonstrated. Evaluation of items prepared in class is done at each session. CSU  
Formerly HR 201.

**CAHS 202. Advanced Pastry Baking and Decorating (3)**  
Lec-3  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
Intended for CAHS degree-candidate students and culinary professionals.  
Special instruction in the finer arts of baking and pastry preparation and decoration as related to food service in deluxe hotels and restaurants. Procedure and recipes in French pastries, candy making, petit fours, cake design and decoration, including gum paste work and decoration of seasonal and wedding cakes. How to organize, staff, tools, equipment and materials for baking preparation. Use of tools and cooking techniques are demonstrated. Items prepared in class are evaluated at each session. CSU  
Formerly HR 202.

**CAHS 203. Advanced Food Preparation II (3)**  
Lec-1, lab-6  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
Repeat: max. 6 units  
Intended for CAHS degree-candidate students and culinary professionals.  
Food preparation and methods of cooking and serving at the state-of-the-art CCSF Downtown Campus restaurant. Students will practice advanced methods of food preparation and service under conditions, which simulate a restaurant environment. CSU  
Formerly HR 203.

**CAHS 205. Introduction to Wine and Its Sensory Evaluation (3)**  
Lec-3  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
Repeat: max. 6 units  
Intended for CAHS degree-candidate students and culinary professionals.  
An introduction to the history, geography, production, and the methods of sensory evaluation of wine; emphasis on the grape varietals and wine types produced and/or consumed in the United States. CSU  
Formerly HR 205.

**CAHS 206. Ethnic Cuisines (3)**  
Lec-3, field trips  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
**Advis: CAHS 10 and 20 or industry experience**  
Intended for CAHS degree-candidate students and culinary professionals.  
An advanced culinary course that familiarizes the culinary arts and restaurant management student with the major cuisines of Asia, the Mediterranean, and the Caribbean. Exploration of basic ingredients, cooking methods and terminology of each cuisine. CSU  
Formerly HR 206.

**CAHS 207. Techniques of Healthy Cooking (3)**  
Lec-3  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
**Advis: CAHS 10 and 20, or industry experience**  
Intended for CAHS degree-candidate students and culinary professionals.  
Special attention paid to health problems associated with the “typical” American diet, the various food guide pyramids, comparing and contrasting cultural diets, moderate daily guidelines, and the search for an optimal diet. CSU  
Formerly HR 207.

**CAHS 208. Catering and Events (3)**  
Lec-1, lab-6, field trips  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
**Advis: CAHS 10 and 20 or industry experience**  
Repeat: max. 6 units  
Aspects of on-premise and off-premise catering. Includes five, unique catered events planned, prepared and staffed by students, such as banquets, barbecues, movable feasts, coffee breaks, dinner theater, theme parties, and tea parties. CSU  
Formerly HR 208.

**CAHS 209. Restaurant Analysis (3)**  
Lec-3  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
The theoretical and practical foundations necessary to start a new restaurant, purchase an existing restaurant, or enter into a restaurant operating lease or management contract. Targeted to final year students in the Hotel and Restaurant Department’s Foodservice Management track and to industry professionals. CSU  
Formerly HR 209.

**CAHS 211. Meat Analysis (2)**  
Lec-2  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
The fabrication of beef, pork, veal, and lamb. Proper cuts and their uses. Recognition of the quality of meat. Knowledge necessary for proper purchasing of meats in order to maintain the desired percentage of profit in restaurant operation. CSU  
Formerly HR 221.

**CAHS 242. Hotel and Restaurant Accounting (3)**  
Lec-3  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
Principles of hotel and restaurant accounting, including the meaning and purposes of accounting, journalizing, periodic adjustments and formal statements. Emphasis on analysis of financial statements to be used as practical tools in making decisions in the operation of hotels and restaurants. CSU  
Formerly HR 242.

**CAHS 243. Principles of Hotel Administration (3)**  
Lec-3  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
The physical aspects of hotel operations, including development, classification, and organization. Procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Protection of hotel property against damage and theft by guests. Fundamentals of taxes, leases, and insurance as they apply to the hotel and restaurant industry. CSU  
Formerly HR 243.

**CAHS 244. Foods and Fitness (3)**  
Lec-3, lab-1, field trips  
**Prereq.:** ESL 62 or 68 or 140, or Placement in ESL 72 or 150 or higher  
Survey of nutrient needs in different stages of the life cycle. Includes food and meal patterns appropriate for specialized dietary needs. Current controversies surrounding common health problems and dietary interrelationships. Analysis of weight control dietary regimes, nutritional assessment of individual’s food intake.
Evaluation of nutritional needs in relationship to various athletic sports and fitness and necessary diet food modifications. CSU
Formerly CASC 20.

CAHS 245. Food Study I (3)
Lec-2, lab-3, field trips
Elementary food preparation methods and techniques. Emphasis on cost effective seasonal food selection, purchasing, and nutritious meal planning; food storage; preservation concepts; elementary nutrition. Skills necessary for prevention and correction of cooking errors. Full student laboratory participation. CSU
Formerly CASC 24A.

CAHS 246. Food Study II (3)
Lec-2, lab-3
Repeat: max. 6 units
Special occasion food planning and preparation. Principles and procedures involved in food selection, preparation, and storage; use of specialized cooking equipment; attractive presentations and table service. Full student food preparation. CSU
Formerly CASC 24B.

CAHS 247. Food and Culture (2)
Lec-1, lab-3, field trips
Repeat: max. 4 units
This course may be offered through International Education in various countries. Study of the cuisine of various cultures; food in relation to historical, geographical, and social customs; principles of international food preparation and evaluation of equipment used. Full student food preparation. CSU/UC
Formerly CASC 19.

LBCS 96C. Labor Relations in the Modern American Workplace (3)
Lec-3, field trips P/NP available
A study of labor relations in contemporary society, including their history, present status and current issues. Topics will include patterns of business ownership, the structure of the workplace, the changing work force, management practices, unionization, workers’ rights and current developments. A thorough analysis of labor relations as they affect the economy, society and culture. CSU
Formerly TIHI 9631.

Culinary and Service Skills Training Noncredit Certificate

Introduction. This program provides short-term culinary skills and service skills training for entry into the labor market. The curriculum includes basic education and vocational English language skills. Call (415) 267-6500 for more information.

Admission. Eight grade reading level. Good verbal skills. Ability to lift 50 pounds. An interview is required.

Length of Program. Two semesters (1,080 hours)

Core Course Hours/Weeks
CSST 9635 Food Tech & Dining Service....................900
CSST 9636 Intro to the Hospitality Industry.............180
Total Hours..................................................1,080

Requirements for Completion. Successful completion of all courses with an average grade of “C” or better, and a minimum of 80% attendance.

Baking and Pastry Noncredit Certificate

Program Goal:
To provide students with the basic skills required for entry level in a bakery or the pastry shop of a restaurant or hotel

Requirements for the Certificate of Completion
A certificate will be awarded after satisfactory completion of the following courses.

Core Courses Hours
CSST 9650 Introduction to Baking Pastry..................540
CSST 9651 Advanced Baking and Pastry...................540
Total Hours..................................................1,080

Announcement of Courses

NON-CREDIT COURSES:

CSST 9631. American Cooks Training
To provide the unemployed or underemployed with training in preparation for entry into such positions as professional-level cook, pantry person, baker, and butcher.
Formerly TIHI 9631.

CSST 9635. Food Technology and Dining Services
Students will develop the skills necessary for an entry-level position in food preparation, pastry and baking, and dining service. Topics include: sanitary food handling procedures, kitchen terminology, safe use of knives, kitchen machines, and hand tools. Emphasis will also be placed on basic communication and math skills.
Formerly TIHI 9635.

CSST 9636. Introduction to Hospitality Industry
Introduction to the service principles of food and beverage, wine, and quantity food purchasing and sanitary food handling procedures.
Formerly TIHI 9636.

CSST 9638. Chinese Cooks Training
Trains limited English proficient immigrants and refugees to become Chinese cooks. Covers preparation of both northern and southern Chinese dishes. Class will be taught bilingually-Chinese and English.
Formerly TIHI 9638.

CSST 9639. Introduction to Food Preparation
All the skills necessary to secure entry-level positions for pantry and kitchen prep workers are covered in this intensive 10-week course. Sanitary food handling procedures, kitchen terminology, safe use of knives and kitchen machines and hand tools, standard vegetable cuts, salad and salad dressings, sandwich preparation, stocks as well as fruit and cheese displays. Emphasis will be placed on basic reading, writing and math skills necessary for successful placement in the hospitality industry.
Formerly TIHI 9639.

CSST 9641. Introduction to Banquet Service
Introduction to banquet service including responsibilities of banquet server, roll call, table setting, serving and clearing, safety and sanitation, and advance guest service. Emphasis will also be placed on basic communication skills necessary for successful employment as hotel banquet server.
Formerly TIHI 9641.
CSST 9650. Introduction to Baking and Pastry
Students will develop the skills necessary for an entry-level position in the baking and pastry industry. Topics include: safety and sanitation, bakeshop terminology, proper and efficient use of equipment, weights and measures, ingredients and their functions, bakers’ math, baking methods and the development of basic skills.

CSST 9651. Advanced Baking and Pastry
Prereq.: CSST 9650
Students will develop and improve upon the basic skills and common techniques used in the baking and pastry industry. Topics include: meringues, petit fours and miniatures, mousses and Bavarians, frozen desserts, chocolate and candy, fancy and display cakes, yeast-raised products using preferments, hydrocolloids, bakers’ math, troubleshooting.

Dental Assisting
Office: Cloud 304F
Phone Number: (415) 239-3479
Web Site: www.ccsf.edu/dad

Announcement of Curricula

Degree Curriculum
Training in the curriculum in Dental Assisting is designed to prepare students for employment as Registered and Certified Dental Assistants in private practice, specialty dentistry, hospitals, clinics and dental schools. Positions to which graduates may advance with experience and further training include those of dental product sales representative, insurance auditor, manager, supervisor, educator, and RDAEF. This program includes instruction in intra-oral dental functions and direct patient care/assistant experience in dental schools, clinics and private offices and public dental care facilities in San Francisco and the Daly City/South San Francisco area. Students who have completed their training satisfactorily are qualified to take the state licensure examination to become Registered Dental Assistants and the national examination to become Certified Dental Assistants.

Accreditation. The program in Dental Assisting is accredited by the American Dental Association’s Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education, and is accredited by the California Board of Dentistry, Department of Consumer Affairs, State of California.

Course of Study. The two-year course of study includes instruction in traditional four-handed dental assisting techniques and the legally allowed intra-oral functions delegated to a registered dental assistant. Courses in dental anatomy, dental materials, radiography, and preventive dentistry are prerequisites to clinical instruction. The clinical phase of the curriculum utilizes the School of Dentistry at the Arthur A. Dugoni School of Dentistry at the University of the Pacific, San Francisco; affiliated hospital clinics; and selected private dental offices.

Associate in Science Degree. The curriculum is designed so that students may satisfy the requirements for graduation from the College and receive the degree of Associate in Science.

Information Regarding Admission. Requests concerning admission should be addressed as follows: Department Chair, Dental Assisting, Box C-352, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112 or anelson@ccsf.edu.

Consideration for Admission to the Curriculum. The curriculum in Dental Assisting, offered to new applicants in the fall semester only, is open to all interested students who fulfill the following admission requirements:

1. Be in good physical and mental health.
2. Eligibility for admission to CCSF. (See in this catalog the Admission to College - Admission Open to High School Graduates and Others).
3. Complete the Program’s application and health history forms and submit to the Dental Assisting Program’s office.
4. For the two year program, the student must complete ENGL 90 or ESL 150, and BIO 9 or higher. In addition, students must satisfy the keyboard requirement of 45 wpm. This requirement may be met by successfully completing a computer or typing class, or a typing test can be administrated at the Program’s office. The course for the typing skill does not need to be met at college level. Proof of successful completion of a computer or typing class will be acceptable on any level. These classes may be taken concurrently with the Dental Assisting classes.

Advanced Placement. Applicants who have been admitted to the curriculum and who have previous education or experience in dental assisting may apply for credit and advanced placement in the curriculum. However, such applicants should first have completed the science, English and keyboard requirements.

Bases for Disqualification. Students who receive a final grade lower than C in any dental assisting course will be disqualified from continuing in the curriculum. Students who receive a final grade lower than C will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students who repeat a course and who do not achieve a grade of C at an evaluation period will be disqualified from continuing in the curriculum. Students may also be disqualified for other reasons consistent with College policy.

Major in Dental Assisting. Students who have satisfied the requirements for graduation from the College and who have completed the curriculum with an average final grade of C plus (2.50 grade-point average) or higher receive the Major in Dental Assisting.

Eligibility for the Certification Examination and CA Licensure Examinations (RDA). Graduates who receive a Major or a Certificate of Achievement are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

Dental Assisting Major

Courses Required for the Major in Dental Assisting

First Semester
Course                                      Units
DENT 51 Applied Dental Science I            4
DENT 55A Dent Roentgenography               2
DENT 62 Dent Assisting in Practice          3
Additional graduation requirements

Second Semester
MABS 35† Speedbuilding: Keyboarding        1
DENT 55B Dental Roentgenography ......................... 2
DENT 57 Dental Office Management ....................... 3
PSYC 1 or 26 Gen Psychology or Hum Relation .......... 3
Additional graduation requirements
† Computer data entry courses may be substituted for MABS 35.

Third Semester
DENT 52 Dental Materials and Procedures ............... 3
DENT 53 Intro to Chairside Assist ........................ 3
Additional graduation requirements

Fourth Semester
DENT 54 Appl Dental Sciences ............................. 2
DENT 67 Advanced Dental Procedures ................... 4
DENT 70 Clinical Chairside Assist ......................... 7
DENT 110A Coronal Polish .................................. 0.5
Additional graduation requirements
Total Units .................................................. 37.5

Certificate Curriculum
The program of study for the Certificate of Achievement in Dental Assisting is designed to prepare students to take the licensing examination to be a Registered Dental Assistant as administered by the California Board of Dentistry and also to take the national certification examination to be a Certified Dental Assistant as administered by the Dental Assisting National Board. This course can be completed in two semesters (after completing prerequisites).

Accreditation. The curriculum is accredited by the Commission on Accreditation of the American Dental Association and is approved by the Board of Dental Examiners, Department of Consumer Affairs, State of California.

Information Regarding Admission. Requests concerning admission should be addressed as follows: Department Chair, Dental Assisting, Box C-352, City College of San Francisco, 50 Phelan Avenue, San Francisco, California 94112.

Consideration for Admission to the Curriculum. The curriculum in Dental Assisting is open to all interested students who fulfill the following requirements:

1. Be in good physical and mental health.
2. Eligibility for admission to CCSF. (See in this catalog the Admission to College - Admission Open to High School Graduates and Others).
3. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the "Calendar of Instruction"). Students must also complete the Program’s application and health history forms and submit to the Dental Assisting Program’s office.
4. For the one year program, the student must have completed ENGL 90 or ESL 150 or higher, and BIO 9 or higher.
   In addition, students must satisfy the keyboard requirement of 45 wpm. This requirement may be met by successfully completing a computer or typing class, or a typing test can be administered at the Program’s office. The course for the typing skill does not need to be met at college level. Proof of successful completion of a computer or typing class will be acceptable on any level.

Advanced Placement. Applicants who have been admitted to the curriculum and who have previous education or experience in dental assisting may apply for credit and advanced placement in the curriculum. However, such applicants should first have completed the science, English and keyboard requirements.

Basis for Disqualification. Students who receive a final grade lower than C in any dental assisting course will be disqualified from continuing in the curriculum. Students who receive a final grade lower than C will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students who repeat a course and who do not achieve a grade of C at an evaluation period will be disqualified from continuing in the curriculum. Students may also be disqualified for other reasons consistent with College policy.

Eligibility for the Certification Examination and Licensure Examinations. Graduates who receive an Award of Achievement or a Certificate of Achievement are eligible to take the Certification Examination given by the Dental Assisting National Board and the Licensure Examinations to become a Registered Dental Assistant given by the California Board of Dentistry.

Dental Assisting Certificate

Students may obtain the Certificate of Achievement in Dental Assisting by completing the following courses with an average final grade of C (2.00 grade-point average) or higher:

Courses Required for the Certificate of Achievement in Dental Assisting

First Semester
Course  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 51 Appl Dental Sciences</td>
<td>4</td>
</tr>
<tr>
<td>DENT 52 Dental Materials and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>DENT 53 Intro to Chairside Assisting</td>
<td>3</td>
</tr>
<tr>
<td>DENT 55A Dent Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 62 The Dental Assistant in Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 54 Appl Dental Sciences II</td>
<td>2</td>
</tr>
<tr>
<td>DENT 55B Dent Roentgenography</td>
<td>2</td>
</tr>
<tr>
<td>DENT 57 Dent Office Management</td>
<td>3</td>
</tr>
<tr>
<td>DENT 67 Adv Dental Procedures</td>
<td>4</td>
</tr>
<tr>
<td>DENT 70 Clinical Chairside Assist</td>
<td>7</td>
</tr>
<tr>
<td>DENT 110A Coronal Polish</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Units .............................................. 33.5

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

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

DENT 51. Applied Dental Science I (4)
Lec-3, lab-3
COREQ.: DENT 55A and 62
Dental terminology, anatomy and physiology; mechanisms for transmitting disease and controlling/decreasing resistance to infection; oral embryology, histology and pathology; tooth morphology. Preliminary oral examination; charting conditions of the hard tissues; taking and recording vital signs and other tasks assigned to the dental assistant. Methods and techniques of sterilization and disinfection. Infection control procedures and infectious disease process in the dental office. Lab Fee is required. CSU
DENT 52. Dental Materials and Procedures (3)
Lec-2, lab-3
**Prereq.:** Completion/concurrent enrollment in DENT 51 and 55A
**Coreq.:** DENT 53
The study of the materials and their safe handling that are employed in dentistry for the fabrication of dental appliances and tooth restorations and the manipulation of these materials. Introduction to intra-oral tasks delegated to the qualified registered dental assistant, which are related to operative dentistry such as basics, liners and provisional cements. Lab Fee is required. CSU

DENT 53. Introduction to Chairside Assisting (3)
Lec-2, lab-3
**Prereq.:** Completion/concurrent enrollment in DENT 51, 55A and 62
**Coreq.:** DENT 52
Instruction in the role of the chairside assistant, preparing the patient for dental treatment, positioning of the patient, operator and assistant for four-handed dentistry, preparation and placement of topical anesthetic agents, selection/preparation of local anesthetic agents, placement and removal of rubber dams, oral evacuation and retraction; instrument identification and grasps/transfers/triplex syringe/ HVE usage, handpiece and equipment maintenance, hand and rotary instrument identification, placement and removal of matrix retainers, placement of sedative restorations. Amalgam, composite, fixed crown and bridge and endodontic instruments, tray set ups and procedures. Fabrication of aluminum and acrylic temporary crowns. Lab fee is required. CSU

DENT 54. Applied Dental Science II (2)
Lec-2
**Prereq.:** DENT 53, 55A, and 62
**Coreq.:** DENT 55B, 67, and 70
Experiences are provided to review the student’s knowledge of microbiology, the mechanisms for transmitting disease, and controlling and decreasing resistance to infection. The rationale of preventive dentistry and practiced application of the skills necessary for a preventive/nutrition therapist are provided, including use of fluorides and tooth whitening products, the involvement of orthopaedical conditions as related to the hard and soft tissues are discussed as well as developing the sources and effects of dental therapeutics and how they relate to dental office emergencies. The description and use of drugs and their use in dentistry. CSU

DENT 55A. Dental Roentgenography (2)
Lec-1, lab-3
**Coreq.:** DENT 51 and 62
Instruction in the basic principles of radiography, history, protection and safety guidelines. Physics and biological effects of radiation, for the patient’s and operator’s protection and comfort. Types of films, exposure and manual processing techniques on manikins. Composition and preparation of solutions. The relationship of dental anatomy and facial structures to the exposure and mounting relationship of dental anatomy and facial structures to the exposure, mounting of films, and introduction to digital radiography. Lab Fee is required. CSU

DENT 55B. Dental Roentgenography (2)
Lec-1, lab-3, field trips
**Prereq.:** DENT 55A
Instruction in the advanced techniques of dental radiography, anatomical landmarks, dental anatomy pertaining to dental radiography, exposure and processing faults. Emphasis is on evaluation of the quality of the films both intra and extra oral. Experiences in exposing full mouth and bitewing radiographs for diagnosis by dentists. (Students must provide/recruit their patients) Processing and maintaining automatic processors. Advanced education and knowledge of panoramic and digital techniques and other related radiographic equipment. Lab Fee is required. CSU

DENT 55C. Dental Office Management (2)
Lec-3
**Prereq.:** DENT 51, 55A, and 62
**Coreq.:** DENT 55B
Instruction in the non-clinical functions which dental auxiliaries are required to perform with emphasis on financial arrangements, collection techniques, insurance processing and maintenance of office records, account receivable transactions, office mail, inventory, purchasing, accounts payable, payroll, disbursements, tax records, marketing and group practice. Use of computers to perform basic dental office management. CSU

DENT 55D. The Dental Assistant in Practice (3) fa
Lec-2, lab-3, field trips
**Prereq.:** DENT 51 and 55A
The dental health team, ethics/jurisprudence HIPAA, history of dentistry, home care instruction including whitening, applied psychology, communication skills; verbal and written (telephone/fax/computer) communication, the special patient, appointment control, recall systems and the administrative assistant, use of Dentrix software for office functions. Lab Fee is required. CSU

DENT 67. Advanced Dental Procedures (4)
Lec-3, lab-3
**Prereq.:** DENT 51, 52, 53, 55A, and 62
**Coreq.:** DENT 54, 55B, 57 and 70
Instruction in the specialties of dentistry including advance endodontics, periodontics, orthodontics, oral surgery, removable prosthetics and pediatric dentistry as well as the armamentarium required in each specialty. Development of preclinical skills in the extended functions which are required of the Registered Dental Assistant. Students are required to meet standards of competency for each required task including coronal polishing and ultrasonic removal of cement from orthodontic bands. Mannequins and patients will be used in instruction. CSU

DENT 70. Clinical Chairside Assisting (7)
Lec-33 total hrs, lab-22.5 total hrs, clinical hrs.- 238 total hrs.
**Prereq.:** Certification of Cardio Pulmonary Resuscitation (CPR); Approved by American Heart Association or American Red Cross for Health Care Provider; Completion/concurrent enrollment in DENT 54, 55B, 57 and 67
Clinical instruction and practice in four-handed procedures. Emphasis on general and specialty dentistry (oral surgery, periodontics, endodontics, orthodontics, prosthodontics) and the intra-oral tasks assigned to the Registered Dental Assistant. Development of professional attitude (ethics/jurisprudence) in dental assisting. Building skills in the use of dental materials and equipment. Evaluation of clinical experience, career placement opportunities, and skills building in communication, sealant placement (Students must provide/recruit their patients) in accordance with the CDB requirements, and the taking of a mock Registered Dental Assisting Practical Examination. CSU

DENT 110A. Coronal Polish (0.5)
Lec-6, conf-8 (14 total hrs) P/NP available
**Repeat.: max. 1.5 units**
This course is designed and approved to meet the California Board of Dentistry’s Sticker for Coronal Polish. This course includes lecture and clinical hours. The students will be taught and use
techniques for removal from the clinical crown the following: pelvic, plaque, and extrinsic strain. The students will be required to provide their own patients and follow program’s sterilization, and infection control policies. CSU

Disabled Students Courses

Office: Learning Resources 323
Phone Number: (415) 452-5481
Web Site: www.ccsf.edu/dsps

Announcement of Courses

General Information

It is recommended that students with disabilities meet with a DSPS counselor.

All courses that begin with DSPS are designed for, but not limited to, individuals with disabilities.

Title 5, Section 56029 of the California Code of Regulations allows DSPS students the option of repeating the following courses multiple times with the consent of the DSPS Department.

CREDIT, DEGREE APPLICABLE COURSES:

DSPS 1. Issues in Disabilities (3)
Lec-3 P/NP only
Advis: Placement into ENGL 93; or completion of ENGL 92 or ESL 160
Examination of disability-related issues within various contexts including sociology, bio-medicine, psychology, civil rights, education, employment, media, and culture. Topics include: myths and attitudes; living with a disability; historical, recent, and proposed legislation; global perspectives; reasonable and unreasonable accommodations; and strategies for ensuring systems change. Emphasizes ways in which to improve quality of life for people with disabilities. CSU

DSPS A. Computer Adaptations (1)
Lab-3 P/NP only
The content of DSPS A varies. A student with a disability may repeat DSPS A if it is needed for the continued success of the student in his/her CCSF classes, and the student has demonstrated progress using the supports learned in DSPS A.

DSPS M. Diagnostic Learning (2)
Lec-1, lab-3 P/NP only
Coreq.: Enrollment in at least one other CCSF course
Repeat: as needed for students with documented disabilities for the continued success of the student in his/her CCSF classes and if the student has demonstrated progress using the support learned in DSPS M
Not open to students who have completed LERN M.
An individualized course designed for students who have a documented disability but open to all students, similar in content to DSPS O except that DSPS M is designed for those students who have support and intervention needs which require more intensive daily assistance in one or more major skill areas or classes in a particular semester.

DSPS O. Diagnostic Learning (1)
Lab-3 P/NP only
Coreq.: Enrollment in at least one other CCSF course
Repeat: The content of DSPS O varies. A student may repeat DSPS O if it is needed for the continued success of the student in his/her CCSF classes, and the student has demonstrated progress using the supports learned in DSPS O.
Students who have completed LERN M may not enroll in DSPS O.
An individualized course designed for students with cognitive disabilities, but open to all students. Focus is on instruction and practice of learning strategies related to support needed for one to two current CCSF classes. Students are assisted in using compensation strategies to use on assignments from their classes.

DSPS P. Perspectives on Disability Rights (1)
Lec-2 (9 wks) P/NP only
Students who have completed LERN P may not enroll in DSPS P.
Disability, education, and employment rights. Acquire skills to understand rights and obligations to accommodations as provided under The Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973. Students with disabilities develop self-management and self-advocacy skills related to their accommodation rights and learn more about recent legislation related to disability rights.

DSPS Q. Main Idea Strategies for Reading and Writing (1)
Lec-2 (9 wks) P/NP only
Designed specifically for students with learning disabilities who are in English L, 90/91, 92, 93, 94, 96, or ESL 130, 140, 150, 160, or any student in content courses involving reading and writing who wants to improve his or her reading comprehension skills and basic written expression skills. Examination of the prerequisite language and reasoning skills necessary for identifying the main idea in addition to textbook reading study skills.

DSPS R. Improvement of Receptive and Expressive Language (3)
Lec-3, conf-1 P/NP only
Not recommended for students enrolled in or who would be eligible for beginning level ESL classes.
Designed for students experiencing difficulties in multiple level tasks that require inner language functions such as concentration, listening, taking notes and organizing. Increasing skills in organizing inner language, auditory and written information and producing organized verbal and written language.

DSPS S. Strategies for Problem Solving (2)
Lec-2 (9 wks) P/NP only
Develop and practice creative and analytical thinking and problem-solving strategies for academic and personal growth. Strategies include task analysis, information processing, memory strategies, mind-body awareness, creative problem-solving, etc. Designed for students with learning disabilities but open to all students.

DSPS W. Survival Writing Skills (1.5)
Lec-1, lab-1.5 P/NP only
Advis: ENGL 90 or 91 or ESL 140; or placement in ENGL 92 or ESL 150
Repeat: max. 6 units
Introduction to and practice in using scaffolding and structured formats for essential personal and job-related survival writing for basic academic (expository writing principles, writing effective summaries), employment (job application short answers, cover letters, emails, etc.), and personal (business and private correspondence) applications. Practical writing forms in real-life situations are emphasized.
head trauma, learn about basic neuroanatomy and how different injuries can affect how the brain functions. Introduction to memory strategies, techniques in visualization, time management and organizational skills. Students participate in activities involving following directions, problem-solving, memory, long-term planning and reasoning skills in accordance with Student Educational Contract (SEC). Personal, social, vocational and educational changes and adjustments are addressed.

DSPS 4029. Educational Assessment - Disabled
Individual and/or small group assessment of learning strengths and weaknesses to determine eligibility to programs and/or accommodations for disabled adults. May include eligibility for services as a learning disabled adult and/or the development of a Student Educational Contract (SEC). Students will attend 1-5 sessions. Times to be arranged by the instructor.

DSPS 4031. Program for Learning Disabled (18-180 hrs)
Academic instruction is provided for students with learning and other cognitive disabilities but is open to all students. Designed to help students achieve their maximum performance in order to succeed on the job and in educational settings. Small group instruction is provided in math, reading, writing, and spelling according to each student’s educational contract (SEC).

DSPS 4032. Acquired Brain Impairment - Language Reintegration
For students experiencing receptive and/or expressive language disorders (aphasia) resulting from stroke or other acquired brain impairments. Emphasis on auditory comprehension, thought organization, oral expression and writing. Individualized and group instruction is provided according to each Student Educational Contact (SEC).

DSPS 4035. High Tech Computer Access for the Disabled (450 hrs)
A laboratory course for the disabled introducing adaptive computer equipment and software for development of vocational, academic and daily living skills. Computer assisted instruction in cognitive and academic skills. Word processing, spreadsheet, database, graphics, Internet, and e-mail in accessible formats.

DSPS 4037. Speech and Language Skills
Strategies to alleviate communication deficits are provided for students with diagnosed speech, language and/or hearing disorders. Individual and small group instruction. Intake assessment is provided.

DSPS 4042. Active Job Search
Designed for all students with disabilities who are job ready and need placement services and advanced job search strategies. Tailoring resumes, cover letters, and applications. Interviewing techniques and job search planning/management. Field experiences to local businesses, employers, and organizations may also be required.

DSPS 4050. Life Skills for the Disabled (90-270 hrs)
Designed for students identified as developmentally delayed learners who want to improve their basic life skills for vocational purposes and are unable to benefit from instruction offered in regular classes. Small group instruction is offered in money handling skills, computer basics, community resources, and personal responsibility in preparation for entry level jobs and daily living. Students with reading levels below third grade may experience difficulty. Designed to be completed in two years (as long as the student is making measurable progress).
DSPS 4302. High School, GED, and Basic Skills for Disabled Students (90–450 hrs)
Designed for students with disabilities who want to earn a high school diploma or GED or who want to improve their basic skills for vocational or higher education purposes and are unable to benefit from instruction in regular classes. Small group and individualized instruction in reading, writing, math, and other high school subject areas and in preparation for proficiency and/or GED tests, as specified on each student’s Student Educational Contract (SEC). Course may be repeated as long as students are making measurable progress and/or until requirements are met. Students who want to earn a high school diploma or GED must meet certain eligibility criteria. They are also eligible for special test-taking accommodations.

DSPS 4303. Adaptive Physical Education (Adaptive Yoga)
Designed for students with physically disabling conditions who want to improve and maintain their physical and mental well-being and who are unable to benefit from instruction offered in mainstream P.E. classes.

DSPS 4101. Communication - Blind/Visually Impaired
Through adapted exercises in writing, spelling, handwriting, vocabulary building, speaking and listening, students improve skills to compensate, in part, for visual loss.

DSPS 4104. Crafts - Blind/Visually Impaired
Various crafts and ceramics for students who are blind or visually impaired. Emphasis on skills which enhance daily life. Crafts include knitting, crocheting, sewing, macrame, beadwork, weaving, painting, printmaking and ceramics.

Blind/Visually Impaired

DSPS 4210. Management of Hearing Loss
Instruction and practice in speechreading and other adaptive behavioral strategies. Acquaints students with appropriate assisting devices and available services for the hearing impaired. Accepting and coping with hearing loss is a fundamental objective. Appropriate for hearing impaired individuals and interested professionals.

DSPS 4212. ASL/ESL Skills Development for the Deaf
This course is intended for deaf and hard of hearing students who desire to improve their English writing skills. The course provides exposure to written English and American Sign Language, focusing on the functional needs of the students.

DSPS 4214. American Sign Language I
A beginning course in American Sign Language for persons desiring to communicate with deaf and hard of hearing persons. Course work includes an introduction to Deaf Culture, expressive and receptive fingerspelling and grammatical structures which are introduced in the contexts of communication activities.

DSPS 4215. American Sign Language II
An intermediate course in sign language for the hearing impaired or persons desiring to communicate with the deaf or hard of hearing. Continuation of the students’ work in manual communication skills, with emphasis on daily communication problems and colloquial expressions.

Deaf/Hard of Hearing

Earth Sciences
Office: Science 43
Phone Number: (415) 239-3104
Web Site: www.ccsf.edu/earth

Announcement of Curriculum

Geographic Information Systems (GIS) Certificate

Learning Outcomes
Students will develop an understanding of the fundamental concepts and practice of Geographic Information Systems (GIS) and will be able to apply this knowledge and hands-on skills to various fields including, but not limited to, planning, engineering, geography, criminology, real estate, biotech, public utilities, transportation, forestry, ecology, resource management, emergency response, business/marketing.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Geographic Information Systems (GIS) by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Geographic Information Systems (GIS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG/GIS 110 Introduction to GIS</td>
<td>2</td>
</tr>
<tr>
<td>GEOG/GIS 111 Intermediate GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEOG/GIS 112 Advanced GIS</td>
<td>3</td>
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<td>Total Units</td>
<td>8</td>
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Announcement of Courses

General Information
The Earth Sciences Department offers day and evening courses that advance students toward degrees in both the natural and social sciences. Credit earned is transferable, and most courses satisfy specific graduation requirements at four-year universities. For more information, visit our website: www.ccsf.edu/Earth.

CREDIT, DEGREE APPLICABLE COURSES:

Geography

GEOG 1. Physical Geography (3)
Lec-3, field trips
An introduction to the Earth’s physical environment. Processes and patterns of weather and climate, the development of landforms, plant and animal distributions, and the interpretation of maps. Attention given to the physical environment and natural hazards of California and the Bay Area. CSU/UC
GEOG 1L. Physical Geography Laboratory (1)  
Lab-3, field trips  
**PREREQ.:** Completion/concurrent enrollment in GEOG 1  
The study of weather and climate, tectonic processes, and landforms. Emphasis on the interpretation of weather maps, climatic data, aerial photographs, and topographic maps. CSU/UC

GEOG 4. Cultural Geography (3)  
Lec-3, field trips  
An introduction to patterns in the contemporary human landscape. Topics include dynamics of population growth, migration, systems of agriculture, the legacy of colonialism, uneven economic development, the historical development and spread of religion and language. CSU/UC

GEOG 7. Economic Geography (3)  
Lec-3, field trips  
An introduction to economic geography. Topics include patterns and processes of urbanization, industrialization, and the interlinked global economy. Contemporary issues such as international business and changing patterns of manufacturing in the United States. CSU/UC

GEOG 49. National Parks—Their Geology and Geography (3)  
Lec-3, field trips  
P/NP available  
A survey of the national parks and monuments with emphasis on the western United States. An introduction to their discovery and development; appreciation of their particular beauties, natural phenomena, and historic significance. CSU

GEOG 91-92-93. Geography Work Experience (1-2-3)  
Work-5,10,15  
**PREREQ.:** Approval of GEOG Work Experience Coordinator  
Repeat: max. 6 units  
Off-campus work may include employment or volunteer service in a geography-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU

GEOG 10. Introduction to Geology (3)  
Lec-1.5, lab-1.5  
**PREREQ.:** Completion/concurrent enrollment in GEOG 1  
The study of earth and geology, tectonic processes, and landforms. Emphasis on the interpretation of weather maps, climatic data, aerial photographs, and topographic maps. CSU/UC

GEOG 10L. Introduction to Geology Laboratory (1)  
Lab-3, field trips  
**PREREQ.:** Completion/concurrent enrollment in GEOG 1  
The study of earth and geology, tectonic processes, and landforms. Emphasis on the interpretation of weather maps, climatic data, aerial photographs, and topographic maps. CSU/UC

GEOL 10. Introduction to Geology (3)  
Lec-3, field trips  
Not open to students who have completed a course in general geology  
An introduction to the basic concepts of earth science and their relationships to people. Topics include minerals, rocks, volcanoes, earthquakes, streams, glaciers, geologic hazards, mineral resources, and plate tectonics. Emphasis on the geologic features of western North America. CSU/UC

GEOL 10L. Introduction to Geology Laboratory (1)  
Lab-3, field trips  
**PREREQ.:** Completion/concurrent enrollment in GEOL 10  
**Advises:** MATH 840 or ET 108B  
Introduction to the materials of the Earth, with emphasis on the recognition of common minerals and rocks, especially those common to California; study and interpretation of topographic and geologic maps. CSU/UC

GEOL 11. Historical Geology (3)  
Lec-3, field trips  
Origin of the Earth and its development through geologic time. The formation and destruction of mountain ranges and ocean basins. The evolution of plants and animals as seen through the fossil record. Emphasis on the geologic history of North America. CSU/UC

GEOL 18. Geology of California (3)  
Lec-3, field trips  
P/NP available  
An introduction to California from a geologic viewpoint. The rocks and minerals, the geologic features, and the economic geology of California. The geologic history and importance of each natural province of California. CSU/UC

GEOL 19. Geology of the Bay Area (3)  
Lec-3, field trips  
P/NP available  
Repeat: max. 4 units  
Field excursion to a selected locality of geologic interest in the West, mainly California. Emphasis on the geologic history of the area as reflected by present geologic features. Localities include: Yosemite National Park; Lassen National Park; Mono Basin; Lake Tahoe and vicinity; northern and southern Mother Lode regions; Central Coast Ranges and San Andreas Fault; Coast Range north and south of San Francisco Bay; and special areas. CSU

GEOL 20. Exploring the West (1)  
Field trip-3 days and orientation  
P/NP available  
**PREREQ.:** GEOL 5, 10, 11, 18 or 21  
Repeat: max. 4 units  
Field excursion to a selected locality of geologic interest in the West, mainly California. Emphasis on the geologic history of the area as reflected by present geologic features. Localities include: Yosemite National Park; Lassen National Park; Mono Basin; Lake Tahoe and vicinity; northern and southern Mother Lode regions; Central Coast Ranges and San Andreas Fault; Coast Range north and south of San Francisco Bay; and special areas. CSU

GEOL 21. Geology of the Bay Area (3)  
Lec-3, field trips  
P/NP available  
Introduction to the geology of the Bay Area. Field trips emphasizing the physical, historical, engineering, and economic geology of the region. CSU

GEOL 25A-25B. Geology of Gems (3-3)  
Lec-3, field trips  
P/NP available  
A many-faceted approach to the study of gemstones. All of the major and many minor gem materials examined from the viewpoints of discovery, geology, mineralogy, and use. CSU

GEOL 41-42-43. Current Topics in Earth Sciences (1-2-3)  
Lec-1/2/3, and/or lab-3/6/9  
P/NP available  
One and two-unit courses are less than a semester in duration. Exploration of topics of current interest in earth sciences. CSU (UC upon review)

GEOL 91-92-93. Geology Work Experience (1-2-3)  
Work-5,10,15  
P/NP available
Economics/Engineering and Technology

Repeat: max. 6 units
Off-campus work may include employment or volunteer service in a geology-related setting (e.g., laboratory, museum, park) under the supervision of a qualified professional or faculty member. On-campus work consists of instruction and experience in the preparation, care, and maintenance of equipment, materials, training aids, and specimens used in the Earth Sciences Department. CSU/UC

Oceanography

OCAN 1. Oceanography (3)
Lec-3, field trips
Not open to students who have completed OCAN 10.
The ocean environment. Physical, chemical, biological, and ecological aspects of the ocean, including the origin and extent of the oceans; nature of ocean crust; causes and effects of currents, waves, tides; biogeochemical cycles; plant and animal life in the sea; marine ecology. CSU/UC

OCAN 1L. Oceanography Laboratory (1)
Lab-3, field trips
Prereq.: Completion/concurrent enrollment in OCAN 1
Advis: MATH 840 or ET 108R
Not open to students who have completed OCAN 10.
Exploration of the ocean environment. Nautical and bathymetric charts; ocean floor features, sediments, and rocks; physical and chemical properties of seawater; beach deposition and erosion; interactions of currents, waves, and tides; marine life, ecology, and communities. CSU/UC

Paleontology

PALE 1. Introduction to Paleontology (3)
Lec-2, lab-3
An introduction to the record of past life. The evolution of plants and animals and their role in the interpretation of the history of the Earth. CSU/UC

Economics

Office: Batmale 656
Phone Number: (415) 239-3330
Web Site: www.ccsf.edu/socialsci

Announcement of Courses

(See also courses in “Business Administration” and “Business.”)

CREDIT, DEGREE APPLICABLE COURSES:

ECON 1. Principles of Macroeconomics (3)
Lec-3 P/NP available
An introduction to the general principles, terminology, and methods of economics with emphasis on macroeconomics. General topics include: economic institutions, national income analysis, employment theory, money and banking, monetary and fiscal policy, and economic growth. CSU/UC

ECON 3. Principles of Microeconomics (3)
Lec-3 P/NP available
Prereq.: ECON 1
A continuation of the introduction to the general principles and terminology of economics with emphasis on microeconomics. General topics include: supply and demand theory, utility, production, costs, revenues, market structures, income distribution, international trade, and comparative economic systems. CSU/UC

ECON 5. Introductory Statistics (4)
Lec-5 P/NP available
Prereq.: MATH 92, 860, or demonstration of MATH 860 exit skills or 2-year HS Algebra
No credit for this course if another statistics has been completed. Introduction to statistical method, with emphasis on the analysis of statistical data—their gathering, classification, presentation, and interpretation. Empirical and theoretical frequency distributions with emphasis on measures of central tendency and variation, probability, sampling, estimation, hypotheses testing, correlation and regression analysis, and nonparametric statistics. CSU/UC

ECON 10. Economic History of the United States (3)
Lec-3 P/NP available
A survey of the economic development of the United States from colonial times to the present, with emphasis on the relationship of economic activities to social and political development. CSU/UC

ECON 25. Women in the Economy (3)
Lec-3 P/NP available
An introduction to women’s roles in the U.S. economy, including varying experiences related to race, ethnicity, and class. Examines women’s occupations and earnings; women’s household activities and how they affect paid work; women as consumers; public policy regarding women’s work and poverty; and current special topics. Applies and contrasts mainstream and political economic theories within a feminist perspective. Meets American Cultures requirement at UC, Berkeley. CSU/UC

ECON 30. Economics of the African American Community (3)
Lec-3 P/NP available
An introduction to the principles of Black political economy. Black employment, employment discrimination, Black capitalism, the Black underclass, homelessness, and community economic development. Examination of the empirical link between race, class and income distribution. CSU/UC

Engineering and Technology

Office: Science 148
Phone Number: (415) 239-3505
Web Site: www.ccsf.edu/engtech

Announcement of Curricula

General Information

Engineering and industrial practice in the United States is based to a considerable extent on the team concept. Engineers, scientists, experts in management and production, and others coordinate their work with that of technicians, craftsmen, and workers with varying degrees of skill in order to complete particular projects. To meet the varying needs of students and industry, the Engineering and Technology Department at City College of San Francisco offers an Engineering Program along with two Engineering Technology programs to train technicians. The programs are designed so that students may satisfy the requirements for graduation from the College and receive a degree of Associate in Science. In addition, the Engineering Technology programs provide a good foundation
for transfer to a bachelor degree program in engineering technology or industrial technology.

Courses in the Engineering Department are identified according to the following headings: Computer Aided Drafting (CAD), Electronics (ELEC), Engineering (ENGN), Engineering Technology (ET), Welding (WELD), and Geographic Information System (GIS).

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**Engineering Major**

**General Information**

Engineers develop the skill to design functional products and systems based upon a foundation formed from engineering, physical science, and mathematics course work. They pursue rewarding careers in a professional environment with good employment and advancement opportunities.

City College of San Francisco offers courses leading to the Associate in Science Degree and Major in Engineering. Graduates generally transfer to four-year institutions as juniors where they can major in computer, electrical, electronics, mechanical, civil, industrial, chemical, manufacturing or other engineering. Others seek employment as an engineering assistant.

The degree program is based upon the recommendation of the Engineering Liaison Committee which represents the University of California, California State Universities, private universities, and community college engineering schools and departments.

**Learning Outcomes**

Students will develop an understanding of the fundamental principles of the major fields of engineering. The students will develop a set of problem solving skills that will enable them to solve variety of practical engineering problems using the latest software products such as word processing, spreadsheets, MATLAB, CAD, and the latest computer programming languages.

At the completion of the lower division requirements in engineering, the student:

- will have a sound understanding in basic engineering, physics and chemistry topics
- will have demonstrated math skills through differential equations
- will have extensive skill and experience in problem solving
- will be eligible to transfer for a 4-year degree in engineering
- will have the skills to work as an engineering assistant for an engineering company

**Prerequisites.** Beginning courses in engineering require one-year high school courses in algebra, geometry, advanced algebra, trigonometry, chemistry, physics, and mechanical drawing and a half-year course in trigonometry. The equivalents to these courses may be taken at City College.

**Courses Required for the Major in Engineering**

**Recommended First Semester**

**Course** | **Units**
---|---
ENGN 10A Intro to Engr: The Profession | 1
ENGN 10B Intro to Engr: Softw Tools & Design | 2
MATH 110A Calculus I | 4
English Composition* | 3
CHEM 101A or 103A General Chemistry | 4 or 5
Additional GE Requirements* | 2

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**Subsequent Semesters**

**Additional Major Requirements:**

- ENGN 20 & 20L Circuit Analysis & Lab | 4
- ENGN 38 Intro to Comp for Engrs | 3
- MATH 110B Calculus II | 4
- MATH 110C Calculus III | 4
- MATH 125 Diff Equations | 3
- PHYC 4A & 4AL Mech and Relativity | 4
- PHYC 4B & 4BL Elect & Magnetism | 4
- PHYC 4C & 4CL Waves, Optics, & Thermo | 4
- Additional GE Requirements* | 12

**Total Units** | **58-59**

* It is recommended that you complete ENGL 1A if you plan to transfer to a four-year school.

**Biotechnology Major**

In the biotechnology curriculum, a two-year course of study, the Engineering and Technology Department offers students specialized training for employment as bio-technicians engaged in research, design, manufacturing, operation, maintenance, testing, or sales related to this field. All students in this field of study complete the required core courses. Specialization is offered from the second through the fourth semester course work and will lead to a certificate of accomplishment concurrently. The program advisers work closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree with Biotechnology as the Major.

**Training in the Major.** Training in the first year is designed to provide students with a sound working knowledge of the applied principles of mathematics, chemistry and biology and introductory biotechnology. In the second year, students complete more advanced courses in biotechnology.

**Employment.** Students who complete the curriculum satisfactorily are qualified for positions as quality control, research and development, and bio-manufacturing technicians in hundreds of pharmaceutical and biotechnology companies in the Bay Area.

**Major.** Students who complete the curriculum with final grades of C or higher in the major technical courses receive the Associate in Science degree in Biotechnology.

**Four-year Degree Preparation.** Besides preparing students who complete this curriculum for careers in the biotechnology industries, the students can also transfer to universities to pursue a BS degree, most likely in industrial technology with focus on biotechnology. The department currently has a formal articulation agreement with California State University at Fresno. Please contact the program advisor (239-3505 Science room 148) for details.
The College offers two-year curricula in engineering technology and some of the skills of a craftsman. In the Engineering Technology Programs, City College trains students for employment as engineering technicians - persons who work with or under the directions of engineers and perform duties requiring a combination of the theoretical knowledge of an engineer and some of the skills of a craftsman.

The College offers two-year curricula in engineering technology in two fields: Electronics Engineering Technology and Mechanical Engineering Technology. The curricula in these fields comprise the Engineering Technology Programs. Students should be aware that any change in major, such as a change from one technical curriculum to another or from one program to another, requires additional time for the completion of their revised educational objectives.

### Engineering Technology Major

#### General Information

In the Engineering Technology Programs, City College trains students for employment as engineering technicians - persons who work with or under the directions of engineers and perform duties requiring a combination of the theoretical knowledge of an engineer and some of the skills of a craftsman.

The College offers two-year curricula in engineering technology in two fields: Electronics Engineering Technology and Mechanical Engineering Technology. The curricula in these fields comprise the Engineering Technology Programs. Students should be aware that any change in major, such as a change from one technical curriculum to another or from one program to another, requires additional time for the completion of their revised educational objectives.

**Technical Elective Courses for the Major in Biotechnology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 5 Briefings in Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 10 Research Skills for Career</td>
<td>2</td>
</tr>
<tr>
<td>Opportunities in Biology</td>
<td></td>
</tr>
<tr>
<td>BTEC 12A GLP and GMP Principles</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 12B GMP Compliance</td>
<td></td>
</tr>
<tr>
<td>BTEC 14A Biotechnology Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 14B Biotechnology Internship</td>
<td></td>
</tr>
<tr>
<td>BTEC 21A Mammalian Cell Culture</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21B Fluorescent Cell Technology</td>
<td></td>
</tr>
<tr>
<td>BTEC 21C Stem Cell Technology</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 22 Immunoassay: ELISA</td>
<td></td>
</tr>
<tr>
<td>BTEC 23 Western Blotting Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>0.5</td>
</tr>
<tr>
<td>BTEC 25 Analytical PCR Technology</td>
<td></td>
</tr>
<tr>
<td>BTEC 26EX Southern and Northern Blotting</td>
<td>0.5</td>
</tr>
<tr>
<td>BTEC 101 Industrial Biotechnology</td>
<td></td>
</tr>
<tr>
<td>BTEC 115 Recombinant DNA Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 120 Molecular and Cell Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 221 Biotech Process Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 222 Biotech Calibration and Validation</td>
<td>1</td>
</tr>
</tbody>
</table>

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

Up to 6 units of course work may be taken from related areas with the approval of the program advisor. These courses may include courses from related departments such as Biology.

**Prerequisites.** High school prerequisites are one-year courses in elementary and advanced algebra, geometry, trigonometry, mechanical drawing, and physics. A one-year course in high school chemistry is highly recommended for students intending to transfer to a bachelor degree program in Engineering Technology. Students who have not completed the required high school courses may take them at City College of San Francisco.

Students should possess a minimum level of competency in English communication skills. The completion of English as a Second Language 79 is recommended.

**Broad Preparation for Employment.** Because emphasis in the Program is on both fundamental engineering theory and basic industrial practices, graduates may qualify for employment in many fields: CAD operator, production planning and control, manufacturing, testing, inspection, sales, installation, maintenance, or servicing.

Each curriculum in engineering technology includes courses in subjects common to all branches of engineering. In general, these subjects include the following: graphics, mathematics, orientation to engineering, and physics. Through this related study, students obtain a better understanding of the work in their majors and develop a broad technical background.

**General Education.** The curricula also include instruction in general education so that students may satisfy the College graduation requirements in this area.

**Associate in Science Degree and Major.** The Engineering Technology Program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the curricula with final grades of C or higher in their major technical courses also receive the Associate in Science degree in Electronic Engineering Technology or Mechanical Engineering Technology. The Major may be considered a recommendation by the faculty of the Engineering and Technology Department which, in conjunction with the Career Development and Placement Center, will aid the graduate in finding a position.

**Transfer to Other Colleges and Universities.** Students in the Engineering Technology Programs may either enter industry upon graduation or transfer to a four-year institution to earn a bachelor’s degree in engineering technology. Several campuses of the California State University such as the Sacramento, Long Beach, and Pomona campuses, as well as private institutions, such as DeVry University, offer graduates this opportunity. Engineering Technology students may also choose to transfer to a bachelor degree program in industrial technology offered at several campuses of the California State University, such as the San Francisco, San Jose, Fresno, and Chico campuses. The time required for completion of curricula open to graduates at these schools is normally two additional years. Students who intend to transfer should consult their advisers and the section in this catalog entitled “Transfer Information.”

**Common Core.** All students in Engineering Technology initially enroll in the following common core courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGN 10A Intro to Engn: The Profession</td>
<td>1</td>
</tr>
<tr>
<td>ET 50 Technical Math</td>
<td></td>
</tr>
<tr>
<td>ET 104 Intro to Engineering Drawing &amp; Manuf.</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Electronic Measurements</td>
<td>4</td>
</tr>
<tr>
<td>PHYC 2A/2AL Intro Physics</td>
<td>4</td>
</tr>
</tbody>
</table>
Electronic Engineering Technology Major

In the curriculum in Electronic Engineering Technology, a two-year course of study, the Engineering and Technology Department offers students training for employment by offering instruction in digital/microprocessor and communication electronics. Students in this curriculum complete the common core courses (see preceding Common Core). Specialization is offered throughout the second through the fourth semesters. The program advisor works closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree in Electronic Engineering Technology.

Training in the Major. Training in the first year is designed to provide students with a sound working knowledge of the theory of direct- and alternating-current circuits common to both electrical and electronic applications and the basic principles of amplifiers, solid-state devices, digital techniques, circuits, and systems. In the second year, the student completes a course in advanced electronics, including course work in RF (radio frequency) and microwave circuits, microprocessors and non-sinusoidal circuits.

Employment. Students who complete the curriculum satisfactorily are qualified for positions as technicians engaged in research and development; and in manufacturing, testing, installing, and maintaining electronic equipment. Positions to which graduates may advance after obtaining experience and further training include those of production supervisor, sales engineer, field engineer, and test engineer.

Major. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Associate in Science degree in Electronics Engineering Technology.

Courses Required for the Major in Electronic Engineering Technology

Course | Units
--- | ---
ELEC 102A Electronics II: Basic Active Ana Cir | 3
ELEC 102B Electronics II: Basic Digi Cir & Meas | 3
ELEC 103A Electronics III: Inter Ana Cir & Meas | 3
ELEC 103B Electronics III: Inter Digi Cir & Meas | 3
ELEC 104A Electronics IV: Ana & Digi Comm | 3
ELEC 104B Electronics IV: Micro-control Intf | 3
BTEC 221. Biotech Process Instrumentation | 2
Technical Electives | 4
Total Units | 24

Technical Electives must be selected from Engineering (ENGN) and/or Computer Networking & Information Technology (CNIT) courses.

You may request to substitute courses not on the above list if you get approval of the program advisor. These could include mechanical courses, engineering courses or courses in other departments.

Mechanical Engineering Technology Major

In the curriculum in Mechanical Engineering Technology, a two-year course of study, the Engineering and Technology Department offers students specialized training for employment as engineering technicians engaged in research, design, operation, maintenance, testing, or sales. Students in this curriculum complete the common core courses (see preceding Common Core). Specialization is offered from the second through the fourth semester. The program adviser works closely with each student to assure normal progress. Upon successful completion of the curriculum, students receive the Associate in Science degree in Mechanical Engineering Technology.

Training in the Major. Training in the first year is designed to provide students with a sound working knowledge of the principles of engineering drawing, applied mathematics, electrical circuits, physics, manufacturing methods, and computers. In the second year, students complete courses in computer-aided design (CAD), and advanced manufacturing (CAM).

Employment. Students who complete the curriculum satisfactorily are qualified for positions as estimator-designer, field engineer, assistant operating engineer, mechanical or research technician, junior test engineer or engineering sales representative. Positions to which graduates may advance after obtaining experience and further training include those of senior estimator-designer, field engineer, operating engineer, manufacturing engineer, technical supervisor, or sales engineer.

Major. Students who complete the curriculum with final grades of C or higher in their major technical courses receive the Associate in Science degree in Mechanical Engineering Technology.

Technical Elective Courses for the Major in Mechanical Engineering Technology

Course | Units
--- | ---
CAD 180 Intro to Technical Drawing | 1
CAD 181 Intro to Comp Aided Drafting-CAD I | 3
CAD 182 Inter Comp Aided Drafting-CAD II | 3
CAD 183 Adv Comp Aided Drafting-3D Mod | 3
CAD 184 Structural CAD Drafting | 3
CAD 187 HVAC/Pipe CAD Design | 3
CAD 188 Adv CAD-Customizing and AutoLISP | 3
CAD 190 Adv CAD Intro to Solid Works | 3
CAD 191 Adv CAD-Rendering & Animation | 3
CAD 192 Adv CAD-CAD Based Multimedia | 3
ENGN 24 Design Graphics | 3
ENGN 38 Intro to Computing for Engineers | 3
ET 86 Intro to CAM | 2
ET 135A Fund. of Air Cond. and Refriger | 2
ET 135B Fund. of Air Cond. and Refriger | 2
ET 135C Fund. of Air Cond. and Refriger | 2
ET 139A Engineered Plumbing Systems | 3
ET 139B Engineered Plumbing Systems | 3
ET 139C Engineered Plumbing Systems | 3
WELD 140 Manufacturing Processes | 3
WELD 144 Welding Processes | 2
WELD 145 Intermediate Welding Processes | 3
WELD 146 Manuf Blueprint Reading | 3
WELD 147 Welding Inspection Technology | 4
Total Units Required | 23
Up to 6 units of course work can be taken from courses not on the above list if you get approval of the program advisor. These could include electronics courses, engineering courses or courses in other departments.

**Engineering-Related Occupations**

**Certificate Curricula**

**General Information**


**Admission.** Enrollment in these curricula is open to those who:

1. Want to add to their knowledge of and skills in engineering-related occupations, and
2. Want to improve their competence in these fields in order to prepare for advancement. Students are required to satisfy prerequisites before admission in certain courses in the curriculum; however, instructors will accept equivalent experience in lieu of various prerequisites.

**Application for Certificate.** To apply for a certificate in one of the curricula below, contact the Engineering and Technology Department office, Science Hall, Room 148, phone (415) 239-3505.

**Credit Toward Graduation.** All credit that students earn in obtaining the Certificate of Accomplishment in any of the curricula may be applied toward satisfaction of the requirements for graduation from College.

### Air-Conditioning and Refrigeration Certificate

Students may obtain the Certificate of Accomplishment in Air-Conditioning and Refrigeration by completing the following courses with the average final grade of C (2.00 grade point average) or higher. (The Engineering and Technology Department may require students who have had limited training and experience in air-conditioning and refrigeration to complete additional courses before awarding the Certificate of Accomplishment)

**Courses Required for the Certificate of Accomplishment in Air-Conditioning and Refrigeration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 135A Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 135B Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 135C Fund. of Air-Cond. and Refrig</td>
<td>2</td>
</tr>
<tr>
<td>ET 139C Engr’d. Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Biomanufacturing Certificate

Over the past several years an important change has been taking place in the biotechnology sector. Biotech companies are shifting their focus from exclusively research and development to a mix of drug production and research. This change has been precipitated by a rapidly increasing collection of FDA-approved biotech pharmaceuticals. The San Francisco Bay area has the highest concentration of biotech companies in the world.

The shift towards increasing production of biotech products created a demand for a new set of skills among entry-level workers in the field. The requirements for the certificate in biomanufacturing described here will prepare students for entry into the field as a bioprocess technician, media prep technician, pharmaceutical materials specialist, or pharmaceutical manufacturing technician.

The biomanufacturing certificate program is open to anyone. High school algebra (OR ET 108B), biology and chemistry are recommended. For more information, call 415-239-3627.

**Courses Required for the Certificate of Accomplishment in Biomanufacturing**

The requirements for the certificate are completion of the following courses with a grade of C or higher:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11 Intro to the Science of Living Organisms ....</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 101 Industrial Biotechnology</td>
<td>.......</td>
</tr>
<tr>
<td>CHEM 32 Intro to Medical Chemistry</td>
<td>........</td>
</tr>
<tr>
<td>CHEM 33 Adv Med Chemistry and Biotech</td>
<td>........</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Recommended elective courses are: GEN 10; M B 12; BTEC  5, 12A, 12B, 21A

### Biotechnology Certificate

The biotechnology certificate program is designed to prepare students to work at a biotech company as a technician in quality control, research and development, or biomanufacturing. The biotechnology certificate is designed for students that have earned the biomanufacturing certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience. Call the Biotechnology Hotline at (415) 239-3627 for more information.

**Admission.** The following courses (or the equivalent) are strongly recommended:

- One semester of elementary algebra (MATH 840 or ET 108B) or completion of a higher level math class.
- Two semesters of chemistry (CHEM 32, 40)
- One semester of biology (BIO 11)

**Courses Required for the Certificate of Accomplishment in Biotechnology**

Students must complete the following courses with a grade of C or better:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 22 Immunoassay: ELISA</td>
<td>......</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>......</td>
</tr>
<tr>
<td>BTEC 115 Recombinant DNA</td>
<td>......</td>
</tr>
<tr>
<td>Biotechnology (fall)</td>
<td>......</td>
</tr>
<tr>
<td>BTEC 120 Molecular and Cell</td>
<td>......</td>
</tr>
<tr>
<td>Biotechnology (spring)</td>
<td>......</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>11.5</strong></td>
</tr>
</tbody>
</table>

The following courses are recommended but not required: M B 12, BIO 91, CHEM 65A, B, C, D, BTEC 21A.
Bioprocess Instrumentation and Control Certificate

Process and control equipment in the biotech industry must be constantly maintained, repaired, upgraded, and validated. Instrumentation technicians are normally generalists, yet certification and FDA requirements require more industry specific specialization in the biotech field. The set of skills acquired through this curriculum may be broadly applied in biotech companies throughout the San Francisco Bay area and beyond.

Courses Required for the Certificate of Accomplishment in Bioprocess Instrumentation and Control

The one-year certificate in bioprocess instrumentation and control described here requires completion of the following courses with a grade of C or better:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 108B Practical Math II</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 840 Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or a higher level math class</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 12A GLP and GMP Principles</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 12B GMP Compliance</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 221 Biotech Process Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 222 Biotech Calibration and Validation</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

Recommended elective courses are: ELEC 101; BTEC 5; BTEC 101

Biotechnology Lab Assistant Certificate

Over the past several years the biotech industry has grown tremendously and this has generated an increasing number of entry-level positions. In turn there is now a large demand for workers who are qualified for these positions. This entryway certificate program is designed to give a rigorous and engaging introduction to the biosciences while strengthening the math and language skills needed for success in these entry level positions. Our one-year Laboratory Assistant Certificate will prepare students for jobs as media prep technicians, laboratory aids or laboratory safety monitors. No previous experience or coursework in science is necessary, and you will gain valuable work experience in an internship as a lab assistant.

Courses Required for the Certificate of Accomplishment in Bioprocess Instrumentation and Control

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 10 Research Skills for Career Opp. in Biology</td>
<td>2</td>
</tr>
<tr>
<td>ET 108A Practical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>ET 107 Language Skills for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 14A Biotechnology Laboratory Techniques</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Recommended elective courses are: ELEC 101; BTEC 5; BTEC 101

Genomics Technology Certificate

The Genomics Technology Certificate program is designed to prepare students for employment in the research areas of genomics and proteomics. Students will gain relevant bioinformatics skills to access, query, and analyze various types of biological and clinical data from public databases, along with molecular biology laboratory skills needed to generate the data. Students will also receive an introduction to the technical computing skills needed to perform the above tasks.

The Genomics Technology Certificate is designed for students that have earned the Biomanufacturing or Biotechnology certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience.

The following courses (or the equivalent) are strongly recommended:

- One semester of elementary algebra (MATH 840 or ET 108B)
- Completion of a higher level math class.
- Two semesters of chemistry (CHEM 32, 40)
- One semester of biology (BIO 11)

Courses Required for the Certificate of Accomplishment in Genomics Technology

The requirements for the certificate are completion of the following courses with a grade of C or better:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 201 Introduction to Bioinformatics</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 202 Advanced Bioinformatics and Genomics</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 115 Recombinant DNA Biotechnology</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>5</td>
</tr>
<tr>
<td>BTEC 25 Analytical PCR Technology</td>
<td>1</td>
</tr>
<tr>
<td>CS160A Introduction to the UNIX Operating System</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total units</strong></td>
<td><strong>12.5</strong></td>
</tr>
</tbody>
</table>

The following courses are recommended but not required:

- CS113A Introduction to PERL programming | 3

Stem Cell Technology Certificate

The stem cell technology certificate program is designed to prepare students to work at a biotech company or an academic research lab as a technician in mammalian cell culture or adult and embryonic stem cell culture. The stem cell technology certificate is designed for students that have earned the biomanufacturing or biotechnology certificate or have a strong grasp of algebra, biology, and chemistry from previous academic or work experience.

Admission. The following courses (or the equivalent) are strongly recommended:

1. One semester of elementary algebra (MATH 840 or ET 108B) or completion of a higher level math class.
2. Two semesters of chemistry (CHEM 32, 40) or (CHEM 101A, 208A)
3. One semester of biology (BIO 11) or (BIO 101A)

Courses Required for the Certificate of Accomplishment in Stem Cell Technology

Students must complete the following courses with a grade of C or better:
Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 21A Mammalian Cell Culture</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21B Fluorescent Cell Technology</td>
<td>2</td>
</tr>
<tr>
<td>BTEC 21C Stem Cell Technology</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 22 Immunoassay: ELISA</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 23 Western Blotting Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BTEC 24 Introduction to PCR</td>
<td>0.5</td>
</tr>
<tr>
<td>BTEC 25 Analytical PCR Technology</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units ..................................................... 10.5

Recommended electives: M B 12; GEN 10, 11; BIO 91

**Engineered Plumbing Systems Certificate**

Students may obtain the Certificate of Accomplishment in Engineered Plumbing Systems by completing the following courses with the average final grade of C or higher. (The Engineering and Technology Department may require students who have had limited training and experience in dealing with engineered plumbing systems to complete additional courses before awarding the Certificate of Accomplishment.)

**Courses Required for the Certificate of Accomplishment in Engineered Plumbing Systems**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 139A Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139B Engineered Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 139C Engineered Plumbing Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ..................................................... 9

**Basic Electronics Certificate**

**Learning Outcomes**

Students will develop an understanding of the fundamental principles of electronics and will be able to apply this knowledge and understanding to perform tests, troubleshooting and repair of analog and digital electronic circuits and instruments.

Students may obtain the certificate of Accomplishment in Basic Electronics by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

**Courses Required for the Certificate of Accomplishment in Basic Electronics**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 50 Technical Math</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 101 Electronics I: Electronic Measurements</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102A Electronics II: Basic Act Ana Cir</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102B Electronics II: Basic Digi Cir &amp; Meas</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ..................................................... 13

**Intermediate Electronics Certificate**

Students may obtain the Certificate of Accomplishment in Intermediate Electronics by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

**Courses Required for the Certificate of Accomplishment in Intermediate Electronics**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 103A Electronics III: Inter Ana Cir &amp; Meas</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 103B Electronics III: Inter Digi Cir &amp; Meas</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 104A Electronics IV: Ana &amp; Digi Comm</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 104B Electronics IV: Micro-control Inf</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ..................................................... 12

**Computer Aided Design (CAD)-Architectural Certificate**

Students in the Computer Aided Design (CAD)-Architectural program will develop the skills to effectively and efficiently develop drawings using various software programs such as AutoCAD and Revit. These skills are acquired in drawing and editing tasks essential for employment in architectural and construction industries. The students also develop a strategic understanding of which software or technique is most effective for a particular goal, learn how to draw and dimension precisely, become familiar with CAD standards and their purpose, and will have a significant amount of practice creating a wide variety of 2-dimensional models.

**Requirements for the Certificate of Accomplishment**

Students may obtain the certificate of accomplishment in Computer Aided Design (CAD)-Architectural by completing the following courses with a grade of C or higher in each course.

**Courses Required for the Certificate of Accomplishment in Computer Aided Design (CAD)-Architectural**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 20 Orthographic Projection &amp; Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 52A Architectural CADD</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 52B Architectural CADD</td>
<td>2</td>
</tr>
</tbody>
</table>

AND three courses from the following:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 183 Advanced Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CAD 184 Structural CAD Drafting</td>
<td></td>
</tr>
<tr>
<td>CAD 187 HVAC/Pipe CAD Design</td>
<td>3</td>
</tr>
<tr>
<td>CAD 188 Adv. CAD-Customizing &amp; AutoLISP</td>
<td></td>
</tr>
<tr>
<td>CAD 190 Adv. CAD-Intro to SolidWorks</td>
<td>3</td>
</tr>
<tr>
<td>CAD 191 Adv. CAD-Rendering and Animation</td>
<td>3</td>
</tr>
<tr>
<td>CAD 192 Adv. CAD-CAD Based Multimedia</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ..................................................... 17

**Computer Aided Drafting (CAD) Certificate**

Students in the CAD program will develop the skills to effectively and efficiently develop drawings using the AutoCAD software program. These skills are acquired in drawing and editing tasks essential for employment in architectural, engineering, construction and manufacturing industries. The students also develop a strategic understanding of which software or technique is most effective for a particular goal, learn how to draw and dimension precisely, become familiar with CAD standards and their purpose, and will have a significant amount of practice creating a wide variety of 2-dimensional and 3-dimensional models.

Students may obtain the Certificate of Accomplishment in Computer Aided Drafting by completing the following courses with a grade of C or higher in each course.
Courses Required for the Certificate of Accomplishment in Computer Aided Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 180 Intro to Technical Drawing</td>
<td>1</td>
</tr>
<tr>
<td>CAD 181 Intro to Comp Aided Drafting-CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 182 Inter Comp Aided Drafting-CAD II</td>
<td>3</td>
</tr>
</tbody>
</table>

AND three courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 183 Adv Comp Aided Drafting-3D Mod</td>
<td>3</td>
</tr>
<tr>
<td>CAD 184 Structural CAD Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CAD 187 HVAC/Pipe CAD Design</td>
<td>3</td>
</tr>
<tr>
<td>CAD 188 Adv CAD-Customizing &amp; AutoLISP</td>
<td>3</td>
</tr>
<tr>
<td>CAD 190 Adv CAD-Intro to Solid Works</td>
<td>3</td>
</tr>
<tr>
<td>CAD 191 Adv CAD-Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>CAD 192 Adv CAD-CAD Based Multimedia</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................... 16

Students who have completed ET 104, or who can demonstrate prior drafting and drawing skills by performing at satisfactory level on a test can have CAD 180 waived from the following requirements.

Manufacturing and Metal Fabrication

This certificate program is designed to provide the students with a broad range of skills related to industries utilizing welding, machining, and fabrication processes. This training program also prepares students to enter several trade union apprentice programs.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Manufacturing and Metal Fabrication by completing the following courses with a grade of C or higher. A minimum of three of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Manufacturing and Metal Fabrication

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 140 Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 144 Welding Processes</td>
<td>2</td>
</tr>
<tr>
<td>WELD 146 Manufacturing Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WELD 147 Welding Inspection Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units .......................................... 12

Geographic Information Systems (GIS) Certificate

Learning Outcomes

Students will develop an understanding of the fundamental concepts and practice of Geographic Information Systems (GIS) and will be able to apply this knowledge and hands-on skills to various fields including, but not limited to, planning, engineering, geography, criminology, real estate, biotech, public utilities, transportation, forestry, ecology, resource management, emergency response, business/marketing.

Requirements for the Certificate of Accomplishment. Students may obtain the Certificate of Accomplishment in Geographic Information Systems (GIS) by completing the following courses with a grade of C or higher in each course. A minimum of two of the courses must be taken at City College of San Francisco.

Courses Required for the Certificate of Accomplishment in Geographic Information Systems (GIS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG/GIS 110 Introduction to GIS</td>
<td>2</td>
</tr>
<tr>
<td>GEOG/GIS 111 Intermediate GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEOG/GIS 112 Advanced GIS</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units .......................................... 8

Combination Welding

Noncredit Program

Program Goal. Prepares students for welding plate, pipe, and sheet metal. Includes the study of electric arc, metal inert gas, tungsten inert gas, inner shield and oxyacetylene welding techniques.

Admission Requirements. High school diploma, GED, or high school proficiency certificate. Demonstration by exam of an 8th grade reading, math, and language level. Remedial courses may be taken concurrently as needed. For more information call 267-6570.

Core Course Hours/Weeks

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIWE 9676 Combi Weld (4 sect of 270 hr)</td>
<td>15/18</td>
</tr>
<tr>
<td>SECY 9356 Bus Math (as needed)</td>
<td>5/18</td>
</tr>
<tr>
<td>BOSS 4511 Effective Bus Comm (as needed)</td>
<td>5/18</td>
</tr>
</tbody>
</table>

Total Hours ......................................... 450

Elective Courses. To be discussed with a counselor.

Requirements for Completion. Completion of required courses with grade C or higher. Credit by petition is available.

Announcement of Courses

Biotechnology

CREDIT, DEGREE APPLICABLE COURSES:

BTEC 5. Briefings in Biotechnology (1)

Lec-2 (9 wks), field trips P/NP available

Underlying principles of molecular biology and the laboratory procedures involved in the biotechnology industry. Examples of new products, processes, and prospects for the future in medicine, environmental restoration, forensics, and agriculture. Implications for society and governmental regulations. Features lectures by scientists currently working in the biotechnology industry. CSU Formerly BIO 50.

BTEC 6. Basics of Cell Culture (1)

Lec-9 (total hours), lab-27 (total hrs) P/NP available

Introduction to cell culture and stem cell biology and techniques. Topics include aseptic techniques, counting cells, cell/stem cell culture maintenance, transfection, cytotoxicity, fluorescence labeling and stem cell differentiation. Practical experience includes use of common laboratory equipments such as micropipettes, centrifuges, inverted and fluorescent microscopes. CSU

BTEC 10. Research Skills for Career Opportunities in Biology (2)

Lec-1, Lab-3, field trips P/NP available

Introduction to the skills and concepts necessary to work in the
biotechnology industry, allied health or other biology-related fields. Basic concepts and lab skills will be taught at the college. Formerly BIO 72B.

**BTEC 12A. GLP and GMP Principles (1)**
Lec-18 (total hrs), field trips  P/NP available
General overview of Food and Drug Administration regulations as they pertain to the biotechnology field. The course will emphasize cGLP, cGMP and SOP practices that pertain to biopharmaceutical laboratory and manufacturing facilities. CSU

**BTEC 12B. GMP Compliance (1)**
Lec-18 (total hrs), field trips  P/NP available
Detailed discussion of the systems (procedures and documents) required to achieve compliance with the FDA Good Manufacturing Practice regulations as they relate to biopharmaceutical manufacturing. CSU

**BTEC 14A. Biotechnology Laboratory Techniques (2)**
Lec-1.5, lab-1.5
**Prereq.:** Completion/Concurrent Enrollment in BTEC 10
A laboratory focused introduction to laboratory techniques needed for entry-level positions in the biotechnology industry, especially in the research field. CSU

**BTEC 14B. Biotechnology Internship (2)**
Work-10, conference-2
**Prereq.:** BTEC 14A
Provides an off-campus internship experience in Bay Area biotechnology companies and bioscience research laboratories. Students will be placed in biotechnology-related internships including, but not limited to, glassware washers, laboratory assistants, animal technicians, biomanufacturing technicians, calibration technicians, environmental health and safety technicians, quality control technicians and quality assurance technicians. CSU

**BTEC 21A. Mammalian Cell Culture (2)**
Lec-36, lab-18 (total hrs), field trips  P/NP available
**Advise:** BIO 11 or 101A; and CHEM 32 or 40 or 101A; and MATH 840 or ET 108A
Introduction to techniques for culturing mammalian cells, including media preparation, sterile technique, freezing, thawing, subculturing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, preventing contamination, as well as cellular responses to DNA damage and gene expression. Practical experience includes the proper use and care of equipment for culturing cells. CSU
Formerly BTEC 21.

**BTEC 21B. Fluorescent Cell Technology (2)**
Lec-36, lab-18 (total hrs), field trips  P/NP available
**Prereq.:** BTEC 21 or 21A
Introduction to advanced techniques in the study of normal and mutant tissue culture cells including organelle visualization with various fluorophores, transfection with fluorescent markers, and immunostaining. In depth coverage of the theory behind and use of fluorescent microscopy and current research methods using fluorescent technology, including apoptosis assays and immunohistochemistry, DNA microarrays and FACS analysis. CSU

**BTEC 21C. Stem Cell Technology (3)**
Lec-48, lab-24 (total hrs), field trips  P/NP available
**Prereq.:** BTEC 21B
A general introduction to the principles of stem cell biology. Topics include embryonic stem cells in early development, adult stem cells, potential applications of stem cell culture and ethical issues involved in stem cell research. Emphasis on laboratory techniques including proper use and care of equipment, flow cytometry, isolation of mouse adult stem cells, and culture of mouse embryonic stem cells. CSU

**BTEC 22. Immunoassay: ELISA (1)**
Lec-14, lab-10 (total hrs), field trips  P/NP available
Underlying principles of immunoassays with focus on ELISA. Examples of new procedures, technical advances, past, present and future prospects in the pharmaceutical, biotechnology and clinical laboratory settings will be discussed. Implications for society and governmental regulations will be addressed. Course will feature hands-on exercises emphasizing all aspects of ELISA. CSU

**BTEC 23. Western Blotting Techniques (1)**
Lec-16, lab-8 (total hrs), field trips  P/NP available
Underlying principles of immunoassays with focus on Western blotting. Examples of new procedures, technical advances, past, present and future prospects in the pharmaceutical, biotechnology and clinical laboratory settings will be discussed. Implications for society and governmental regulations will be addressed. Course will feature hands-on laboratory exercises emphasizing all aspects of Western blotting. CSU

**BTEC 24. Introduction to PCR (.5)**
Lec-12, lab-8 (total hrs), field trips  P/NP available
An introduction to the theoretical aspects and laboratory techniques of the Polymerase Chain Reaction (PCR). Students gain practical experience performing PCR as well as experimenting with optimization of the reaction. Applications of PCR used in DNA fingerprinting, diagnostic medicine, genome mapping, evolutionary relationship determination, and epidemiology will be discussed. CSU

**BTEC 25. Analytical PCR Technology (1)**
Lec-16, lab-8 (total hrs), field trips  P/NP available
**Prereq.:** Completion of BTEC 24 or Demonstration of BTEC 24 Exit Skills
A course in the theory and practice of current polymerase chain reaction (PCR) analytical methods. Students will gain laboratory experience in performing techniques such as reverse transcriptase PCR (RT-PCR), real-time PCR, inverse PCR, construction of oligonucleotide DNA microarrays, site-directed mutagenesis, and strategies for cloning genes from organisms lacking genome projects. Experimental optimization will be emphasized. CSU

**BTEC 26EX. Southern and Northern Blotting (.5)**
Lec-16, lab-8 (total hrs), field trips  P/NP available
**Advise:** BIO 11 or 101A or 65
An advanced course in molecular biology techniques that extends on topics covered in Biology 65. Students will become proficient in the skills of Southern and Northern blotting. Students will isolate nucleic acid (DNA and RNA), prepare them for the appropriate agarose gel electrophoresis protocols, prepare DNA probes, set-up nucleic acid hybridizations, and complete and interpret non-radioactive Southern and Northern blots. CSU

**BTEC 93. Biotechnology Work Experience (1, 2, 3)**
Work exp.-5, 10, or 15 hrs  P/NP available
Students will be able to get work experience through internships while working towards their A.S. in biotechnology. This valuable industry experience will help train them for future jobs in biotechnology. In addition, they will apply their skills gained from previous biotechnology courses to real life laboratory situations. CSU
BTEC 101. Industrial Biotechnology (5)
Lec-4, lab-4, field trips  P/NP available  
PREREQ.: CHEM 32  
Skills needed to serve as a technician in biotechnology production. Students grow and monitor cultures, emulating large-scale production used in industry. Cleaning, sterilization, aseptic inoculation, operation and monitoring of fermenters and bioreactors. Recover and purify proteins produced by those cell cultures. Current Good Manufacturing Practices (cGMP), Current Good Laboratory Practices (cGLP) and Standard Operating Procedures (SOP) will be emphasized. CSU  

BTEC 108A. Practical Mathematics I (3)
Lec-3, conf-1  
Concepts, techniques and applications of arithmetic and elementary algebra emphasizing applications to practical problems. Interactive and traditional problem solving methods. Class interactive group exercises applying mathematical techniques to various applications and real world problems.  

BTEC 221. Biotech Process Instrumentation (2)
Lec-9, lab-27 (total hours)  
PREREQ.: BTEC 221  
An introduction to the theory and application of calibration and validation as applied to the Biotechnology Industry. CSU  

BTEC 222. Biotech Calibration and Validation (1)
Lec-9, lab-27 (total hours)  
PREREQ.: BTEC 221  
An introduction to the theory and application of calibration and validation as applied to the Biotechnology Industry. CSU  

Computer Aided Drafting (CAD)  

CREDIT, DEGREE APPLICABLE COURSES:  

CAD 180. Introduction to Technical Drawing (1)
Lec-.5, lab-1.5  
Introduction to engineering and technical drawing techniques, the systems of drawings and their applications in drafting, and the basic shape description of products. Technical sketching; dimensioning; sections and applications of orthographic projection standards in technical documents. CSU  

CAD 181. Introduction to Computer Aided Drafting - CAD I (3)
Lec-2, lab-3  
PREREQ.: CAD 180, OR ET 104, OR 1 YR HS DRAFTING OR CONSENT OF INSTRUCTOR  
Repeat: max. 6 units  
Students must have an understanding of orthographic projection, isometric drawing techniques and dimensioning according to ANSI standards. Introduction to CAD hardware and software operations and their applications in drafting; basic shape description, display, editing, dimensioning and plotting. CSU/UC  
Formerly ET 181.  

CAD 182. Intermediate Computer-Aided Drafting - CAD II (3)
Lec-2, lab-3  
PREREQ.: CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 200 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)  
Industrial application of AutoCAD drawing editor on large-scale projects. Various topics include model layout, plotting to scale, blocks, external referenced files, attributes and extraction of “non-geometric” data stored within the drawing files, the control of display to reduce regeneration time, three-dimensional coordinate system, 3D wire-frame and surface modeling, the operation of various hard-copy output devices including pen plotting and printer plotting. CSU Formerly ET 182.  

CAD 183. Advanced Computer Aided Drafting - 3D Modeling (3)
Lec-2, lab-3  
PREREQ.: CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 200 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)  
Introduction to three-dimensional (3D) modeling, application of computer aided drafting software for the creation of wireframe, surface, and solid modeling. CSU Formerly ET 183C.  

CAD 184. Structural CAD Drafting (3)
Lec-2, lab-3  
PREREQ.: ARCH 52A, CAD 181 OR DEMONSTRATION OF CAD 181 EXIT SKILLS (EQUIVALENT COURSE WORK OR 200 HRS OF AUTO/CAD INDUSTRIAL WORK EXPERIENCE)  
Structural design theory. Use of Computer Aided Drafting (CAD) to generate steel and concrete details. CSU Formerly ET 184.
CAD 187. HVAC/Pipe CAD Design (3)
Lec-2, lab-3
**Prereq.: ARCH 52A or CAD 181 or equivalent training**
HVAC and Piping system design theory. Introduction to computer generated documents to specify HVAC (Heating, Ventilation and Air Conditioning) and piping systems layout and details. This course will have a mechanical design emphasis, introducing terms and component equipment common to these systems. Emphasis will be placed on the standards used for process pipe and HVAC industry drawings. Design theory will include the determination of equipment sizes. CSU
Formerly ET 187.

CAD 188. Advanced Computer Aided Drafting – Customizing and AutoLISP (3)
Lec-2, lab-3
**Prereq.: CAD 181 or demonstration of CAD 181 exit skills**
(Equivalent course work or 100 hours of AutoCAD industrial work experience)
An introduction to the customization and automation of AutoCAD for the application to any specific discipline. Emphasis is on the improvement of drawing productivity by enhancing AutoCAD’s capabilities. The course will include creating various menus, creating custom macros, instruction on the use of existing AutoLISP programs and introduction to programming in AutoLISP. CSU

CAD 190. Advanced Computer Aided Drafting - Introduction to SolidWorks (3)
Lec-2, lab-3
Overview of extending CAD-based graphics into 3-dimensional parametric modeling, realistic rendering, animation of assemblies, and exploded views. Introduction to related software (such as SolidWorks and Inventor). Experience creating a computer-generated physical 3D model using a state-of-the-art 3D printer. CSU

CAD 191. Advanced Computer-Aided Drafting - Rendering and Animation (3)
Lec-2, lab-3
**Prereq.: CAD 181 or demonstration of CAD 181 exit skills**
(Equivalent course work or 100 hrs of AutoCAD industrial work experience)
Introduction to computer generated rendered images and animation. CSU
Formerly ET 183D.

CAD 192. Advanced Computer Aided Drafting - CAD Based Multimedia (3)
Lec-2, lab-3
**Prereq.: CAD 181 or equivalent course work or 100 hours of industrial work experience in basic AutoCAD**
Overview of extensions of CAD-based graphics into various types of media, including illustration, rendering, animation, and output to an interactive presentation, print, and web page design. CSU

**Electronics**

**CREDIT, DEGREE APPLICABLE COURSES:**

ELEC 101. Electronics I: Electronic Measurements and Passive Circuits (3)
Lec-2, lab-3
**Prereq.: ET 108A/BTEC 108A/CDEV 108A or MATH 835 or demonstration of ET 108A or MATH 835 exit skills**
This course covers the construction and analysis of basic electronic circuits including capacitors and inductors. The student will learn to use the multi-meter to measure DC and AC voltages and currents in resistive series/parallel circuits and the oscilloscope to measure AC and pulsed waveforms, and phase and time delay measurements. The student will also learn the use of computer simulation software to analyze circuits. CSU

ELEC 102A. Electronics II: Basic Active Analog Circuits and Measurements (3)
Lec-2, lab-3
**Prereq.: ELEC 101 or demonstration of ELEC 101 exit skills**
This course covers diode characteristics, DC power supplies, bipolar transistors, simple one-stage amplifiers, constant current sources, and transformers. The student will learn the intermediate use of the oscilloscope and multi-meter. There will be an emphasis on electronic projects. CSU

ELEC 102B. Electronics II: Basic Digital Circuits & Measurements (3)
Lec-2, lab-3
**Prereq.: ELEC 101 or demonstration of ELEC 101 exit skills**
This course covers Boolean logic concepts, flip-flops, memory, counters and clocks, display decoders and timers. The student will learn the analysis of digital logic principles by building and testing basic functional digital electronics kits. CSU

ELEC 103A. Electronics III: Intermediate Analog Circuits and Measurements (3)
Lec-2, lab-3
**Prereq.: ELEC 102A AND 102B or demonstration of ELEC 102A AND 102B exit skills**
This course is an introduction to modern analog electronic circuits, including field effect transistor basics, analog amplifiers, and operational amplifiers. CSU

ELEC 103B. Electronics III: Intermediate Digital Circuits and Measurements (3)
Lec-2, lab-3
**Prereq.: ELEC 102A AND 102B or demonstration of ELEC 102A AND 102B exit skills**
This course covers hardwired digital logic systems and an introduction to programmable logic devices. CSU

ELEC 104A. Electronics IV: Analog and Digital Communications Electronics (3)
Lec-2, lab-3
**Prereq.: ELEC 102A AND 102B or demonstration of ELEC 102A AND 102B exit skills**
This course covers analog and digital communications systems, antennas, and serves as an introduction to microwave signals. CSU

ELEC 104B. Electronics IV: Micro-controller Interfacing (3)
Lec-2, lab-3
**Prereq.: ELEC 102A AND 102B or demonstration of ELEC 102A AND 102B exit skills**
This course covers micro-controller interfacing, driver programs, input sensors and output electrical and electro-mechanical devices. CSU

ELEC 211. Fiber Optic Technology (3)
Lec-3, lab-3
**Prereq.: ET 108A OR MATH 840, or demonstration of ET 108A OR MATH 840 exit skills**
Covers fundamental principles and hands-on application of modern fiber optic technology, preparing students to use current technology and giving them the basis required to adapt to future developments. Topics include telecommunications, optics, fiber fabrication, splicing, and termination, lasers, LEDs, detectors and optical amplifiers, optical protocols including FDDI and SONET, and network design and troubleshooting. Students will perform many hands-on labs
using fiber optic cable and related equipment. CSU
ELEC 211=CNIT 211

ELEC 221. Biotech Process Instrumentation (2)
Lec-1, lab-3
PREREQ.: ET 108A OR MATH 840 OR DEMONSTRATION OF ET 108A OR MATH 840 EXIT SKILLS
ELEC 221=BTEC 221

Energy

ENRG 3. Introduction to Alternative Energy (3)
Lec-3
Advise: Concurrent enrollment in ENRG 3L
An introduction to the theory, applications, and usefulness of various alternative energies as they relate to the future of our civilization and the environment. Topics will include solar thermal energy, solar photovoltaics, bioenergy, fuel cells, hydroelectric power, wave energy, and wind energy. CSU
ENRG 3L. Introduction to Alternative Energy Laboratory (1)
Lab-3
Advise: Concurrent enrollment in ENRG 3
A project-oriented, hands-on course to introduce students to renewable energies. CSU

Engineering

CREDIT, DEGREE APPLICABLE COURSES:

ENGN 1A. Measurements and Plane Surveying (3)
Lec-2, lab-3
PREREQ.: MATH 95 OR ET 50 OR EQUIVALENTS (EA, CONCUR.)
Theory and practice in linear and angular measurements. Equipment and methods used in common surveying measurements. Treatment of errors in measurements in surveying and other areas of engineering. CSU/UC

ENGN 1B. Plane Surveying (3)
Lec-2, lab-3
PREREQ.: ENGN 1A
Theory and practice of various engineering surveying techniques including control surveys, practical astronomy, triangulation, topographic surveys, route surveys, land surveys, GPS surveys, stadia methods, state plane coordinates, photogrammetry, error analysis, curve layouts, and EDM methods. CSU

ENGN 10A. Intro. to Engineering: The Profession (1)
Lec-2
The history and development of engineering as a profession. Engineering disciplines, educational requirements, transfer school information, success strategies, professional ethics, current and projected activities in the various branches of engineering. CSU/UC

ENGN 10B. Intro. to Engineering: Software Tools and Design (2)
Lec-1, lab-3
PREREQ.: MATH 855; 92; AND 95
This course introduces the student to team oriented engineering design and problem solving processes as well as the use of computers in the solution of a wide variety of engineering problems. The course makes use of a variety of software applications including commercial spreadsheets such as Microsoft Excel and a graphics program such as Matlab in solving problems. Throughout the course, emphasis will be given to technical communications, teamwork, engineering design and problem solving methodologies. CSU/UC

ENGN 20. Introduction to Circuit Analysis (3)
Lec-3
PREREQ.: ENGN 10B, MATHEMATICS 110C AND PHYC 4A, BOTH OF WHICH MAY BE TAKEN CONCURRENTLY AND CONCURRENT ENROLLMENT OR COMPLETION OF ENGN 20
Introduction to circuit analysis to determine the natural, forced and complete responses of zero, first and second-order networks and systems. Standard circuit-analysis techniques will be covered including Kirchhoff’s Laws, loop and nodal analysis, Thevenin and Norton’s Theorems, generalized impedance and admittance techniques and phasor methods. CSU/UC ENGR 12

ENGN 20L. Introduction to Circuit Analysis Laboratory (1)
Lab-3
PREREQ.: ENGN 10B; CONCURRENT ENROLLMENT OR COMPLETION OF ENGN 20
Laboratory experiments in circuit analysis. CSU/UC

ENGN 24. Design Graphics (3)
Lec-2, lab-3, field trips
PREREQ.: ET 50 OR MATH 95; AND ET 104; OR DEMONSTRATION OF THEIR EXIT SKILLS
Introduction to technical sketching, engineering graphics and design; development of visualization skills by using computer aided drafting (CAD) software in conjunction with orthographic projection problems; emphasis on computer aided design and graphical analytical methods of solutions to three-dimensional problems. CSU/UC

Lec-3
PREREQ.: ENGN 10B; PHYC 4A; AND MATH 110C, WHICH MAY BE TAKEN CONCURRENTLY
An introductory course in applied mechanics (Statics); designed to meet the professional needs of students majoring in engineering. CSU/UC

ENGN 37. Engineering Mechanics - Dynamics (3) sp
Lec-3
PREREQ: ENGN 10B, 36
An introductory course in Dynamics including both Kinematics (the description of a rigid body’s position, velocity and acceleration) and Kinetics (the relationship between the forces acting on a rigid body and its velocity and acceleration). Also includes the topics of work, energy, impulse and momentum. CSU/UC

ENGN 38. Introduction to Computing for Engineers (3)
Lec-3, conf-1
PREREQ.: ET 51 OR MATH 100A OR COMPLETION/CONCURRENT ENROLLMENT IN MATH 110A
Engineering problem-solving using computer programming. Problem-solving strategies, algorithm development and structured programming design. Solution of a variety of engineering problems from evaluating a simple function to modeling and simulation. Applications from mechanical, electrical and civil engineering. CSU/UC
ENGN 45. Materials Science (3) fa
Lec-2, lab-3
Prereq.: Completion of ENGN 10B, CHEM 101A or 103A, PHYC 4A-4AL
Advis: Completion/concurrent enrollment in CHEM 101B and PHYC 4B-4BL
An introductory course in the fundamental science of materials used by engineers. Emphasis is placed on understanding the structure and properties of materials. Standard material properties are defined and explained. The processing and applications of materials are also covered. Finally, a strategy is developed for the selection and use of these materials. CSU

ENGN 48L. Introduction to Engineering & Technology - Laboratory (1)
Lab-3 P/NP available
Repeat: max. 4 units
This is a project-oriented, hands-on course to introduce students to the practices and methodologies used in Engineering and Technology. Work will be in four areas: electronics, computer aided drafting, mechanical construction and fabrication and technical mathematics. CSU/UC

ENGN 99. Materials and Fabrication Shop (1)
Lab-3 P/NP available
Repeat: max. 4 units
A project-oriented, hands-on course to introduce students to the practices and methodologies used in fabricating architectural models or execution of three-dimensional designs using wood, metals and plastics. Students learn shop and cleanup procedures, safety procedures, and proper use of equipment and tools. CSU
ENGN 99=ARCH 99

Engineering Technology

CREDIT, DEGREE APPLICABLE COURSES:

ET 50. Technical Mathematics (4)
Lec-4
Prereq.: ET 108B/CDEV 108B; or MATH 90/92 and 95
Applied mathematics designed to develop ability to solve problems. Practical application of algebra, geometry, and trigonometry to basic problems in the applied sciences, including the study of alternating current circuitry with emphasis on periodic functions, vector analysis, logarithms, and exponential functions. CSU

ET 51. Advanced Technical Mathematics (4) sp
Lec-4
Prereq.: ET 50
Instruction in applied mathematics and physical science designed to develop the student’s ability to solve fundamental engineering problems in mechanics and electronics. Introduction to analytical geometry, statistics, and calculus. CSU

ET 86. Introduction to Computer-Aided Manufacturing - CAM I (2)
Lec-1, lab-3
Prereq.: ET 104
Introduction to computer numerical control, training in G and M codes. Hands-on training on the CNC machines. Testing, debugging, and running programs. Includes processes used to describe product geometry in computer terms, modern practices in tolerancing, HVAC and piping. CSU

ET 104. Introduction to Engineering Drawing and Manufacturing (2)
Lec-1, lab-3
Fundamental drafting techniques including sketching, orthographic projection and dimensioning. Development of detailed drawings (electrical, electronic, and mechanical) for the fabrication of individual projects. Sheet metal shop practices; use of hand tools; measurement and layout techniques. Printed circuit board design and fabrication. Machine tools and machine shop operations. CSU

ET 107/BTEC 107. Language Skills for Technicians (3)
Lec-3, conf-1
Introductory level lecture course covering basic scientific language and concepts of biology and chemistry, and the academic study skills needed to succeed in science courses. An orientation to the field of biotechnology and professional opportunities. CSU
ET 107=BTEC 107

ET 108A. Practical Mathematics I (3)
Lec-3, conf-1
Concepts, techniques and applications of arithmetic and elementary algebra emphasizing applications to practical problems. Interactive and traditional problem solving methods. Class interactive group exercises applying mathematical techniques to various applications and real world problems.
ET 108A=CDEV 108A=BTEC 108A

ET 108B. Practical Mathematics II (3)
Lec-3, conf-1
Prereq.: ET 108A/CDEV 108A or demonstration of ET 108A/CDEV 108A Exit Skills
Concepts, techniques, and applications of intermediate algebra and introductory trigonometry emphasizing real world applications. Interactive group exercises and traditional lecture - problem-solving methods. Demonstration of mathematical concepts by showing how they are applied to various fields such as medical, business, industrial, and scientific. Emphasis on problem solving and the application of mathematics to real world problems. CSU
ET 108B=CDEV 108B

ET 122S. Lead in Construction, Supervisor/Contractor (1.5)
Lec-32 (total hrs), lab-9 (total hrs), field trips P/NP available
Preparation for interim certification as CA lead in construction supervisor/contractor. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations and work practices; insurance and liability; record keeping; contract preparations, specifications, and administration; community relations. CSU

ET 122W. Lead in Construction, Worker (1)
Lec-22 (total hrs), lab-12 (total hrs), field trips P/NP available
Preparation for interim certification as CA lead in construction worker. Lead uses, sources, characteristics, hazards, and safety; PPE and hygiene; monitoring, regulations, and work practices. CSU

ET 135A. Fundamentals of Air-Conditioning and Refrigeration (2)
Lec-1.5, lab-1.5
One of a series of three courses [See also ET 135B and 135C] designed to accommodate engineering students with varying backgrounds and work experience who wish to learn the basic concepts of air-conditioning and refrigeration. Emphasis on practical engineering problems.
The psychometrics of air and water-vapor mixtures, basic elements of air-conditioning, and psychometric processes. Use of psychrometric instruments and psychrometric chart graphical analysis of the processes. CSU
ET 135B. Fundamentals of Air-Conditioning and Refrigeration (2)
Lec-1.5, lab-1.5
One of a series of three courses. [See also ET 135A and 135C.]
Cooling loads, heat transfer equipment, air handling equipment, and the design of air-conditioning systems. Application of air-conditioning equipment, components, and control system of the air-conditioning system in the laboratory. Instruments and instrumentation for measuring air flow. CSU

ET 135C. Fundamentals of Air-Conditioning and Refrigeration (2)
Lec-1.5, lab-1.5
One of a series of three courses. [See also ET 135A and 135B.]
The refrigeration cycle, refrigeration systems, heat transfer components, and control systems. Laboratory work in operational characteristics; analysis of refrigeration system; and methods of measuring pressure, temperature, and flow rates within the system. CSU

ET 139A. Engineered Plumbing Systems (3)
Lec-3
Flow of liquids in drainage piping, sizing drainage systems, flow of air in vent piping, sewer systems, national and local codes, specifications and case problems. CSU

ET 139B. Engineered Plumbing Systems (3)
Lec-3, field trips
Pressurized water, automatic fire sprinkler, wet and dry standpipe, fuel gas in buildings. Centrifugal pumps, national and local plumbing and fuel gas codes, specifications and case problems. CSU

ET 139C. Engineered Plumbing Systems (3)
Lec-3
Review of plumbing, engineering design, codes, and specifications. Special projects in the field of plumbing engineering design. Copper system design. CSU

Geographic Information Systems

CREDIT, DEGREE APPLICABLE COURSES:

GIS 110. Introduction to GIS (2)
Lec-1.5, lab-1.5
A primer course for GIS technology. History, structure, uses, and current trends of GIS, related fundamental concepts, basic query and cartography operations using an industry-standard GIS software such as ESRI’s ArcView™ version 9 or ArcExplorer™. CSU/UC
GIS 110 = GEOG 110

GIS 111. Intermediate GIS Applications (3)
Lec-2.5, lab-1.5
Prereq.: GIS 110/GEOG 110
Foundational use of GIS software. GIS database design, data collection, sophisticated analysis. Production of professional maps. Interface customization. Hands-on training using industry-standard GIS software (ESRI’s ArcView™ version 9). Introduces Global Positioning Systems (GPS) as they relate to GIS. CSU
GIS 111 = GEOG 111

GIS 112. Advanced GIS (3)
Lec-2.5, lab-1.5
Prereq.: GIS/GEOG 111
Hands-on training in advanced application of GIS technology. Network modeling, suitability analysis, web GIS, mobile GIS, software customization using Visual Basic for Applications (VBA) on ESRI’s Arc View™ version 9 platform. CSU
GIS 112 = GEOG 112

Welding

CREDIT, DEGREE APPLICABLE COURSES:

WELD 140. Manufacturing Processes (3)
Lec-1.5, lab-4.5
Repeat: max. 9 units
Elementary machine-tool practice, with special emphasis on the use of the lathe engine, horizontal and vertical milling machines, and drill press. CSU
Formerly ET 140.

WELD 144. Welding Processes (2)
Lec-1.5, lab-1.5
Repeat: max. 6 units
Classroom instruction and laboratory practice in joining metal by welding. This course is designed to provide the safe and operational uses of the basic welding processes including oxy/ fuel welding, plasma cutting and physical testing of welds. This course provides students with cutting and welding skills relevant to industry standards, welding certification requirements and general purposes. CSU
Formerly ET 144.

WELD 145. Intermediate Welding Processes (3)
Lec-1.5, lab-4.5
Prereq.: WELD 144
Repeat: max. 6 units
Classroom instruction and laboratory practice in joining metal by intermediate and advanced welding techniques. This course is designed to provide the safe and operational uses of the intermediate welding processes. This course provides students with cutting and welding skills relevant to industry standards, welding certification requirements and general purposes. Emphasis is on preparation for meeting State Welding Certification requirements. CSU
Formerly ET 145.

WELD 146. Manufacturing Blueprint Reading (3)
Lec-3
This course introduces basic skills in reading blueprints for both fabrication and manufacturing. Related math and the uses of measuring tools will be covered in this course. Weld symbols, basic lines and views, basic joints for welded fabrications are introduced. CSU
Formerly ET 146.

WELD 147. Welding Inspection Technology (4)
Lec-4
Introduction into welding codes, terminology, metallurgy, procedures, processes; welder qualification; high-strength bolting; the basics of destructive and non-destructive examination. Includes related math, the use of measuring tools and weld symbols. CSU

NONCREDIT COURSES:

TIWE 9676. Combination Welding
Advise: TRST 4601
Lab/lecture course designed to prepare students for entry into the trade as combination welders. Emphasizes safety, certification preparation, and relevant theory as it applies to industry. Students will weld a variety of metals using a combination of welding processes such as: gas, stick (smaw), MIG, TIG, inner shield, 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)
Advisors: ESLN 3800; TRST 4601
Interpretation of blueprints, welding symbols and material specifications. Students will be able to read blueprint format and interpret material specifications, identify weld symbols and sizes and develop basic techniques in sketching.

English Major

English Major. CCSF’s English major offers a wide variety of language, literature, and writing courses-18 GE transferable units-to serve students with diverse goals, including transfer to U.C., C.S.U., or other four year colleges. English majors will be able to complete most or all of their lower division preparation at CCSF before they transfer but should see a counselor to confirm their program of study.

By taking 6 units of Core Reading and Composition Courses, students will learn techniques to produce clear, precise prose by integrating writing, reading, and research. The required 6 units of Core Surveys of literature in English will ensure students have a broad familiarity with different eras of literary history; an additional requirement of 6 units of Specialized Literature Courses provides students with an opportunity for more focused study. If students anticipate careers in law, education, communication, writing, government, advertising, or business, the English major should serve them well.

Courses Required for the Major in English

Group 1: Core Reading and Composition Courses-6 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1A University-Parallel Reading &amp; Comp</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1B University-Parallel Reading &amp; Comp</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1C Advanced Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Group 1 courses not used toward the 6 required units may be used to fill Group 3 requirement. Completion of ENGL 1B is strongly recommended prior to enrolling in literature electives.

Group 2: Core Surveys-6 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 30 American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 46A Survey of Literature in English, part 1</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 46B Survey of Literature in English, part 2</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 46C Survey of Literature in English, part 3</td>
<td>3</td>
</tr>
</tbody>
</table>

Announcement of Courses

CCSF English placement testing is required prior to enrollment in English courses. Students may be excused from taking the English Placement Test and may demonstrate their eligibility for ENGL 1A or 1B by filing an English Placement Test Waiver Form and submitting proof of one of the following to the Matriculation Office, Conlan Hall, Rm 204:

1. University of California Analytical Writing Placement Exam score of 8 or higher - Eligibility: English 1A
2. Completion of a U.C. course satisfying the U.C. Entry Level Writing Requirement (e.g. Subject A Course) - Eligibility: English 1A
3. International Baccalaureate Exam scores:
   IB High Level English A Exam score of 5 or higher – Eligibility: English 1A
   IB Standard Level English Exam with score of 6 – Eligibility: English 1A
4. Any of the following SAT scores:
   SAT Verbal (before 4/95): 510 - Eligibility: English 1A
   SAT Verbal (after 4/95): 590 - Eligibility: English 1A
   SAT II Writing Subject Test: 660 - Eligibility: English 1A
   SAT Reasoning Test, Writing Section: 680 - Eligibility: English 1A
5. ACT Combined English/Writing Test with score of 30 or higher - Eligibility: English 1A
6. Advanced Placement Test Exam in English Literature or Language
   Score of 3 - Eligibility: English 1A
   Score of 4 - Eligibility: English 1B
   Score of 5 - Eligibility: English 1A and 1B
7. Completion (with “C” or higher) of English 1A - College Level Reading and Composition course or the equivalent - Eligibility: English 1B
The sequence of composition courses is ENGL 90, 92, 93, 96, 1A, 1B, 1C. The number of ENGL courses that a student is required to complete depends upon his placement level and educational goal.

A final grade of D or F does not allow the student to progress to the next level in the composition sequence.

Students for whom English is a second language should take the ESL Placement Test. Non-native English speakers with proficient English skills can be placed into the general English sequence through this test.

The chair of the English Department or designee rules on all matters of equivalency of ENGL 1A and 1B courses completed at out-of-state colleges, universities, or private institutions.

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

**CREDIT, NON-DEGREE APPLICABLE COURSES:**

**ENGL K. Pronunciation, Spelling, and Reading Skills (3)**
Lec-3, conf-1, lab-1  
**P/np only**

**Prereq.: ESL 130 or Placement in ENGL K**  
Repeat: max. 9 units  
Not recommended for students who are concurrently enrolled in ESL 22 through 58 or 110 through 130.

ENGL L or ENGL 9 may be taken concurrently.

Concentration on the rules of English phonics and word attack skills and development of adequate comprehension, reading rate, and vocabulary.

**ENGL L. Individualized Instruction in Basic Reading Skills (3)**
Lec-3, conf-1, lab-1  
**P/np only**

**Prereq.: ESL 54 or 58 or 130 or higher; or placement in ENGL L**

Advising: Completion/concurrent enrollment in ENGL K  
Not open to students who have completed ENGL 9, 19, 96, or higher.

Repeat: max. 9 units

Designed for students who need to develop reading skills, improve basic reading comprehension, increase vocabulary, and improve understanding of idiomatic English and figurative language.

**ENGL W. Writing with a Computer (1)**
Lab-20 (total hrs)  
**P/np available**

Advising: 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 9. Reading and Study Skills II (3)**
Lec-3, conf-1, lab-1  
**P/np available**

**Prereq.: ENGL L or higher or ESL 140 or higher**

Not open to students who are currently enrolled in English L, 19, or 91. Not open to students who have completed English 19. Not recommended for students currently enrolled in English 96 or higher.

This course presents a basic grounding and practice in reading comprehension, vocabulary, and study skills. The emphasis is on comprehending short selections and increasing awareness of reading processes.

**ENGL 90. Introduction to Basic Writing (3)**
Lec-3, lab-1  
**Prereq.: ENGL L or Placement in ENGL 90**

Advising: Completion/concurrent enrollment in ENGL 9  
Credits earned in ENGL 90 do not satisfy the graduation requirement in written composition (Area B).

This course presents basic grounding and practice in writing, with some attention to reading and study skills. It emphasizes writing processes and writing short papers. In addition students read short selections forming the basis of the writing assignments. This 3 unit course emphasizes composition, fulfilling the prerequisite for English 92.

**ENGL 91. Introduction to Basic Reading and Writing (6)**
Lec-6, lab-1.5  
**Prereq.: Completion of ENGL L or Placement in ENGL 90 or 91**

Not open to students who are currently enrolled in English L, 19, or 91. Not open to students who have completed English 19. Not recommended for students currently enrolled in English 96 or higher.

This course presents a basic grounding and practice in writing, reading, and study skills. The emphasis is on learning reading and writing processes and reading short selections which form the basis of the writing assignments. This 6 unit course emphasizes both composition and reading skills and fulfills the prerequisite for English 92.

**ENGL 92. Basic Composition and Reading II (3)**
Lec-3, lab-1  
**Prereq.: ENGL 91, 90 or Placement in ENGL 92**

Advising: Completion/concurrent enrollment in ENGL 9

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.

**ENGL 93. Introduction to Academic Writing and Reading**
Lec-3  
**Prereq.: ENGL 92 or ESL 160, or Placement in ENGL 93**

Credits earned in ENGL 93 do not satisfy the graduation requirements in written composition (Area B).

Advising: Completion/concurrent enrollment in ENGL 9 or 19

Training and practice in academic essay writing and analytical reading. Emphasis is on learning to read and write pre-collegiate argumentative prose.

**CREDIT, DEGREE APPLICABLE COURSES:**

**ENGL 96. Academic Writing and Reading (3)**
Lec-3  
**Prereq.: ENGL 93 or 94, or Placement in ENGL 96**

College-level training and practice in critical reading and in writing argumentative essays. Emphasis is on reading and writing analytically and developing research and documentation skills.

**ENGL 1A. University-Parallel Reading and Composition (3)**
Lec-3  
**Prereq.: ENGL 96 or Placement in English 1A (through CCSF English Placement Testing or the English Placement Test Waiver Process)**

University-parallel reading, writing, and critical thinking with a major research component. Reading, writing, and research assignments are based predominately on non-fiction texts. CSU/UC

**ENGL 1B. Reading, Writing, & Critical Thinking About Literature (3)**
Lec-3  
**Prereq.: ENGL 1A**

University-parallel reading, writing, and critical thinking applied to literature, including poetry, drama, short fiction, and the novel. Students will write 8-10,000 words of expository and argumentative essays and other writing, employing methods of literary analysis and skills of critical thinking. CSU/UC

**ENGL 1C. Advanced Composition (3)**
Lec-3  
**Prereq.: ENGL 1A**

Advising: ENGL 1B

An advanced composition course that integrates critical thinking
skills with the close reading of non-fiction and the writing of expository and argumentative essays, honing a style appropriate for upper division college work. Focus on sharpening critical thinking skills, analyzing and evaluating texts, and writing text-based prose. CSU/UC
Formerly ENGL 40.

ENGL 8. Words (3)
Lec-3
P/NP available
Prereq.: ESL 160 or 82 or completion/concurrent enrollment in ENGL 92 or higher
Study of word formations based on Latin and Greek roots and affixes, etymologies of words, development of the meaning of words, context clues, and semantic processes. CSU/UC

ENGL 11. Using Idiomatic English in Writing (1)
Lec-2 (8 wks)
P/NP available
Advise: ENGL 90, 92, 93 or 94 (ea. concur.)
Open to those students who wish to improve their writing skills. Using idioms and constructing appropriate word combinations with the aid of the Longman Dictionary of Contemporary English. For polishing writing skills but not a replacement for a grammar class. CSU

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

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

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

ENGL 17. Writing Workshop for English 1A (1.5)
Lec-1.5
Repeat: max. 6 units
Practice in developing strategies for ENGL 1A level academic essays, including thesis-based analytical and argumentative essays, research, timed writing, and summarizing. Useful for students who want additional preparation before taking English 1A. CSU

ENGL 19. Advanced Reading Techniques and Vocabulary (3)
Lec-3, conf-1, lab-1
Repeat: max. 6 units
Practice in developing strategies for ENGL 1A level academic essays, including thesis-based analytical and argumentative essays, research, timed writing, and summarizing. Useful for students who want additional preparation before taking English 1A. CSU

ENGL 20. Modern British and American Literature (3)
Lec-3
Repeat: max. 4 units
Prereq.: ENGL 96 or placement in ENGL 1A
Consideration of works of significant authors in the United States and the British Commonwealth since 1900. CSU/UC

ENGL 26. Intensive Study and Use of English Grammar (3)
Lec-3
Repeat: max. 6 units
Advise: Completion/concurrent enrollment in ENGL 90 or higher, or ESL 150 or 72 or higher
Recommended for students who wish to improve their knowledge and understanding of basic English grammar and those who want to tutor English/ESL.
An intensive and systematic study of the rules of English grammar to improve understanding and use of English. CSU

ENGL 30. Introduction to American Literature (3)
Lec-3
Repeat: max. 9 units
Prereq.: ENGL 96 or placement in ENGL 1A
Study of the development of American literature from 1608 to the present, with emphasis upon writing since 1850. CSU/UC

ENGL 32A. Early African American Fiction (3)
Lec-3
Repeat: max. 6 units
Prereq.: ENGL 96 or placement in ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34A.
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU/UC

ENGL 32B. Contemporary African American Fiction (3)
Lec-3
Repeat: max. 6 units
Prereq.: ENGL 96 or placement in ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34B.
An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present. CSU/UC

ENGL 34A. Early African American Fiction (3)
Lec-3
Repeat: max. 6 units
Prereq.: ENGL 96 or placement in ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34A.
A survey course designed to explore and analyze African American fiction from 1890 to 1940. CSU

ENGL 34B. Contemporary African American Fiction (3)
Lec-3
Repeat: max. 6 units
Prereq.: ENGL 96 or placement in ENGL 1A
Not open to students who are enrolled in or who have completed ENGL 34B.
An in-depth survey course designed to explore and critically analyze significant literary works of fiction by African American writers from 1940 to the present. CSU

ENGL 35A-H. Creative Writing (3 ea.)
Lec-3
Repeat: max. 6 units
Prereq.: ENGL 96 or placement in ENGL 1A
No part of the ENGL 35 series is prerequisite to any other part.

ENGL 35A-35B. Practice in writing, with special emphasis on the short story. CSU/UC;
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 P/NP available 
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A 
Reading and analysis of formal and informal literary expressions of 
African Americans from slavery to the present. CSU/UC

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

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

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

ENGL 44A-44B. Survey of World Literature, Past & Present (3-3) 
Lec-3 P/NP available 
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A 
ENGL 44A is not prerequisite to 44B.

ENGL 44A. Classical Literature. CSU/UC 
ENGL 44B. Medieval to Present Literature. CSU/UC

ENGL 46A-46B-46C. Survey of Literature in English (3-3-3) 
Lec-3 P/NP available 
PREREQ.: ENGL 1A 
Required for a university major in English. 
No part of ENGL 46 series is prerequisite to any other part.

ENGL 46A. Chaucer through Milton. CSU/UC 
ENGL 46B. Late-Seventeenth to Mid-Nineteenth Century. 
CSU/UC 
ENGL 46C. Mid-Nineteenth through the Twentieth Century. 
CSU/UC 

ENGL 48A-O. Selected Topics (3 ea.) 
Lec-3 P/NP available 
PREREQ.: ENGL 96 OR PLACEMENT IN ENGL 1A 
Not open to students who are enrolled in or who have completed the 
same ENGL 48 topic. 
No part of the ENGL 48 series is prerequisite to any other part. 
Investigation of a major author or authors, a literary movement, 
theme, or genre. Exploration of the topic through lectures, films, 
and class discussion leading to a critical analysis of the literature in 
expository writing and in independent student projects.

ENGL 48A. James Joyce. CSU/UC 
ENGL 48B. Detective Fiction. CSU/UC 
ENGL 48C. Science Fiction and Fantasy. CSU/UC

ENGL 48D. George Eliot/Marian Evans. CSU/UC 
ENGL 48E. Virginia Woolf and Her World. CSU/UC 
ENGL 48G. Work and Influence of Mark Twain. CSU/UC 
ENGL 48H. The Story of English. CSU/UC

ENGL 48I. Voices and Visions. CSU/UC 
ENGL 48J. Transformations of Myth Through Time. CSU 
ENGL 48K. The Bible as Literature. CSU/UC 
ENGL 48L. The Mystery: East and West. CSU/UC 
ENGL 48M. The Literature of Consciousness. CSU 
ENGL 48N. The Literature of AIDS. CSU 
ENGL 48O. Biography. CSU/UC

ENGL 49A-O. Selected Topics (3 ea.) 
Lec-3 P/NP available 
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 49O. Biography. CSU

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

ENGL 52. Shakespeare (3) 
Lec-3 
A survey of Shakespeare's plays and poetry that emphasizes his 
growth as a literary artist and the social and artistic forces which 
shaped his work in the Elizabethan/Jacobean periods. Students learn 
strategies for textual analysis and interpretation, engage in in-depth 
discussion, write critical essays, and develop analytical and creative 
projects. CSU/UC

ENGL 53. The Development of the Drama in English: Medieval 
to Early Modern (3) 
Lec-3 P/NP available 
PREREQ.: ENGL 96 OR ELIGIBILITY FOR ENGL 1A 
The development of the drama in English, from the medieval 
through the nineteenth century. Students study plays from major 
historical periods, Medieval, English Renaissance, through the nine-
teenth century, with emphasis on critical works on various 
methods of examining and evaluating the dramatic form. CSU/UC
ENGL 55. Survey of Gay and Lesbian Literature (3)  
Lec-3  P/NP available  
**PREREQ.:** ENGL 96 or Placement in ENGL 1A  
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC

ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)  
Lec-3  P/NP available  
**PREREQ.:** ENGL 96 or Placement in ENGL 1A  
*No part of the ENGL 56 series is prerequisite to any other part.*  
Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU (UC upon review)

ENGL 56A. The International Scene.  
ENGL 56B. Contemporary Fiction.  
ENGL 56C. American Classics.

ENGL 57. Women and Literature (3)  
Lec-3, field trips  P/NP available  
**PREREQ.:** ENGL 96 or Placement in ENGL 1A  
Literature by women: reading, discussion, and analysis of literature written in English by women over the last four hundred years. Emphasis on the nineteenth and early twentieth century novel, including some poetry and drama, classical as well as new and re-discovered authors. CSU/UC

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

ENGL 58B. American Classics.  
ENGL 58C. The International Scene.

ENGL 59. Advanced Literary Analysis (3)  
Lec-3, field trips  P/NP available  
**PREREQ.:** ENGL 1B  
Advanced instruction in close reading, critical contextualization, and literary analysis for future upper division literature students. CSU/UC

ENGL 60. Identity in Current Ethnic Fiction (3)  
Lec-3, field trips  P/NP available  
**PREREQ.:** ENGL 96 or Placement in ENGL 1A  
What does it mean to be American? Exploring American identity through reading and analysis of important works of imaginative literature by contemporary African American, Asian American, and Latino American authors. CSU/UC

**Classics**

Announcement of Courses

**CREDIT COURSES**

**CREDIT, NON-DEGREE APPLICABLE COURSES:**

ESL 20. Health Professions: Communication and Careers - A (6)  
Lec-6  P/NP available  
**PREREQ.:** ESL 120 or Placement in ESL 130  
Advise: Background in healthcare  
Designed for health care professionals in all health fields with low-intermediate English language proficiency. Integrated language skills on themes such as career options and requirements in healthcare, patient-centered communication techniques, interaction patterns among health care workers and teams, assertive communication, health care systems and traditions, and cultural diversity in health care contexts in the U.S.

ESL 23. Health Professionals: Communication and Careers - B (6)  
Lec-6  P/NP available  
**PREREQ.:** ESL120  
Designed for health care professionals in all health fields with upper-intermediate English language proficiency. Integrated language skills on themes such as job resumés and interview in healthcare, interaction patterns on health care teams, discussion of treatment options with patients, exploration of alternative health perspectives, and communication strategies among culturally diverse patients and health workers. These courses do not need to be taken in sequence.

ESL 26. Health Professionals: Communication and Careers - C (6)  
Lec-6  P/NP available  
**PREREQ.:** completion of ESL 130 with a grade of C or higher or Placement in ESL 140 or higher  
Advise: Concurrent enrollment in ESL 140 or 150  
Repeat: max. 4 units  
Designed for health care professionals in all health fields with upper-intermediate English language proficiency. Integrated language skills on themes such as phone and email communication in health care settings, strategies for communicating with special-needs patients, handling and resolving conflict with co-workers, understanding legal and ethical issues in healthcare, and researching racial and cultural health disparities. These courses do not need to be taken in sequence.

ESL 75. Intermediate Editing and Grammar Review (2)  
Lec-3  P/NP only  
**PREREQ.:** Completion of ESL 130 with a grade of C or higher or Placement in ESL 140 or higher  
Advise: Concurrent enrollment in ESL 140 or 150  
Repeat: max. 4 units  
Review and practice of intermediate grammatical patterns in academic writing, with a focus on the paragraph level; application of editing/proofreading strategies and skills to improve the quality and accuracy of written college work. Recommended for ESL 140 or 150 students who want additional practice in these skills.
ESL 85. Advanced Editing and Grammar Review (2)
Lec-3  P/NP only
Prereq.: Completion of ESL 150 or ENGL 92 with a grade of C or higher or placement in ESL 160 or 82 or above
Advisory: Concurrent enrollment in ESL 160 or 82, ENGL 93, 94 or 96
Repeat: max. 4 units
Review and practice of advanced grammatical patterns in academic writing for students whose native language is not English; application of editing/proofreading strategies and skills to improve the quality and accuracy of written college work. Recommended for ESL 160 or 82 or ENGL 94 or 96 students whose first language is not English who want additional practice in these skills.

ESL 100. Introductory Academic ESL (6)
Lec-6
Prereq.: Placement in ESL 110 or 32 or completion of ESL 22.
Introduction to pre-college reading materials, skills, and strategies. Practice in writing simple academic paragraphs and reports. High-beginning level vocabulary and grammar study. Equivalent to the former ESL 32 (Reading/Writing).

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

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

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

ESL 120R. Low-Intermediate Academic ESL (3)
Lec-3
Pre-college reading skills and strategies. Low-intermediate level vocabulary.
Formerly ESL 120B

ESL 120W. Low-Intermediate Academic ESL (3)
Lec-3
Pre-college practice in writing academic paragraphs, short essays and reports. Low-intermediate level vocabulary and grammar study.
Formerly ESL 120A

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

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

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

ESL 142. High-Intermediate Listening/Speaking (2)
Lec-3  P/NP available
Prereq.: Placement in ESL 142 or completion of ESL 132 or 56.
Academic listening and speaking skills and strategies. Oral communication activities and oral presentations with vocabulary and grammatical structures appropriate to the high-intermediate level.

CREDIT, DEGREE APPLICABLE COURSES:

ESL 49. Pronunciation (2)
Lec/conf-3, lab-1  P/NP available
Prereq.: Placement in ESL 120 or 42 or completion of ESL 110 or 32.
Intensive practice in the oral control of American English emphasizing both pronunciation and listening skills. CSU

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

ESL 66. Advanced Listening and Reading (3)
Lec-3
Prereq.: Placement in ESL 140 or 150 or 160 or 62 or 72 or 82 or completion of ESL 130 or 52 or 58.
Preparation for ESL students in academic skills and strategies that will improve their performance in mainstream courses (e.g., listening skills to improve comprehension of classroom lectures and demonstrations, discipline-specific vocabulary expansion, and ESL reading and writing strategies for note and test-taking). Designed for students who already possess time management and native-language academic skills. CSU

ESL 69. Accent Improvement (2)
Lec-3, lab-1  P/NP only
Prereq.: Placement in ESL 140 or completion of ESL 130
Repeat: max. 4 units
Students with severe pronunciation problems should enroll in ESL 49 before taking ESL 69
Improvement in standard American English pronunciation, with emphasis on accent reduction, by improving overall clarity, voice quality, and physical presentation. CSU
ESLV 3804 VESL for Clerical Workers .................. 180

Core Courses Hours
810 hours

Length of Program: 3500 or 3505); typing (25 wpm or with permission of instructor).

Admission Requirements. Completion of Intermediate Low 5 (ESLN 140 or 62 or 68).

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

Admission Requirements. Completion of Intermediate Low 5 (ESLN 3000 Native Language Literacy ..........180
ESLN 3010 ESL Literacy A ..................................180
ESLN 3015 ESL Literacy A-A ..................................90
ESLN 3016 ESL Literacy A-B ..................................90
ESLN 4015 ESL Literacy A .................................. 45
ESLN 3020 ESL Literacy B .................................. 180

ESL 79. Advanced Speaking and Pronunciation (3)

Prerequisites: Placement in ESL 150 or 160 or 72 or 82 or completion of ESL 140 or 62 or 68.

Practice in effective communication in everyday, academic, and professional situations through the use of dialogues, role plays, improvisations, plays, interviews, debates, and individual and group presentations. Practice in communication skills and pronunciation, stress, intonation, phrasing, phrase reductions and tone as needed. CSU/UC

ESLV 3801 Communication Skills for the Workplace
OR ESLV 3819 Social Communication
AND ESLV 3829 Computer VESL -High Int. ............180
BOSS 5503 Keyboarding-All Levels
OR BOSS 5502 Clerical Keyboarding OR
ESLB 3822 Keyboarding for ESL Students ..............180
BOSS 5507 Business Machines/10-Key
OR BOSS 2500 Bus. Math with Spreadsheets ..........90
ESLB 3821 Intro to Computers for ESL-Intermediate
OR COMP 9857 MS Office Business Appl.
with Simulated Projects ...................................90
Electives (Selected from below) .........................90

Elective Courses:
COMP 9857 MS Office Business Appl.
with Simulated Projects (if ESLB 3821
before) ................................................................90
COMP 9901 Databases—Beginning .................45
ESLV 3823 Comm. Skills for Job Searching ..........90
WOPR 9486 Word Processing—Beginning ............45

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

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

For entry requirements, application procedures, and financial assistance consult counseling offices at the following campuses where this program is offered: Chinatown/North Beach 561-1850; Downtown 267-6500

ESL Literacy Noncredit Certificate

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in ESL Literacy upon successful completion of any of the following courses. These courses in English as a Second Language will provide language skills for students with little or no English language skills

Core Courses Hours
ESLF 3000 Native Language Literacy ..................180
ESLN 3010 ESL Literacy A ..................................180
ESLN 3015 ESL Literacy A-A ..................................90
ESLN 3016 ESL Literacy A-B ..................................90
ESLN 4015 ESL Literacy A .................................. 45
ESLN 3020 ESL Literacy B .................................. 180

ESL Beginning Workplace Skills

Noncredit Certificate

Requirements for the Certificate of Completion in ESL Beginning Workplace Skills. Students may obtain a Certificate of Completion in ESL Beginning Workplace Skills upon successful completion of one keyboarding class and any of the other courses. Students further develop and expand their knowledge of beginning English skills.

Courses Hours
ESLB 3822 Keyboarding for ESL Students ..........180
ESLB 4822 Keyboarding for ESL Students ..........90
ESLF3003 ESL Math ...........................................90
ESLF 3020 ESL Skills Computer Lab ....................90

Vocational ESL Office Training

Noncredit Certificate

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

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

Length of Program: 810 hours

Core Courses Hours
ESLV 3804 VESL for Clerical Workers .............180
**Beginning Low VESL Communication Noncredit Certificate**

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in Beginning Low VESL Communication upon successful completion of any of the following courses. These courses in English as a Second Language will provide language skills for students with little or no English language skills.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3841 Beginning VESL Communication</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 4841 Beginning-Low VESL Comm. A</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4842 Beginning-Low VESL Comm. B</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3836 VESL for Customer Service</td>
<td>90</td>
</tr>
</tbody>
</table>

**Beginning VESL for Housekeeping Workers Noncredit Certificate**

Requirements for the Certificate of Completion in Beginning Low VESL for Housekeeping Workers. Students may obtain a Certificate of Completion in Beginning Low VESL for Housekeeping Workers upon successful completion of the ESLV 3807 and any other course. These courses in English as a Second Language will provide language skills for students with little or no English language skills.

**Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3807 Housekeeping ESL</td>
<td>88</td>
</tr>
<tr>
<td>ESLV 3841 Beginning VESL Communication</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 4841 Beginning-Low VESL Communication A</td>
<td>90</td>
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<tr>
<td>ESLV 4842 Beginning-Low VESL Communication B</td>
<td>90</td>
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<tr>
<td>ESLV 3836 VESL for Customer Service</td>
<td>90</td>
</tr>
</tbody>
</table>

**Beginning VESL for Construction Workers Noncredit Certificate**

Requirements for the Certificate of Completion in Beginning VESL for Construction Workers. Students may obtain a Certificate of Completion in Beginning VESL for Construction Workers upon successful completion of ESLV 3832 and any other course. These courses in English as a Second Language develop and expand beginning English skills.

**Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3832 Communication Skills for Construction Workers</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3800 Communication Skills for the Workplace</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 3801 Communication Skills for the Workplace</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Communication Strategies</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 5822 Basic Workplace Communication</td>
<td>22.5</td>
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</tbody>
</table>

**ESL Beginning Low 1 Noncredit Certificate**

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in ESL Beginning Low 1 upon successful completion of any of the following courses. These courses in English as a Second Language will provide language skills for students with little or no English language skills.

**Core Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ESLN 3100 Beginning Low 1</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3105 Beginning 1-A</td>
<td>90</td>
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<tr>
<td>ESLN 3106 Beginning 1-B</td>
<td>90</td>
</tr>
</tbody>
</table>

**ESL Beginning Low 2 Noncredit Certificate**

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in ESL Beginning Low 2 upon successful completion of any of the following courses. These courses in English as a Second Language develop and expand Beginning Low 1 English skills.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3200 Beginning Low 2</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3205 Beginning 2-A</td>
<td>90</td>
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<tr>
<td>ESLN 3206 Beginning 2-B</td>
<td>90</td>
</tr>
</tbody>
</table>
### ESL Beginning Low 1-2 Intensive Noncredit Certificate

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning Low 1-2 Intensive upon successful completion of any course. These courses in English as a Second Language are Beginning accelerated courses.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3150 Beginning Low 1-2 Intensive</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 4150 Beginning Low 1-2 Intensive (90A)</td>
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<tr>
<td>ESLN 4151 Beginning Low 1-2 Intensive (90B)</td>
<td>90</td>
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</tbody>
</table>

### ESL Beginning 1-4 Multi-Level Noncredit Certificate

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning 1-4 Multi-Level upon successful completion of any course. These courses in English as a Second Language develop and expand basic English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ESLN 3140 Beginning 1-4 Multi-level</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3145 Beginning 1-4 Multi-level-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3146 Beginning 1-4 Multi-level-B</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Beginning High 3 Noncredit Certificate

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning High 3 upon successful completion of any of the following courses. These courses in English as a Second Language develop and expand Beginning Low 2 English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3300 Beginning High 3</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3305 Beginning High 3-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3306 Beginning High 3-B</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Beginning High 4 Noncredit Certificate

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning High 4 upon successful completion of any of the following courses. These courses in English as a Second Language develop and expand Beginning High 3 English skills.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3400 Beginning High 4</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3405 Beginning High 4-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3406 Beginning High 4-B</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Beginning High 3-4 Intensive Noncredit Certificate*

*This program is pending state approval.*

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning High 3-4 Intensive upon successful completion of any course. These courses in English as a Second Language are Intermediate accelerated courses.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3750 Intermediate High 3-4 Intensive</td>
<td>180</td>
</tr>
</tbody>
</table>

*This program is pending state approval.*

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate Low 5 upon completion of any of the following courses. These courses in English as a Second Language develop and expand Beginning High 4 English skills.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3500 Intermediate Low 5</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3505 Intermediate Low 5-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3506 Intermediate Low 5-B</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Intermediate Low 5-6 Intensive Noncredit Certificate

*This program is pending state approval.*

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate Low 5-6 upon successful completion of any of the following courses. These courses in English as a Second Language develop and expand Intermediate Low 5 English Skills.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3600 Intermediate Low 6</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3605 Intermediate Low 6-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3606 Intermediate Low 6-B</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 4567 Intermediate Low Conversation</td>
<td>45</td>
</tr>
</tbody>
</table>

### ESL Intermediate Low 6 Noncredit Certificate*

*This program is pending state approval.*

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate Low 6 upon successful completion of any of the following courses. These courses in English as a Second Language develop and expand Intermediate Low 5 English Skills.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3650 Intermediate Low 6</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3655 Intermediate Low 6-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3656 Intermediate Low 6-B</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 4567 Intermediate Low Conversation</td>
<td>45</td>
</tr>
</tbody>
</table>

*This program is pending state approval.*

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate High 7-8 Intensive upon successful completion of any course. These courses in English as a Second Language are Intermediate accelerated courses.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3750 Intermediate High 7-8 Intensive</td>
<td>180</td>
</tr>
</tbody>
</table>

*This program is pending state approval.*

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate High 7 upon successful completion of any of the following courses. These courses in English as a Second Language develop and expand Intermediate High 6 English Skills.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLN 3750 Intermediate High 7</td>
<td>180</td>
</tr>
<tr>
<td>ESLN 3755 Intermediate High 7-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLN 3756 Intermediate High 7-B</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 4567 Intermediate High Conversation</td>
<td>45</td>
</tr>
</tbody>
</table>
ESLN 3785 Intermediate High 7-8 Intensive-A........... 90
ESLN 3786 Intermediate High 7-8 Intensive-B........... 90

**ESL Intermediate High 8 Noncredit Certificate**

*This program is pending state approval. Please refer to the online version of the Catalog.

**ESL Advanced Low 9 Noncredit Certificate**

*This program is pending state approval. Please refer to the online version of the Catalog.

**Intermediate VESL for Biotech Workers Noncredit Certificate**

Requirements for the Certificate of Completion in Intermediate VESL for Biotech Workers. Students may obtain a Certificate of Completion in Intermediate VESL for Biotech Workers upon successful completion of ESLV 3840 any other course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3840 VESL for the Biotech Industry</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3801 Communication Skills for the Workplace</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Communication Strategies</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 5822 Basic Workplace Communication</td>
<td>22.5</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Clerical Workers Noncredit Certificate**

Requirements for the Certificate of Completion in Intermediate VESL for Clerical Workers. Students may obtain a Certificate of Completion in Intermediate VESL for Clerical Workers upon successful completion of ESLV 3804 and any other course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3804 VESL for Clerical Procedures</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 3828 Business Writing on Micros/ESL</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3819 Social Communication</td>
<td>90</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Hospitality Workers Noncredit Certificate**

Requirements for the Certificate of Completion in Intermediate VESL for Hospitality Workers. Students may obtain a Certificate of Completion in Intermediate VESL for Hospitality Workers upon successful completion of any three courses. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3822 Communications for Customer Service Employees</td>
<td>90</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Job Searching Noncredit Certificate**

Requirements for the Certificate of Completion in Intermediate VESL Communication Skills for Job Searching. Students may obtain a Certificate of Completion in Intermediate VESL Communication Skills for Job Searching upon successful completion of ESLV 3823 and any other course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3823 Communication Skills for Job Searching</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3801 Communication Skills for the Workplace</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Communication Strategies</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 5822 Basic Workplace Communication</td>
<td>22.5</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Printing Workers Noncredit Certificate**

Requirements for the Certificate of Completion in Intermediate VESL for Printing Worker. Students may obtain a Certificate of Completion in Intermediate VESL for Printing Workers upon successful completion of ESLV 3839 and any other course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3839 VESL for Printing</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3801 Communication Skills for the Workplace</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Communication Strategies</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 5822 Basic Workplace Communication</td>
<td>22.5</td>
</tr>
</tbody>
</table>

**Intermediate VESL for Child Development Workers Noncredit Certificate**

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in Intermediate VESL for Child Development Workers upon successful completion of any course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3833 VESL for Child Development A</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3834 VESL for Child Development B</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4833 VESL for Child Development A</td>
<td>45</td>
</tr>
</tbody>
</table>
### Intermediate VESL for Transit Operators

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in Intermediate VESL for Transit Operators upon successful completion of any course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3837 Communication Skills for New Transit Operators</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 3838 Communication Skills for Transit Operators</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4837 Communication Skills for New Transit Operators</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 4838 Comm. Skills for Transit Operators</td>
<td>45</td>
</tr>
</tbody>
</table>

### Intermediate VESL for Health Workers

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in Intermediate VESL for Health Workers upon successful completion of any course. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3830 Communication Skills for Health Workers</td>
<td>180</td>
</tr>
<tr>
<td>ESLV 4830 Comm. Skills for Health Workers-A</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4831 Comm. Skills for Health Workers-B</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 5830 VESL for Health Workers</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4839 Computer VESL-Health Workers</td>
<td>22.5</td>
</tr>
</tbody>
</table>

### ESL/ABE for Automotive Technology

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL/ABE for Automotive Technology. These courses in English as a Second Language develop and expand intermediate English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3813 ESL/ABE for Automotive Technology</td>
<td>90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLV 3801 Comm. Skills for the Workplace</td>
<td>90</td>
</tr>
<tr>
<td>ESLV 4822 Workplace Communication Strategies</td>
<td>45</td>
</tr>
<tr>
<td>ESLV 5822 Basic Workplace Communication</td>
<td>22.5</td>
</tr>
</tbody>
</table>

### ESL Beginning Low Conversation

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning Low Conversation upon successful completion of any two courses. These courses in English as a Second Language expand Beginning Low English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3127 Speaking-Beginning Low</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 3144 Pronunciation-Beginning</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 4127 Beginning Low Conversation</td>
<td>45</td>
</tr>
<tr>
<td>ESN 3025 Beginning Low 2 (90A)</td>
<td>90</td>
</tr>
<tr>
<td>ESN 3026 Beginning Low 2 (90B)</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Beginning Low Focus Skills

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning Low Skills upon successful completion of any two of the following courses. These courses in English as a Second Language develop and expand basic English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3129 Writing-Beginning Low</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 3126 Listening-Beginning Low</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 3128 Reading-Beginning Low</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 3127 Speaking-Beginning Low</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Intermediate High Conversation

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate High Conversation upon successful completion of any two courses. These courses in English as a Second Language expand Intermediate High English skills.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3787 Speaking-Intermediate High</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 3819 Social Communication</td>
<td>90</td>
</tr>
<tr>
<td>ESLF 4787 Intermediate High Conversation</td>
<td>45</td>
</tr>
<tr>
<td>ESLF 3584 Pronunciation-Intermediate</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Intermediate High Reading

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Intermediate High Reading upon successful completion of two courses. These courses in English as a Second Language develop and expand Intermediate High English skills.

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLF 3788 Reading-Intermediate High</td>
<td>90</td>
</tr>
<tr>
<td>ESN 3800 Intermediate High 8</td>
<td>180</td>
</tr>
<tr>
<td>ESLF 3581 Vocabulary Power</td>
<td>180</td>
</tr>
<tr>
<td>ESLF 3002 Current Events</td>
<td>90</td>
</tr>
</tbody>
</table>

### ESL Beginning High Focus Skills

**Noncredit Certificate**

**Requirements for the Certificate of Completion.** Students may obtain a Certificate of Completion in ESL Beginning High Focus Skills upon successful completion of any two of
the following courses. These courses in English as a Second Language develop and expand Beginning Low English skills.

Core Course | Hours
--- | ---
ESLF 3346 ESL Listening-Beginning High | 90
ESLF 3347 ESL Speaking-Beginning High | 90
ESLF 4347 Conversation-Beginning High | 45
ESLF 3011 English Through Song Lyrics | 90
ESLF 3348 ESL Reading-Beginning High | 90
ESLF 3349 ESL Writing-Beginning High | 90

ESLV Intermediate Low Focus Skills Noncredit Certificate

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in ESL Intermediate Low Focus Skills upon successful completion of any two of the following courses. These courses in English as a Second Language develop and expand Beginning High English skills.

Core Course | Hours
--- | ---
ESLF 3566 ESL Listening-Intermediate Low | 90
ESLF 4567 Intermediate Low Conversation | 45
ESLF 3567 Speaking- Intermediate Low | 90
ESLF 3568 Reading -Intermediate Low | 90
ESLF 3569 Writing-Intermediate Low | 90

ESLV Intermediate High Focus Skills Noncredit Certificate

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in ESL Intermediate High Focus Skills upon successful completion of any of these courses. These courses in English as a Second Language develop and expand Intermediate Low English skills.

Core Course | Hours
--- | ---
ESLF 3786 ESL Listening-Intermediate High | 90
ESLF 3791 ESL Through Story-Based Video and TV | 90
ESLF 3789 Writing-Intermediate High | 90
ESLF 3828 Business Writing on Micros/ESL | 90

Intermediate VESL for Construction Workers Noncredit Certificate

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in Intermediate VESL for Construction Workers upon successful completion of ELSV 3831 and any other course. These courses in English as a Second Language develop and expand intermediate English skills.

Core Course | Hours
--- | ---
ESLV 3831 Comm. Skills for Construction Workers | 90
ESLV 3801 Comm. Skills for the Workplace | 90
ESLV 4822 Workplace Comm. Strategies | 45
ESLV 5822 Basic Workplace Communication | 22.5
ESLF 4567 Intermediate Low Conversation | 45

ESL Computer-Assisted Intermediate Noncredit Certificate

Requirements for the Certificate of Completion. Students may obtain a Certificate of Completion in ESL Computer-Assisted Intermediate upon successful completion of any course. These courses in English as a Second Language develop and expand intermediate English skills.

Core Course | Hours
--- | ---
ESLB 3821 Introduction to Computers for ESL | 90
ESLB 4821 Introduction to Computers for ESL | 45
ESLF 3006 Computer Assisted ESL Intermediate | 180
ESLF 4006 Computer Assisted ESL | 90
ESLF 5006 Computer Assisted ESL | 45
ESLV 3829 Computer VESL-High Intermediate | 90
ESLF 3005 Writing with a Computer-Intermediate | 90

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 paths provide a bridge to vocational training. Up to 90 ESL credits may be used as elective credit for the high school diploma.

Learning Outcomes

Upon completion of the noncredit ESL program, non-native speakers of English will have the language skills necessary to achieve a variety of social, academic, and vocational goals. Skills include ability to: 1) understand oral communication in a variety of contexts; 2) speak on a variety of topics in social and work-related contexts, 3) use increasingly complex grammatical patterns, 4) use word analysis, vocabulary development strategies and reading strategies to read and comprehend authentic texts on familiar topics, and 5) write a variety of correspondence and produce coherent short pieces of writing. Learners acquire the basic language, social, and problem-solving skills to participate as responsible citizens and competitive workers.

ESL, Academic

ESLA 3012. Test of English as a Foreign Language (TOEFL) preparation (25 hrs)
Advis: Completion of ESLN 3600 (Intermediate Low 6)
Development of test-taking techniques essential for success in taking TOEFL exams. Sample tests of Listening, Grammar and Reading sections administered.

ESLA 3565. Strategies for Success in Credit ESL (90 hrs)
Advis: Completion of ESLN 3400 (Beginning Low 4)
Intermediate non-credit ESL students will develop the writing and composition skills needed for composition assignments in credit ESL classes. Academic level listening strategies and note-taking skills will prepare students for academic oral participation and presentations. Students will learn in-class test-taking strategies.
**ESL, Bridge**

Grades of P/NP are offered for ESLB courses.

**ESLB 3821. Introduction to Computers for ESL - Intermediate (90 hrs)**
Advis: Completion of ESLN 3400 (Beginning High 4)
Introduction to computer skills for intermediate level ESL students. Overview of computer components and terminology. Introduction to applications such as word processing, Internet, e-mail, spreadsheets, presentation and other software. English reading, writing, speaking and listening skills are developed through a variety of computer projects and interactive classroom work.

**ESLB 3822. Keyboarding for ESL Students (90 hrs)**
Advis: Completion of ESLN 3100 (Beginning Low 1)
Reinforcement of language skills through introduction to keyboarding with materials and lessons especially adapted for ESL students. Development of keyboarding techniques for centering, tabulating, speed and accuracy. Application of typing skills to writing at appropriate ESL levels.

**ESL, Citizenship**

**ESLC 3030. ESL/Citizenship Literacy (90 hrs)**
Advis: Completion of ESLN 3010 (Literacy A)
ESL Literacy students prepare for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills at the basic literacy level applied to answering test questions on personal information, U.S. history, government and the Constitution.

**ESLC 3031. ESL/Citizenship (90 hrs)**
Advis: Completion of ESLN 3100 (Beginning Low 1)
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution.

**ESLC 3032. ESL Citizenship Multi-Level 1-4 (90 hrs)**
Advis: Literate in native language
ESL learners prepare for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Beginning English speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution.

**ESLC 3033. ESL Citizenship Multi-Level 5-8 (90 hrs)**
Advis: Completion of ESLN 3400 (Beginning High 4)
Preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Speaking, listening, reading and writing skills applied to answering test questions on personal information, U.S. history, government and the Constitution.

**ESLC 4032. ESL Citizenship Multi-Level 1-4 (45 hrs)**
Advis: Literate in native language
ESL learners receive minimal preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Beginning speaking and listening are emphasized for accurate responses to test questions. Learners also practice written responses.

**ESLC 4033. ESL Citizenship Multi-Level 5-8 (45 hrs)**
Advis: Completion of ESLN 3400 (Beginning High 4)
ESL learners receive basic preparation for the U.S. Citizenship test given by the Department of Immigration and Naturalization Services. Intermediate speaking and listening are emphasized for accurate responses to test questions. Learners engage in extended discussions of the above topics as they relate to current events. Written responses are also practiced.

**ESLF, Focus**

**ESLF 3000. Native Language Literacy (180 hrs)**
Development of literacy skills in native language. Emphasis on reading, writing, math and basic education. 1-6 semesters depending on mastery of course objectives.

**ESLF 3001. ESL Women’s Issues (90 hrs)**
Advis: Completion of ESLN 3500 (Intermediate Low 5)
Development of listening, speaking, reading, and writing skills through discussions on topics that affect women’s lives such as family, changing roles of men and women, gender and the workplace.

**ESLF 3002. ESL Current Events (90 hrs)**
Advis: Completion of ESLN 3600 (Intermediate Low 6)
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)**
Advis: Completion of ESLN 3100 (Beginning Low 1)
Development of math vocabulary used in directions and written problems involving whole numbers, fractions, decimals and percents in an ESL context.

**ESLF 3005. Writing with a Computer - Intermediate (90 hrs)**
Advis: Completion of ESLN 3400 (Beginning High 4)
Writing skills and the computer skills necessary to compose on a computer are taught. All parts of the writing process - brainstorming, writing outlines, revising and editing. Computer terminology, word processing, spreadsheet documents, drawing and navigating the Internet are included.

**ESLF 3006. Computer Assisted ESL - Intermediate (180 hrs)**
Advis: Completion of ESLN 3400 (Beginning High 4)
Intermediate level ESL listening, speaking, reading and writing skills expanded and developed through more extensive group computer projects in an interactive classroom environment. Instruction includes computer terminology and development and application of computer skills to a variety of projects.

**ESLF 3007. Computer Assisted ESL - Beginning Low (90 hrs)**
Advis: Completion of ESLN 3010 (Literacy A)
Beginning level ESL listening, speaking, reading and writing skills
are expanded and developed through group computer projects in an interactive classroom environment. Aural development, oral readiness and reading readiness are stressed. Computer terminology and basic computer skills are included.

**ESLF 3008. Computer Assisted ESL - Beginning High (90 hrs)**  
*Advising: Completion of ESLN 3200 (Beginning High 2)*  
Beginning level ESL listening, speaking, reading and writing skills expanded and developed through group computer projects. Aural development, oral readiness and reading readiness stressed. Computer terminology and basic computer skills.

**ESLF 3011. English Through Song Lyrics (90 hrs)**  
*Advising: Completion of ESLN 3300 (Beginning Low 3)*  
Using English-language music to learn listening, reading, writing, and conversational skills and grammar, and to develop awareness of American culture.

**ESLF 3020. ESL Skills Computer Lab (6-90 hrs)**  
*Advising: Completion of ESLN 3100 (Beginning Low 1)*  
Designed to meet the needs of ESL students at various levels. Development of speaking, listening, reading, writing and basic computer skills through the use of computer-assisted language learning software, writing on the computer, internet, and other software programs.

**ESLF 3126. Listening - Beginning Low (90 hrs)**  
*Advising: Literate in native language*  
Beginning low listening comprehension is developed. This course develops basic listening skills. Students learn frequently spoken words, phrases, simple learned expressions and questions.

**ESLF 3127. Speaking - Beginning Low (90 hrs)**  
*Advising: Literate in native language*  
Speaking skills for Beginning low ESL students. Communicate survival needs using very simple learned phrases and sentences. Engage in limited conversations.

**ESLF 3128. Reading - Beginning Low (90 hrs)**  
*Advising: Literate in native language*  
Beginning low reading skills are developed. This course includes recognition of numbers and letters. Students construct meaning from simple print materials on familiar topics.

**ESLF 3129. Writing - Beginning Low (90 hrs)**  
*Advising: Literate in native language*  
Beginning low writing skills developed. Basic mechanics such as punctuation and capitalization are emphasized. Most content is dictated, substituted, completed or copied from other sources. Writing intended primarily to facilitate and reflect learning of spoken language.

**ESLF 3144. Pronunciation - Beginning (90 hrs)**  
*Advising: Completion of ESLN 3020 (Literacy B)*  
Development of basic pronunciation skills through understanding of English sounds. Rhythm, stress, and intonation are introduced.

**ESLF 3346. Listening - Beginning High (90 hrs)**  
*Advising: Completion of ESLN 3200 (Beginning Low 2)*  
Beginning High listening comprehension skills are emphasized. Learners comprehend spoken English containing some unfamiliar words when used in familiar contexts and can participate in simple conversations.

**ESLF 3347. Speaking - Beginning High (90 hrs)**  
*Advising: Completion of ESLN 3200 (Beginning Low 2)*  
High Beginning speaking skills are emphasized in this course. Learners communicate about basic needs and common activities and participate in basic conversations in routine social situations.
interest. Learners will understand and respond to another speaker in conversations on unfamiliar topics.

**ESLF 3787. Speaking - Intermediate High (90 hrs)**
*Advise: Completion of ESLN 3700 (Intermediate High 7)*
Intermediate High speaking focus. Learners communicate about a variety of topics. Learners engage in extended conversations and interviews except for highly specialized subjects. Learners can adjust language to the level of formality needed to converse and can clarify utterances in order to be understood by the general public.

**ESLF 3788. Reading - Intermediate High (90 hrs)**
*Advise: Completion of ESLN 3700 (Intermediate High 7)*
Intermediate High reading focus course. Comprehend authentic written English on common topics. Use a variety of word analysis skills to determine the meaning of new words in context on familiar topics and in specialized materials. Learners draw conclusions from authentic materials on familiar topics.

**ESLF 3789. Writing - Intermediate High (90 hrs)**
*Advise: Completion of ESLN 3700 (Intermediate High 7)*
Intermediate High writing focus course. Learners write brief compositions about previously discussed topics. Learners write routine correspondence with increasing complexity of organization and detail.

**ESLF 3790. Telling Stories for ESL Students (90 hrs)**
*Field trips*
*Advise: Completion of ESLN 3600 (Low Intermediate 6)*
Focus on the creative use of the English language through performance exercises, the telling of various tales from different cultures, and the oral creation of original stories to improve narrative and communication skills at the high intermediate level.

**ESLF 3791. ESL Through Story-Based Video and TV (90 hrs)**
*Advise: Completion of ESLN 3600 (Intermediate Low 6)*
Development of intermediate listening and speaking skills through viewing of story-based videos and TV programs such as episodes of soap operas, sitcoms, and dramas.

**ESLF 4006. Computer Assisted ESL (90 hrs)**
*Advise: Completion of ESLN 3400 (Beginning High 4)*
Listening, speaking, reading, and writing skills expanded and developed through selected group computer projects and interactive classroom environment. Emphasis on accuracy and fluency.

**ESLF 4007. Computer Assisted ESL - Beginning Low (45 hrs)**
*Advise: Completion of ESLN 3010 (Literacy A)*
Basic language skills expanded and developed through group computer projects and interactive classroom environment. Aural development, oral readiness and reading readiness stressed.

**ESLF 4008. Computer Assisted ESL - Beginning High (45 hrs)**
*Advise: Completion of ESLN 3200 (Beginning Low 2); ability and desire to acquire language at an accelerated rate*
Aural and oral skills expanded and practiced through computer projects and interactive classroom work. Reinforcement of oral/aural skills and development of reading and writing skills.

**ESLF 4127. Beginning Low Conversation (45 hrs)**
*Advise: Literate in native language*
Beginning low speaking and listening conversational skills are emphasized. Learners begin to communicate about common activities and engage in short, simple conversations.

**ESLF 4347. Conversation-Beginning High (45 hrs)**
*Advise: Completion of ESLN 3200 (Beginning Low 2)*
Beginning high speaking and listening conversational skills are emphasized. Learners communicate about common activities and participate in simple conversations in routine social situations.

**ESLF 4567. Intermediate Low Conversation (45 hrs)**
*Advise: Completion of ESLN 3400 (High Beginning 4)*
Intermediate low speaking and listening skills are emphasized. Students participate in conversations on some unfamiliar topics beyond survival needs. Students begin to discuss authentic written materials on familiar subjects.

**ESLF 4569. Writing – Intermediate Low (45 hrs)**
*Advise: Completion of ESLN 3400 (Beginning High 4)*
Longer written work produced in less controlled tasks, with expanded vocabulary and sentence style. Paragraph development and methods of organization introduced. Work revised and edited from peer-group response and/or teacher feedback.

**ESLF 4787. Intermediate High Conversation (45 hrs)**
*Advise: Completion of ESLN 3600 (Intermediate Low 6)*
Intermediate high speaking and listening skills are emphasized. Students participate in extended conversations on a variety of topics. Students are able to read and discuss authentic material on common topics.

**ESLF 5006. Computer-Assisted ESL (45 hrs)**
*Advise: Completion of ESLN 3400 (Beginning High 4)*
Intermediate level ESL listening, speaking, reading, and writing skills are expanded through selected group computer projects. Students are exposed to computer vocabulary and basic skills which can be used as a basis for further study.

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### ESLN, Noncredit General

**ESLN 3010. ESL Literacy-A (180 hrs)**
*Advise: Semi-literate in native language*
Orientation to the classroom and development of ESL literacy skills. Emphasis on oral English for survival and development of pre-reading and pre-writing skills.

**ESLN 3015. ESL Literacy A (90 hrs)**
*Advise: Semi-literate in native language*
Orientation to classroom procedures and development of ESL literacy skills. Emphasis on oral English for classroom and basic survival.

**ESLN 3016. ESL Literacy A (90 hrs)**
*Advise: Semi-literate in native language*
Development of ESL literacy skills. Survival listening and pronunciation skills are included. Emphasis is on pre-reading and pre-writing survival skills.

**ESLN 3020. ESL Literacy B (180 hrs)**
*Advise: Semi-literate in native language*
Development of ESL literacy skills. Emphasis on English sound/symbol correspondence, reading and writing simple English sentences.

**ESLN 3100. Beginning Low 1 (180 hrs)**
*Advise: Literate in native language*
Beginning Low 1 students develop language skills and a general understanding of the content in simple written and spoken English. Students practice language for daily survival and participate in common social exchanges. Students learn to copy and print simple sentences.

**ESLN 3105. Beginning Low 1 - A (90 hrs)**
*Advise: Literate in native language*
Beginning Low 1 English language skills. Students are introduced
to language for daily survival and common social conversations. Students learn to print learned material.

**ESLN 3106. Beginning Low 1 - B (90 hrs)**  
*Advis: Literate in native language*  
Beginning Low 1 English skills. Students are introduced to simple written English. Students continue to practice language for daily survival and expand their ability to participate in common social exchanges. Students copy and print learned phrases and simple sentences.

**ESLN 3140. Beginning 1-4 Multi-level (180 hrs)**  
*Advis: Literate in native language*  
Designed to meet the needs of students with various levels of beginning English proficiency. Comprehend spoken English in familiar contexts. Communicate about common activities and participate in basic conversations in routine social situations. Generate sentences related to survival skills and personal topics.

**ESLN 3145. Beginning 1-4 Multi-level - A (90 hrs)**  
*Advis: Literate in native language*  
Designed to meet the needs of students with various levels of beginning English proficiency. Comprehend spoken English in familiar contexts and communication related to basic needs and common is emphasized. Participation in basic conversations in routine social situations is included. Basic reading skills and sentence writing related to survival skills and personal topics is introduced.

**ESLN 3146. Beginning 1-4 Multi-level - B (90 hrs)**  
*Advis: Literate in native language*  
Designed to meet the needs of students with various levels of beginning English proficiency. Basic reading skills and sentence writing related to survival skills and personal topics are emphasized. Participation in basic conversations in routine social situations is included.

**ESLN 3150. Beginning Low 1-2 Intensive (180 hrs)**  
*Advis: Literate in native language*  
Beginning Low accelerated course. Students learn basic language skills including frequently used spoken words, simple expressions and questions in familiar contexts. Survival needs listening comprehension, oral communication, reading readiness are included. Pre-writing skills are introduced.

**ESLN 3200. Beginning Low 2 (180 hrs)**  
*Advis: completion of ESLN 3100 (Beginning Low 1)*  
Beginning Low 2 students further develop and expand their knowledge of beginning low English skills. Students learn language for daily needs and limited participation in common social conversations. Aural development, oral readiness, and reading readiness are emphasized. Simple writing practice is introduced.

**ESLN 3205. Beginning Low 2 - A (90 hrs)**  
*Advis: Completion of ESLN 3100 (Beginning Low 1)*  
Beginning Low 2 students further develop and expand their knowledge of beginning low English skills. Students learn language for daily needs and limited participation in common social conversations. Listening, speaking and pronunciation skills are emphasized.

**ESLN 3206. Beginning Low 2 - B (90 hrs)**  
*Advis: Completion of ESLN 3100 (Beginning Low 1)*  
Beginning Low 2 students further develop and expand their knowledge of beginning low English skills. Students learn language for daily needs and limited participation in common social conversations. Reading readiness is emphasized and simple writing practice is introduced.

**ESLN 3300. Beginning High 3 (180 hrs)**  
*Advis: Completion of ESLN 3200 or equivalent language ability*  
Beginning high basic level English skills. Comprehend spoken English in familiar contexts. Communicate about basic needs and routine activities and participate in basic conversations about routine social situations. Generate sentences related to survival skills and personal topics.

**ESLN 3305. Beginning High 3 - A (90 hrs)**  
*Advis: Completion of ESLN 3200 (Beginning Low 2)*  
Beginning High 3 English skills. Students learn to comprehend spoken English in routine and familiar contexts. Communicating about basic needs and partipating in basic conversations is emphasized. Students generate sentences related to personal topics.

**ESLN 3306. Beginning High 3 - B (90 hrs)**  
*Advis: Completion of ESLN 3200 (Beginning Low 2)*  
Beginning High 3 basic English skills. Students review their comprehension of spoken English in familiar contexts. Students interpret simplified reading material. Generate short, loosely organized paragraphs related to familiar topics.

**ESLN 3340. Beginning High 3-4 Multilevel (180 hrs)**  
*Advis: Completion of ESLN 3200 (Beginning Low 2)*  
Beginning High 3-4 Multilevel (180 hrs)  
Beginning High accelerated course. Comprehend spoken English in familiar contexts with the ability to participate in simple conversations. Communicate about basic needs and common activities in routine social situations. Read simplified material on familiar topics and generate sentences to form short, loosely organized paragraphs related to survival skills and personal topics.

**ESLN 3350. Beginning High 3-4 Intensive (180 hrs)**  
*Advis: Completion of ESLN 3200 (Beginning High 2)*  
Beginning High 3-4 Intensive (180 hrs)  
Beginning High accelerated course. Comprehend spoken English in familiar contexts with the ability to participate in simple conversations. Communicate about basic needs and common activities in routine social situations. Generate sentences into short, loosely organized paragraphs related to survival skills and personal topics.

**ESLN 3400. Beginning High 4 (180 hrs)**  
*Advis: Completion of ESLN 3300 (Beginning High 3)*  
Beginning High 4 language skills. Comprehend spoken English in familiar contexts. Communicate about basic needs and common activities and participate in basic conversations in routine social situations. Generate sentences into short, loosely organized paragraphs related to survival skills and personal topics.

**ESLN 3405. Beginning High 4 - A (90 hrs)**  
*Advis: Completion of ESLN 3300 (Beginning High 3)*  
Beginning High 4 language skills. Comprehend spoken English in familiar contexts with some unfamiliar words. Communicate about basic needs and activities and participate in basic conversations in routine social situations. Generate simple sentences about personal and familiar topics.

**ESLN 3406. Beginning High 4 - B (90 hrs)**  
*Advis: Completion of ESLN 3300 (Beginning High 3)*  
Beginning High 4 language skills. Comprehend spoken English in familiar contexts. Communicate about common activities and participate in basic conversations. Generate sentences about personal experiences and familiar topics into short loosely organized paragraphs.

**ESLN 3500. Intermediate Low 5 (180 hrs)**  
*Advis: Completion of ESLN 3400 (Beginning High 4)*  
Intermediate Low 5 English skills. Learners understand increasingly extended conversations on familiar topics. Readings include authen-
tic or adapted narratives and descriptive passages. Level 5 grammar structures and forms are used to develop short clearly organized paragraphs and messages.

ESLN 3505. Intermediate Low 5 - A (90 hrs)
Advised: Completion of ESLN 3400 (Beginning High 4)
Intermediate Low 5 English skills. Learners comprehend increasingly extended conversations in mostly familiar contexts. Students participate in conversations in familiar and unfamiliar contexts. Readings include simplified narratives. Level 5 grammar structures and forms are introduced.

ESLN 3506. Intermediate Low 5 - B (90 hrs)
Advised: Completion of ESLN 3400 (Beginning High 4)
Intermediate Low 5 English skills. Learners comprehend extended conversations in familiar contexts. Readings include authentic or adapted narratives and descriptive passages. Level 5 grammar structures and forms are used to develop short, clearly organized paragraphs and messages.

ESLN 3550. Intermediate Low 5-6 Intensive (180 hrs)
Advised: Completion of ESLN 3400 (Beginning High 4)
Intermediate Low accelerated course. Comprehend spoken and written English containing some unfamiliar words. Participate in conversation on some unfamiliar topics beyond survival needs. Comprehend simplified materials on familiar subjects and begin to read authentic materials. Write one or more paragraphs related to survival skills, personal topics and other topics.

ESLN 3560. Intermediate Low 5-6 Multi-level (180 hrs)
Advised: Completion of ESLN 3400 (Beginning High 4)
Students improve speaking, listening and writing of English on topics beyond survival needs. Students develop vocabulary and reading skills. Students write paragraphs and give short speeches on familiar topics using clear organization.

ESLN 3580. Intermediate 5-8 Multi-level (180 hrs)
Advised: Completion of ESLN 3400 (Beginning High 4)
Intermediate non-credit ESL students will develop the skills necessary to participate in extended conversations with some unfamiliar vocabulary. Students will be able to summarize familiar authentic material. Students will write short letters and paragraphs on learned topics.

ESLN 3600. Intermediate Low 6 (180 hrs)
Advised: Completion of ESLN 3500 (Intermediate Low 5)
Intermediate Low 6 language skills. Comprehend spoken and written English containing some unfamiliar words. Participate in increasingly extended conversation on some unfamiliar topics beyond survival needs. Understand short reading passages differentiating between fact and opinion with some accuracy. Write a clearly organized paragraph with relevant ideas and clearly organized ideas.

ESLN 3605. Intermediate Low 6 - A (90 hrs)
Advised: Completion of ESLN 3500 (Intermediate Low 5)
Intermediate Low 6 language skills. Communication skills are stressed. Comprehend spoken English containing some unfamiliar words. Participate in increasingly extended conversations on some unfamiliar topics beyond survival needs. Begin to understand short reading passages. Organize relevant ideas and supporting details into a short paragraph.

ESLN 3606. Intermediate Low 6 - B (90 hrs)
Advised: Completion of ESLN 3500 (Intermediate Low 5)
Intermediate Low 6 language skills. Comprehension of spoken and written English containing some unfamiliar words. Participate in conversations on some unfamiliar topics beyond survival needs.

Understand short reading passages differentiating between fact and opinion with some accuracy. Write a clearly organized paragraph with relevant ideas and clearly organized ideas.

ESLN 3700. Intermediate High 7 (180 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
High Intermediate 7 language skills. Understanding of increasingly extended conversations, discussions or lectures. Speak about familiar topics with little hesitation. Read authentic material identifying the main idea including making simple inferences. Write well-developed paragraphs.

ESLN 3750. Intermediate High 7-8 Intensive (180 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate High accelerated course. Understand essential points of discussion or speeches on topics of special interest and communicate on a variety of topics. Engage in extended conversations and interviews on familiar topics. Read authentic materials on everyday subjects and write brief compositions about previously discussed topics. Write routine correspondence with increasing complexity or organization and detail.

ESLN 3780. Intermediate High 7-8 Multilevel (180 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate-High ESL students develop listening skills in order to understand extended discussions or lectures, and express themselves with increasing fluency and grammatical accuracy. Students read authentic materials and write paragraphs or brief essays.

ESLN 3785. Intermediate High 7-8 Intensive - A (90 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate High accelerated course for listening and speaking skills. Understand essential points of discussion or speeches on topics of special interest and communicate on a variety of topics. Engage in extended conversation and interviews on familiar topics. Read authentic materials on everyday subjects. Write routine correspondence in familiar situations.

ESLN 3786. Intermediate High 7-8 Intensive - B (90 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
Intermediate High accelerated course for reading and writing skills. Understand essential points of discussion and be able to participate in conversations. Read authentic materials on everyday subjects and write brief compositions about previously discussed topics. Write routine correspondence with increasing complexity or organization and detail.

ESLN 3800. Intermediate High 8 (180 hrs)
Advised: Completion of Intermediate High 7
High intermediate 8 language skills. Understand essential points of discussions or speeches in special fields of interest. Communicate about a variety of topics using appropriate syntax. Read authentic material on a variety of topics identifying the main idea including drawing conclusions. Write brief compositions about previously discussed topics.

ESLN 3900. Advanced Low 9 (180 hrs)
Advised: Completion of ESLN 3800 (Intermediate High 8)
Advanced Low 9 language skills. Designed to meet daily needs in familiar and unfamiliar situations, with emphasis on fluency and communication in the four language skills.

ESLN 4015. ESL Literacy A (45 hrs)
Orientation to classroom procedures and development of ESL literacy skills. Emphasis on oral English and development of pre-reading and pre-writing skills for survival.
ESLN 4150. Beginning Low 1-2 Intensive - A (90 hrs)
Advisory: Literate in native language
Beginning Low accelerated course. Survival needs, listening comprehension and oral communication are emphasized. Reading readiness and pre-writing skills are introduced.

ESLV 4151. Beginning Low 1-2 Intensive - B (90 hrs)
Advisory: Literate in native language
Beginning Low accelerated course. Survival needs listening comprehension and oral communication. Reading readiness and pre-writing skills are emphasized.

**ESL, Vocational**

ESLV 3800. Communication Skills for the Workplace (90 hrs)
Advisory: Completion of ESLN 3300 (Beginning High 3)
Basic verbal communication skills and cultural knowledge needed in preparation for finding employment in the United States.

ESLV 3801. Communication Skills for the Workplace (180 hrs)
Advisory: Completion of ESLN 3300 (Beginning High 3)
Verbal communication skills and cultural knowledge needed for obtaining employment and staying successfully employed in the U.S.

ESLV 3804. VESL for Clerical Workers (180 hrs)
Advisory: Completion of ESLN 3500 (Intermediate Low 5)
Communicative language required for general clerical work. Terminology related to office procedures, forms, filing, and telephone training is emphasized. Language for job search and job retention is included.

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

ESLV 3808. Communication Skills for Culinary Workers (90 hrs)
Advisory: Completion of ESLN 3400 (Beginning High 4)
Learners develop verbal communication skills for work in the culinary industry. English terminology for cooking utensils, supplies, common tasks, and safety in culinary occupations.

ESLV 3813. ESL/ABE for Automotive Technology (270 hrs)
Advisory: Completion of ESLN 3500 (Low Intermediate 5), TRST 4601 Language and communication skills, including technical vocabulary, informal speech and idioms used by automotive mechanics. Reading of shop manuals and automotive specification data and the comprehension of oral and written descriptions.

ESLV 3814. Communication Skills for Chinese cooks (90 hrs)
Advisory: Completion of ESLN 3300 (Beginning High 3)
Verbal communication skills for the job. English terminology for cooking utensils, supplies, common tasks, and safety in restaurants specializing in Chinese cuisine.

ESLV 3816. Communication Skills for Janitorial Workers (180 hrs)
Advisory: Completion of ESLN 3300 (Beginning High 3)
Students develop good verbal communication skills for janitorial work. English terminology of equipment, supplies, common tasks, and safety are included.

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

ESLV 3822. Communication Skills for Customer Service Employees (90 hrs)
Advisory: Completion of ESLN 3600 (Intermediate Low 6)
Students learn verbal communication skills in customer service positions. Students learn to handle customers, engage in small talk with co-workers, discuss work performance with supervisors and in general, be able to participate in conversations in a variety of work situations.

ESLV 3823. Communication Skills for Job Searching (90 hrs)
Advisory: Completion of ESLN 3600 (Intermediate Low 6)
Students learn, practice, and utilize the communication skills and related vocabulary involved in getting a job. Students learn interview techniques.

ESLV 3824. Communication Skills for Food Service/Hospitality (180 hrs)
Advisory: Completion of ESLN 3400 (Beginning High 4)
Communication skills for a job in the food service industry. English terminology of cooking utensils, supplies, common tasks, and safety in food service occupations.

ESLV 3825. VESL and Career Exploration I (45 hrs)
Advisory: Completion of ESLN 3200 (Beginning Low 2)
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)
Advisory: Completion of ESLN 3200 (Beginning Low 2)
Communication skills and vocabulary related to the areas of getting a job, personal skills evaluation, career evaluation and résumé writing.

ESLV 3827. Communication Skills for Hotel/Service Workers (90 hrs)
Advisory: Completion of ESLN 3300 (Beginning High 3)
Verbal communication skills for the hotel service industry. Includes English terminology of equipment, supplies, common tasks, and safety in the hotel industry.

ESLV 3828. Business Writing on Micros/ESL (90 hrs)
Advisory: Completion of ESLN 3700 (Intermediate High 7), BOSS 5500 Keyboarding/25 words per minute
Develop business communication skills using basic word processing software. Includes composition and style of documents, vocabulary and spelling, review of grammar and punctuation. Recognition, pronunciation and use of computer terminology relevant to word processing.

ESLV 3829. Computer VESL - High Intermediate (90 hrs)
Advisory: Completion of ESLN 3500 (Intermediate Low 5)
Communicative language skills, computer vocabulary and terminology used in the automated office environment. Additional focus will be on knowledge and procedures for responding to computer messages and problem-solving.

ESLV 3830. Communication Skills for Health Workers (180 hrs)
Advisory: Completion of ESLN 3600 (Intermediate Low 6)
Designed for health care workers and others interested in the health field. Focus on language skills necessary to function in a medical environment. Study of basic medical terms and
pronunciation. Social and cultural skills necessary for successful verbal interaction in health care surroundings.

ESLV 3831. Communication Skills for Construction Workers (180 hrs)
Advis: Completion of ESLN 3400 (Beginning High 4)
Intermediate verbal communication skills for jobs in the construction trades. Terminology of tools, supplies, materials, tasks, and safety. Instructors and/or coordinators from vocational and apprenticeship programs (such as Carpentry, Electrical, Sheet Metal) may serve as guest speakers.

ESLV 3832. Communication Skills for Construction Workers (90 hrs)
Advis: Completion of ESLN 3200 (Beginning Low 2)
Beginning level verbal communication skills for the job and terms for tools, supplies, materials, tasks and safety in the construction field. Instructors and/or coordinators from vocational and apprenticeship programs (such as Carpentry, Electrical, Sheet Metal, etc.) may serve as guest speakers.

ESLV 3833. VESL for Child Development - A (90 hrs)
Advis: Completion of ESLN 3400 (Intermediate Low 4)
Practice in language needed by students enrolled in child development classes. Strategies for reading of simple material on childcare philosophy, trends, and practices. Familiarization with popular children’s books, nursery rhymes, finger plays and games for preschool-age children. May be taken before or concurrently with VESL for CDEV “B.”

ESLV 3834. VESL for Child Development - B (90 hrs)
Advis: Completion of ESLN 3400 (Intermediate Low 4)
Practice in language needed by workers in the childcare field. Strategies for reading simple material on childcare philosophy, trends, and practices. Familiarization with popular children’s books, nursery rhymes, finger plays and games for pre-school-age children. Job skills focus. May be taken before or concurrently with VESL for CDEV “A.”

ESLV 3835. VESL for Banquet Servers (24 hrs)
Advis: Completion of ESLN 3500 (Intermediate Low 5)
Communicative language required for entry-level positions in banquet service. Includes language on essential banquet service terminology, banquet service etiquette, personal grooming and hygiene, and effective communication in banquet service environment.

ESLV 3836. VESL for Customer Service (90 hrs)
Advis: Completion of ESLN 3010 (Literacy A)
English language skills in preparation for work in customer service jobs. Content and communication skills focus on serving customers in retail, restaurant, financial, hotel and travel industries.

ESLV 3837. Communication Skills for New Transit Operators (90 hrs)
Advis: Completion of ESLN 3400 (Beginning High 4)
English language skills to prepare for entry into transit training. Content and communication skills for new coach, metro, and streetcar operators, with an emphasis on listening and speaking.

ESLV 3838. Communication Skills for Transit Operators (90 hrs)
Advis: Completion of ESLN 3400 (Beginning High 4)
English language skills for working transit operators to improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

ESLV 3839. VESL for Printing (90 hrs)
Advis: Completion of ESLN 3400 (Beginning-High 4) or permission of instructor.

Language and communication skills, vocabulary, speech and idioms, necessary for a career in printing.

ESLV 3840. VESL for the Biotech Industry (90 hrs)
Advis: Completion of ESLN 3600 (Intermediate Low 6)
Introductory level lecture course covering basic scientific language and applying it to some fundamental concepts of biology. An orientation to the field of biotechnology and professional opportunities.

ESLV 3841. Beginning VESL Communication (180 hrs)
Advis: Completion of ESLN 3020 (Literacy B)
Development of verbal and nonverbal communication strategies for successful interaction in multicultural workplaces for beginning level English learners.

ESLV 3842. Healthcare Communication I (105 hrs)
Advis: Health care background, completion of ESLN 3600 (Intermediate Low 6); Basic computer literacy (ESLB 3821)
For all health care professionals with upper intermediate English language proficiency. Develop integrated language skills for career options and requirements in health care, patient-centered communication techniques, interaction patterns among health co-workers, assertive communication, health care systems and traditions, and cultural diversity in U.S. health care contexts.

ESLV 3843. Healthcare Communication II (105 hrs)
Advis: Health care background, completion of ESLN 3600 (Intermediate Low 6); Basic computer literacy (ESLB 3821)
Designed for all health care professionals with upper intermediate English language proficiency. Develop integrated language skills for job resumes, interviews, interaction patterns on health care teams, discussion of treatment options with patients, exploration of alternative health perspectives, and communication strategies among culturally diverse patients and health workers.

ESLV 3844. Healthcare Communication III (105 hrs)
Advis: Health care background, completion of ESLN 3600 (Intermediate Low 6); Basic computer literacy (ESLB 3821)
Designed for all health care professionals with upper intermediate English language proficiency. Develop integrated language skills for phone and email communication in health care settings, strategies for communicating with special-needs patients, resolving conflict with co-workers, understanding legal and ethical issues in health care, and researching racial and cultural health disparities.

ESLV 4816. Communication Skills for Janitorial Workers (90 hrs)
Advis: Completion of ESLN 3300 (Beginning High 3)
Students acquire minimal verbal communication skills for janitorial work, including English terminology for equipment, supplies, common tasks, and safety.

ESLV 4822. Workplace Communication Strategies (45 hrs)
Advis: Completion of ESLN 3300 (Beginning High 3)
Students learn verbal and nonverbal communication strategies for successful interaction in multicultural workplaces.

ESLV 4823. Online Job Search Skills for ESL (45 hrs)
Advis: Completion of ESLN 3400 (Beginning Low 4)
Students will develop the English vocabulary, reading, and writing skills necessary to complete the online job search process successfully. Students will search for, read and analyze online job listings. They will describe their education, skills and experience for online job applications, resumés and other job-search e-mails.
ESLV 4830. Communication Skills for Health Workers - A (90 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
Designed for health care workers and others interested in the health field. General knowledge of health care settings, terminology and staff. Identification of major body systems and their basic functions. Appropriate language for successful verbal interaction in a medical setting between medical professionals.

ESLV 4831. Communication Skills for Health Workers - B (90 hrs)
Advised: Completion of ESLN 3600 (Intermediate Low 6)
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 social and cultural skills necessary for successful interaction with patients and co-workers.

ESLV 4833. VESL for Child Development - A (45 hrs)
Advised: Completion of ESLN 3400 (Intermediate Low 4)
Practice in minimal language skills needed by students enrolled in child development classes. Strategies for reading of simple material on childcare philosophy, trends, and practices. May be taken before or concurrently with VESL for CDEV “B.”

ESLV 4837. Communication Skills for New Transit Operators (45 hrs)
Advised: Completion of ESLN 3400 (Beginning High 4)
Introduction to English language skills to prepare transit trainees for work. Basic communication skills for coach, metro, and streetcar drivers in the transit system.

ESLV 4838. Communication Skills for Transit Operators (45 hrs)
Advised: Completion of ESLN 3400 (Beginning-High 4)
In an overview of English language skills for working transit operators is presented to help improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

ESLV 4839. Computer VESL - Health Workers (22.5 hrs)
Advised: Completion of ESLN 3400 (Intermediate Low 4)
Communicative language skills, computer vocabulary and terminology used in an automated healthcare environment. Additional focus will be on knowledge and procedures for responding to computer messages and problem-solving.

ESLV 4841. Beginning-Low VESL Communication - A (90 hrs)
Advised: Completion of ESLN 3020 (Literacy B)
Development of verbal and nonverbal communication strategies for successful interaction in multicultural workplaces for beginning level English learners.

ESLV 4842. Beginning-Low VESL Communication - B (90 hrs)
Advised: Completion of ESLN 3020 (Literacy B)
Development of verbal and nonverbal communication strategies for successful interaction in multicultural workplaces for beginning level English learners.

ESLV 5822. Basic Workplace Communication (22.5 hrs)
Advised: Completion of ESLN 3300 (Beginning High 3)
Development of verbal and nonverbal communication strategies for successful interaction in multicultural workplaces.

ESLV 5830. VESL for Health Workers (90 hrs)
Advised: Completion of ESLN 3500 (Intermediate Low 5)
Designed for health care workers and others interested in the health field. Focus on language skills necessary to function in a medical environment. Emphasis on social and cultural skills for successful interaction with patients and co-workers.
Associate in Science Degree and Award of Achievement. The Program in Environmental Horticulture and Floristry is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete any of the following curricula with an average final grade of C (2.00 grade-point average) or higher receive the Award of Achievement. Students who complete a curriculum suggested by the Department to enable them to meet special needs also receive the Award if they satisfy Department requirements.

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

Approval of Instruction. The curriculum in Environmental Horticulture is approved by the following organizations: the Association of Landscape Architects; California Arborists Association; California Association of Nurserymen (Central, Peninsula, and Redwood Chapters); California Fertilizer Association; California Seed Trade Association; Golf Course Superintendents Association; California Landscape Contractors 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 Award of Achievement

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

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

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

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
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<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>
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Additional graduation requirements

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<tr>
<th>Second Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>O H 58 Comm Cut-Flower &amp; Greenhouse Prod</td>
<td>3</td>
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Additional graduation requirements

Landscape Gardening and Landscape Contracting Award of Achievement

Training in the curriculum in Landscape Gardening and Landscape Contracting, a two-year course of study, is planned so that graduates, depending upon their interests, abilities, and achievement, may qualify for employment in a wide variety of capacities. Positions that graduates may hold in private employment, or for which they may take civil-service examinations, include those of landscape maintenance gardener, estate gardener, municipal gardener, landscape installer or contractor, landscape designer, nursery specialist, horticultural or agricultural inspector, highway landscape supervisor, tree-maintenance technician, school or community garden coordinator, irrigation technician, landscape restoration worker, athletic field or golf course groundskeeper, or landscape consultant. Other positions include: garden sales, growers, horticultural supply sales, interiorscape technicians or supervisors, irrigation design or sales and arborist.

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

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

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

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>O H 50 Intro to Ornamental Horticulture</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>O H 76 Fall and Winter Plant Ident</td>
<td>4</td>
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<tr>
<td>SPCH 11 Basic Public Speaking</td>
<td>3</td>
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Additional graduation requirements

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<tr>
<th>Second Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>O H 53A Landscape Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>O H 63 Soils</td>
<td>3</td>
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<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>
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</tbody>
</table>

Additional graduation requirements
Nursery and Garden-Center Operation Award of Achievement

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

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

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

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

First Semester
Course | Units
--- | ---
O H 50 Intro to Ornamental Horticulture | 3
O H 56 Horticulture Machines | 3
O H 76 Fall and Winter Plant Ident | 4

Second Semester
Course | Units
--- | ---
O H 63 Soils | 3
O H 75 Pest Control | 3
O H 77 Spring and Summer Plant Ident | 4

Third Semester
Course | Units
--- | ---
O H 57A Wholesale Nursery Operations | 3
O H 65 Reprod of Ornamental Plants | 3
SPCH 11 Basic Public Speak | 3
O H 70A Landscaping Design | 3

Fourth Semester
Course | Units
--- | ---
O H 57B Retail Nursery Management | 3
O H 60 Bus Practices in Environ Horticulture | 3
O H 97 Work Experience | 3
O H 71A Landscaping Construct | 4

Recommended electives: ACCT 10, SMBS 135

Certificate Curricula

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

Admission. Enrollment is open to all interested students.

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

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

Required Core Coursework

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

Core Coursework Subtotal | 26

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

Landscape Maintenance Certificate

Core Coursework | 26
O H 53A and 53B Landscape Horticulture | 6
Total Units | 32

Nursery and Garden-Center Operation Certificate

Core Coursework | 26
O H 57A Wholesale Nursery Operations and O H 57B Retail Nursery Operations | 6
Total Units | 32

Commercial Cut-Flower Greenhouse Production Certificate

Core Coursework | 26
O H 58 Greenhouse Operations and O H 65 Plant Propagation | 6
Total Unit | 32
Environmental Horticulture and Floristry

**Landscape Design Certificate**

Core Coursework ........................................................... 26
O H 70A Principles of Landscaping Design
and O H 70B Adv Prin of Landscape Design ........ 6
Total Units ................................................................. 32

**Landscape Construction Certificate**

Core Coursework ........................................................... 26
O H 71A and 71B Landscape Construction ........... 8
Total Units ................................................................. 34

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

**Floristry Award of Achievement**

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

Enrollment is open to all interested students.

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

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

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

**Courses Required for the Award of Achievement in Floristry**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BSM A J* Basic Business Arithmetic</td>
<td>2</td>
</tr>
<tr>
<td>R F 80A Flower Shop Proc &amp; Basic Design</td>
<td>5</td>
</tr>
<tr>
<td>R F 81 Flower and Foliage Identification</td>
<td>2</td>
</tr>
<tr>
<td>R F 85 Introduction to Flower Arranging</td>
<td>2</td>
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</table>

**Additional graduation requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>O H 76 or 77</td>
<td>3</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 10 (or equivalent) Intro to Account</td>
<td>4</td>
</tr>
<tr>
<td>R F 80B Intermediate Floral Design</td>
<td>5</td>
</tr>
<tr>
<td>R F 82 Interior Plant Identification</td>
<td>2</td>
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**Additional graduation requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>O H 53A-53B. Landscape Horticulture (3-3)</td>
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**Environmental Horticulture**

**CREDIT, DEGREE APPLICABLE COURSES:**

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

Lec-2, lab-3, field trips
Overview of the field of environmental horticulture: nursery and greenhouse production; landscape design, installation and maintenance; arbiculture; turf. Career opportunities are explored. 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, plant and transplanting; pruning, preparation of growing media and other horticultural skills. CSU/UC

**O H 53A-53B. Landscape Horticulture (3-3)**

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

**O H 54. Turfgrass Management (1.5)**

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

**O H 55. Tree Care (3) sp**

Lec-2, lab-3, field trips
P/NP available
Advise: O H 50, 53A; and completion/concurrent enrollment in O H 76 or 77
The care and management of large ornamental trees common to residential, public and industrial landscaping. Stresses correct staking, irrigating and fertilizing of ornamental trees, as well as diagnos-
tic cavity work, bracing, cabling and pruning. The use of ropes and other safety equipment in the skill of professional tree climbing is emphasized. CSU

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

**O H 57A. Wholesale Nursery Operations (3) fa**
Lec-2, lab-3, field trips
Advisory: O H 50 and 65, and O H 76 or 77, or demonstration of exit skills
Cultural practices and management of wholesale nursery operations from groundcovers and perennials to specimen trees. Emphasis on container production. Propagation and planting, nursery structures and equipment, growing media, irrigation, growth management, pest control, post-harvest operations. Management topics include site selection, nursery organization, industry standards, shipping, laws and regulations, niche marketing. Careers explored. CSU

**O H 57B. Retail Nursery Operations (3) fa**
Lec-2, lab-3, field trips
Advisory: O H 50 and 65, and O H 76 or 77, or significant field experience
Overview of the retail trade. Preparation for the California Association of Nurserymen’s certification exam, introduction to marketing and management techniques, and practical training for employment in the nursery or garden center. Examines a wide variety of retail operations including mass market outlets, small specialized nurseries, catalog operations, single-store businesses, small and large chain stores, and “high end” specialty shops. CSU

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

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

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

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

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

**O H 70A. Principles of Landscaping Design (3)**
Lec-2, lab-3, field trips
Projects dealing with the use of bricks, concrete blocks, drainage, irrigation, fountains, pumps, landscape surveying, and estimating. CSU

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

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

**O H 71B. Landscape Construction (4)**
Lec-2, lab-6, field trips
Projects involving the principles of landscape design, especially as applied to residential properties. Graphic drafting techniques are included. CSU

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

**O H 76. Fall and Winter Plant Identification (4) fa**
Lec-3, conf-1, field trips
Identification of approximately 150 ornamental trees, shrubs, vines, and perennials commonly used in the San Francisco Bay Area for fall and winter bloom, fruit, or foliage. Covers 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/UC
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. Covers 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  P/NP available
PREREQ.: 6 UNITS OF O H COURSE WORK AND PROJECT APPROVAL
Research dealing with a special topic in Environmental Horticulture. Allows students the opportunity to investigate horticultural problems of special interest or conduct an in-depth project. Emphasis on practical application and current issues in horticulture. CSU

O H 97. Work Experience (1-4)
Conf-1, work-5 per unit, field trips
PREREQ.: COMPLETION OF 6 UNITS IN ENVIRONMENTAL HORTICULTURE;
APPROVAL OF OH WORK EXPERIENCE COORDINATOR
Repeat: max. 9 units
Field application of principles and practices taught in horticulture courses. A supervised work experience program with cooperating employers, providing students with hands-on experience and a smooth transition into commercial practice. Students acquire job experience in their chosen field of horticulture. Preparation of job applications and resumés. Interview and career development skills discussed. CSU

O H 101. Garden Practices (3) spring
Lec-3, field trips  P/NP available
Topics include basic tools, soil improvement and composting, planning a garden adapted to climate and microclimate, plant selection, seed germination, transplanting, watering and water conservation, pest management (using integrated, least-toxic methods), and basic maintenance, including pruning. Plants discussed include annuals, bulbs, perennials, groundcovers, lawns, shrubs, trees, vegetables, fruit shrubs and trees, drought-tolerant plants, street trees, and houseplants. Appropriate for students seeking careers in horticulture as well as for home gardeners. CSU

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

O H 104. Principles of Landscaping (3)
Lec-3
Fundamentals 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  P/NP available
Repeat: if no subject repeat
Advise: O H 50
Investigation in depth of selected topics in horticulture.

Floristry

CREDIT, DEGREE APPLICABLE COURSES:

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

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

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

R F 81. Flower and Foliage Identification/Culture and Care (2)
Lec-2, field trips
Repeat: max. 4 units
Identification of cut flowers and foliage used in commercial floristry, with emphasis on post-harvest care and handling, vase life, wholesale packaging, pricing, and uses in floral designing. CSU

R F 82. Interior Plant Identification (2)
Lec-2, field trips
Identification of indoor/tropical house plants used in commercial floristry, with emphasis on post-harvest care and handling, culture, wholesale packaging, pricing, and uses in floral design. CSU
R F 84. Flower-Shop Operations (3)
Lec-3, field trips
Principles and practices of flower-shop operation including salesmanship, types of shops, merchandising, buying, advertising, delivery, and personnel. CSU

R F 85. Introduction to Flower Arranging (2)
Lab-3, field trips.
Repeat: max. 4 units
Students provide own materials.
Introduction to basic flower arranging, flower and foliage use, care and handling of fresh materials, use of everlasting materials, flower forms, types and use of containers. Basic historical periods and styles of decorating for beginners. CSU

R F 86. Oriental Style Flower Arranging (1.5)
Lec-1, lab-2, field trips
Repeat: max. 6 units
Students provide own materials.
Overview, understanding and appreciation of oriental style flower arrangement, known generally as Ikebana. Emphasis on principles of designs, experimentation, technique, exploration, and critique intended to develop creativity and manipulative ability. CSU

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

R F 98. Work Experience (1-4)
Conf-1, work-5 (ea unit)
PREREQ: APPROVAL OF RF WORK EXPERIENCE COORDINATOR
Repeat: max. 6 units
A supervised work experience program including work with pay, at an approved retail flower shop. Designed to provide the student with an opportunity to learn and practice skills with instructor and professional guidance. CSU

Ethnic Studies


Announcement of Curricula

General Information

The Fashion Department is dedicated to teaching the requisite skills needed for success in all aspects of the fashion industry. The curricula offer students interested in careers in fashion merchandising, design and image consulting, specialized programs and training for career advancement and employment.

Admission. Enrollment is open to all interested students.

Degree Curriculum. The Degree Curriculum in Fashion Merchandising, a two-year course of study, offers students a degree (35-36 units) in Fashion Merchandising. The combination of classroom instruction coordinated with part-time off-campus employment, is designed to help students advance to mid-management positions in the retail, manufacturing and wholesaling industry.

Fashion Merchandising Major

Upon completion of the Curriculum in Fashion Merchandising, a two-year course of study, students will be qualified to work as sales associates, merchandise specialists, retail managers, retail buyers and assistant buyers, visual merchandisers, stylists, fashion show producers, special events consultants, fashion coordinators, fashion writers and publicists, fashion forecasters, show room assistants, and bookers in modeling agencies. All positions include working for department stores, specialty stores, boutiques, private companies, as well as working as entrepreneurs.

Classes include all areas of the fashion merchandising field and are designed to give students exposure to a variety of fashion experiences. A Major in Fashion Merchandising gives students improved job prospects.
Students who complete each of the following courses, and complete the Graduation requirements for the AA Degree, will satisfy the requirements of the Fashion Merchandising Major.

Courses Required for the Major in Fashion Merchandising

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BSMA 66 or 68 Bus Math or Math of Bus</td>
<td>4 or 3</td>
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<tr>
<td>FASH 22 Textile Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FASH 42 Intro to Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>FASH 44 Fash Retail Buying</td>
<td>3</td>
</tr>
<tr>
<td>FASH 46 Fashion Merchandising</td>
<td>3</td>
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<tr>
<td>FASH 47 Fashion Coordination</td>
<td>3</td>
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<tr>
<td>FASH 48 Fashion Show Production</td>
<td>3</td>
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<tr>
<td>FASH 49 Visual Merchandising</td>
<td>3</td>
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<tr>
<td>FASH 50 Business of Modeling</td>
<td>3</td>
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<tr>
<td>FASH 53 Fashion Forecasting</td>
<td>3</td>
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<tr>
<td>FASH 54A Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 56 Fashion Writing and Publicity</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Field Work in Fashion</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Work Experience</td>
<td>3</td>
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</table>

Additional graduation requirements

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSMA 66 Business Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>BSMA 68 Mathematics of Business</td>
<td>3</td>
</tr>
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<td>3</td>
</tr>
<tr>
<td>FASH 60 Field Work in Fashion Merchandising</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Work Exp. in the Fashion Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

Fashion Design Certificate*

*The program is pending state approval.
Please refer to the online version of the Catalog

Fashion Merchandising

The Certificate of Achievement in Fashion Merchandising (40-41 units) fulfills the needs of two groups: those who desire to prepare for employment in the fashion merchandising field and those currently employed who wish to improve their on-the-job skills in this industry.

Courses Required for the Certificate of Achievement in Fashion Merchandising:

<table>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>FASH 60 Field Work in Fashion Merchandising</td>
<td>1</td>
</tr>
<tr>
<td>FASH 61 Work Exp. in the Fashion Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................... 40-41

Recommended Electives. ACCT 1, 50; ART 101-108, 138; BSEN 70, 74; FASH 23 ; MRKT 122, 140, 148, 170; MABS 101, 405 406; SPCH 11, 12; SMBS 135; SMBU 9415, 9421.

Image Consulting Certificate

The Image Consulting Program is designed to prepare students for careers as image consultants, personal shoppers, stylists, sales associates. They can either work independently or for a retailer. Coursework will incorporate skills such as color and wardrobe selection, figure analysis, and setting up a business.

Courses Required for the Certificate of Accomplishment in Image Consulting:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 45A Image Consulting</td>
<td>3</td>
</tr>
<tr>
<td>FASH 45B Advanced Image Consulting</td>
<td>3</td>
</tr>
<tr>
<td>FASH 47 Fash Coordination</td>
<td>3</td>
</tr>
<tr>
<td>FASH 54A Fashion Styling</td>
<td>3</td>
</tr>
<tr>
<td>FASH 60 Fashion Field Work</td>
<td>1</td>
</tr>
<tr>
<td>FASH 62 Work Experience in Image Consulting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................... 16

Recommended Electives. ART 125A, 125B, 126; BSEN 70; BSEN 74; SMBS 135; MABS 60

Textiles Certificate*

*The program is pending state approval.
Please refer to the online version of the Catalog
Textile and Fabric Design Noncredit Certificate

The fashion technology courses and certificates teach the skills needed in fashion sewing, alteration, textile and fabric design and formation, and upholstery.

Course                  Hours
FASH 6006 Expanded Woven Design ....................... 72
FASH 6008 Weaving Tapestry ................................. 72

Plus ONE elective course from the following:
FASH 6005 Weaving-Beginning............................. 70
FASH 6007 Art Weaving ........................................... 70
FASH 6025 Quiltmaking ........................................... 54
FASH 6027 Surface Design-3-dimensional .......... 54

Total Units ..............................................198-214

Announcement of Courses

NOTE: Some courses include a materials fee.

CREDIT, DEGREE APPLICABLE COURSES:

FASH 15A. Apparel Construction I (3)
Lec-2, lab-3 P/NP available
Repeat: max. 6 units
A beginning course utilizing basic principles and concepts in the clothing field. Emphasis on skills and techniques, pattern analysis, selection, fitting and construction processes. Students will construct 2-3 garments. CSU
Formerly CASC 15A.

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

FASH 15C. Apparel Construction III (3)
Lec-2, lab-3 P/NP available
PREREQ: FASH 15B OR DEMONSTRATED SKILLS
Repeat: max. 9 units
Students will learn the specialized skills needed to design and create tailored and structured garments using traditional hand methods and industry shortcuts. Course will include elements and proper fit of a tailored garment, choosing appropriate materials, as well as creating shape with tailoring techniques. CSU

FASH 21. Fashion Careers (1)
Lec-1, field trips
An overview of career opportunities within the fashion industry, with specific guidelines to assist students who are looking for ways to direct their interests and talents. CSU

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

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

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

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

FASH 25C. Weaving III (3)
Lec-2, lab-3, field trips P/NP available
PREREQ: FASH 25B
Repeat: max. 9 units
In further developing the students’ knowledge of weave structures, emphasis is placed on theory and design. A major focus will be integrated surface design techniques with woven cloth to create signature fabrics. CSU

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

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

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

FASH 29. Pattern Grading (1)
Lec-.5, lab-1.5, field trips P/NP available
Theories and techniques for grading patterns into multiple sizes,
including principles of fit, how the body grows, and various size ranges. Conventional methods are used to practice the basic principles of grading on a variety of pattern types. CSU
Formerly CASC 29.

FASH 33. Design Portfolio in Fashion (3)
Lec-2, lab-3  P/NP available
**Prereq.:** FASH 35A or CASC 35
Repeat: max. 9 units
Prepares the student in the presentation of their work in a professional portfolio for the purpose of employment. Selection of illustrations for style and medium, types of portfolios available, and overall professional presentation standards will be covered. CSU Formerly CASC 33.

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

FASH 35 A. Fashion Illustration I (3)
Lec-2, lab-3
Repeat: max. 6 units
Drawing of the fashion figure including working sketches. The clothed figure in motion with emphasis on textile characteristics, color mediums, and construction details. Development of a personal illustration style and a portfolio. CSU Formerly CASC 35 or ART 138.

FASH 35B. Fashion Illustration II (3)
Lec-2, lab-3  **Prereq.:** FASH 35A
Repeat: max. 6 units
Students will learn to expand on their artistic renderings, flat sketches, coloration and textile interpretations by using computer programs. The human figure in fashion proportions will be drawn from every angle and will be clothed in a variety of garments. Designs for men, women, and children will be explored and created. CSU

FASH 36. Principles of Fashion Design (3)
Lec-3, field trips  P/NP available
Repeat: max. 6 units
Basic design principles examined as they apply to clothing for women, men, and children. Includes design modifications as required by fabric and figure characteristics. Relates design problems to current aesthetic trends and use of the garment. CSU Formerly CASC 36.

FASH 37. Pattern Design II (3)
Lec-2, lab-3, field trips  P/NP available
**Prereq.:** FASH 26 or demonstration of FASH 26 exit skill
Repeat: max. 6 units
Continuation of techniques for pattern development, with an emphasis on industry production skills. Techniques covered include the development of more complex designs, patterns for stretch fabric, and use of the computer to create original patterns. CSU Formerly CASC 37.

FASH 42. Introduction to Fashion Industry (3)
Lec-3, field trips
An overview of the fashion industry that prepares students to be on the cutting edge of what is happening. Emphasis will be on the economic, political, sociological, technological and psychological environment that affects why fashion changes and evolves. The role of manufacturers, designers and retailers in the fashion business will be explored along with the elements of fashion marketing. CSU

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

FASH 44. Merchandising—Retail Buying (3) sp
Lec-3, field trips
The merchandising functions of the modern retail store, with emphasis on planning and control, buying and pricing, and receiving and selling merchandise. CSU

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

FASH 45B. Advanced Image Consulting (3)
Lec-3, field trips  P/NP available
**Prereq.:** FASH 45A
Provides advanced knowledge and skills in the preparation of becoming an Image Consultant. Emphasis is placed on techniques of wardrobe planning and consultation, public relations, marketing and business operations for an image consulting business. CSU

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

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

FASH 48. Fashion Show Production (3)
Lec-3, field trips  **Prereq.:** FASH 47
*Strongly recommended for all fashion merchandising majors.* Preparation and execution of a complete fashion show, from concept to runway, for a specific firm and audience; on and off campus production. CSU

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

FASH 50. The Business of Modeling (3)
Lec-3, field trips
Fundamentals of and practices in training for a career in modeling and fashion coordination, with emphasis on developing the ability to identify specific skills requisite to the industry. CSU
FASH 51. Creating a Garment Business (3)
Lec-3, field trips
A study of the organization and creation of a garment business. CSU

FASH 53. Fashion Forecasting (3)
Lec-3, field trips
P/NP available
The theories and frameworks underlying forecasting in the textile and apparel industry. The factors involved in planning and presenting the forecast. Emphasis on using print, Internet and broadcast information in competitive analysis. CSU

FASH 54A. Fashion Styling (3)
Lec-3, field trips
P/NP available
This course explores the skills required for “styling” outfits (choosing accessories to project fashion image), whether for photography, video, film and commercials, visual merchandising or fashion shows. Emphasis on identifying the many styling images and methods used in promoting fashion. CSU

FASH 54B. Advanced Fashion Styling (3)
Lec-3, field trips
P/NP available
Prereq.: FASH 54A
This hands-on, field-based course teaches the skills required of various types of professional stylists. Students will be guided through the process of developing a professional styling portfolio which they can present to prospective clients. CSU

FASH 55. Icons of Contemporary Fashion (3)
Lec-3, field trips
An overview of the key movements and innovations in fashion through the exploration of the work of the most influential and original contemporary designers. Emphasis will be on crucial shifts in style within their socio-economic, political and cultural contexts. CSU

FASH 56. Fashion Writing and Publicity (3)
Lec-3, field trips
The field of fashion writing and publicity offers a great diversity of careers in fashion, textiles and home furnishings markets. Students will learn how to write fashion reports, press releases, photo captions, fashion show and web scripts, commercials for radio and television as well as create press kits. CSU

FASH 57. Fabric Glossary (1)
Lec-1, field trip
P/NP available
Merchandising students will learn how to identify fashion fabrics and to determine the suitability of these fabrics to various styles of clothing. CSU

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

FASH 61. Work Experience in Fashion Industry (3)
Work-15
P/NP available
Prereq.: Approval of FASH Experience Coordinator
The content of this course involves student work experience in the industry. The course requirements include three coordinating conferences per semester and individual meetings by arrangement. CSU

FASH 62. Work Experience in Image Consulting (3)
Work-15
P/NP available
Prereq.: Approval of FASH Work Experience Coordinator
Repeat: max. 6 units
This course involves student work experience in which the college procures a position for the student. Course requirements include a minimum of one orientation lecture, one job-site visit with the employer, one job-site visit with the student, and a semester end conference between the student and the employer where the students will submit a weekly log of their work experience. Fifteen hours weekly of non-paid off-campus work experience. CSU

FASH 63. Fashion Design and Production Internship (2)
Work-10
The student, upon completion of the required course work in Fashion Design and Production, qualifies for placement as an intern with a local manufacturer or designer. The student will experience actual working conditions and problems from design to finished product. CSU
Formerly CASC 50.

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

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

FASH 66. Lingerie Design and Construction (3)
Lec-2, lab-3, field trips
P/NP available
Repeat: max. 6 units
Development of original designs and construction of all types of intimate apparel. Pattern-making and specialized sewing techniques emphasizing the calculations necessary for the successful production of finely calibrated garments. CSU

FASH 67. Computer Assisted Fashion Design (3)
Lec-2, lab-3, field trips
Prereq.: FASH 26
Repeat: max. 6 units
An overview of the capabilities and functions of computer assisted fashion design software used to digitize existing and new grade sizes as well as mark fashion patterns for production cutting. Emphasis on the global usage and application of this software. CSU

FASH 68. Copying Couture (1)
Lec-1
Prereq.: FASH 15A or Demonstration of FASH 15A Exit Skills
Students will learn how to analyze the design elements, fabrics, embellishments and construction techniques used in couture garments, and how to integrate them into their own designs. The specialized skills needed to generate a pattern from an existing garment while the garment is still intact will also be covered. CSU
FASH 6006. Expanded Woven Design (72 hrs)
Formerly CASC 6005.

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

FASH 6008. Weaving Tapestry (72 hrs)
Integrating traditional Aubusson tapestry techniques with contemporary techniques and materials. All levels: beginning - samplers; intermediate - cartoons; advanced - approved, pre-planned pieces.
Formerly CASC 6008.

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

FASH 6025. Quiltmaking (54 hrs)
Develop/improve skills in sewing, design, pattern drafting, applique, patchwork and quilting. Beginning students construct a sampler quilt. Intermediate/advanced students work on individually designed projects.
Formerly CASC 6025.

FASH 6027. Surface Design - 3-dimensional (54 hrs)
Applications of design on fabric via painting silk screening, airbrushing, stenciling, blueprinting, marbleizing and sculpting. Pattern drafting for 3 dimensional objects: figures, animals, boxes, masks, headdresses and footwear. Emphasis on color and design.
Formerly CASC 6027.

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

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

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

FASH 6052. Apparel Art Lab (35 hrs)
making. Pattern designing is emphasized. Formerly CASC 6052.

FASH 6055. Upholstery Trade (90 hrs)
Upholstering as a trade. Focusing on the skills necessary for upholstering new and existing residential and commercial upholstered furniture. Upholstering as a professional business - wholesale or retail, including fabric and pattern layout, sewing. Formerly CASC 6055.

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

Film

See Cinema

Foreign Languages
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula

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

General Information
City College offers language and culture courses in nine languages: American Sign Language, Chinese (both Cantonese and Mandarin), French, German, Italian, Japanese, Pilipino, Russian and Spanish. Besides being excellent intellectual training and meeting transfer requirements, language courses allow you to add an international dimension to your abilities including international business and international relations, help you communicate with the peoples of the world and understand their cultures. Students often major or minor in languages in conjunction with majors in other areas.

In foreign language courses, the course numbers and letters follow in sequence. A student who has completed a course with a grade of A, B, C, or P may not re-register for the same course (unless repetition is specifically permitted), nor may he/she register for a course with a lower number or letter unless otherwise indicated. Chinese, French, German, Japanese, and Spanish offer an advisory placement test to help students determine their level of language ability. Following consultation with the advisor in that language, the student may sign an agreement which will permit the granting of credit for the previous level course of that language, provided the student enrolls in the recommended level and completes the course with a grade of A or B. For further information contact the Foreign Language Department.

Learning Outcomes
Given the structures and vocabulary included in each course, students will be able to:
- Understand spoken and written language;
- Speak with reasonable accuracy and pronunciation;
- Develop their understanding of other cultures and customs;
- Write in the language appropriate to the level studied.

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

For short term noncredit foreign language classes, contact the Continuing Education Coordinator, 561-1860.

French Major

Program Information. The French program provides instruction in developing a student’s ability to communicate in French, both written and oral, through the intermediate level and to gain a knowledge of francophone cultures throughout the world. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

Degree Curriculum. The Degree Curriculum in French is a two-year course of study designed to build a strong language foundation as well as expose students to francophone cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in French.

Courses Required for the Major in French
Students must complete a minimum of 15 units chosen from

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>FREN 1 or 1A+1B Elementary French</td>
<td>5 or 6</td>
</tr>
<tr>
<td>FREN 2 or 2A+2B Cont. of Elem. French</td>
<td>5 or 6</td>
</tr>
<tr>
<td>FREN 3A+3B Intermediate French</td>
<td>6</td>
</tr>
<tr>
<td>FREN 4 Cont. of Intermediate French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 5 Adv. French: Conv. on French Literature and Culture</td>
<td>3</td>
</tr>
<tr>
<td>FREN 9 French Lit. in Transl</td>
<td>3</td>
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</table>

An additional three (3) units must be completed from the following courses:

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<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 10B Beginning Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10C Intermediate Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10D Cont. of Intermed. Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10E Cont. of Intermed. Conv. French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 41 Culture and Civilization France</td>
<td>3</td>
</tr>
<tr>
<td>FREN 42 Contemporary French Culture &amp; Civ</td>
<td>3</td>
</tr>
<tr>
<td>FREN 11A-11B Advanced Conv. French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 21 French for Business</td>
<td>3</td>
</tr>
<tr>
<td>FREN 39A-39B-39C French Lit. in Transl</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Total Units ................................................. **18**

French Certificate

The Certificate of Accomplishment in French provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in French. Each course
must be completed with a final grade of C or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in French

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1 Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>or FREN 1A-1B Elementary French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 2 Continuation of Elementary French</td>
<td>3-3</td>
</tr>
<tr>
<td>or FREN 2A-2B Continuation of Elem French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 3 Intermediate French</td>
<td>3</td>
</tr>
<tr>
<td>or FREN 3A-3B Intermediate French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 4 Continuation of Elem French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 5 Adv French: Conv on French Lit and Cul</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 10A Beginning Conversational French</td>
<td>3</td>
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<tr>
<td>FREN 10B Cont of Beg Conversational French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10C Intermediate Conversational French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10D Cont of Inter Conversational French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 10E Cont of Inter Conversational French</td>
<td>3</td>
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<tr>
<td>FREN 11A, 11B Adv Conversational French</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 20 Independent Studies</td>
<td>1</td>
</tr>
<tr>
<td>FREN 21 French for Business</td>
<td>3</td>
</tr>
<tr>
<td>FREN 22 Grammar Review and Composition</td>
<td>3</td>
</tr>
<tr>
<td>FREN 23 French Phonetics</td>
<td>3</td>
</tr>
<tr>
<td>FREN 39A-39B-39C French Lit in Transl</td>
<td>3-3</td>
</tr>
<tr>
<td>FREN 41 Culture and Civilization of France</td>
<td>3</td>
</tr>
<tr>
<td>FREN 42 Contemporary French Culture and Civ</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 15

Announcement of Courses

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

A placement test in French is available for guidance in selecting the appropriate course. For information, call 239-3223. Total beginners in French should select from French 1, 1A or 10A.

CREDIT, DEGREE APPLICABLE COURSES:

FREN 1. Elementary French (5)
Lec-5, lab-2
P/NP available
Advise: ENGL 93 or 94; or ESL 160 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course.

Beginner’s course. Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC

FREN 1A-1B. Elementary French (3-3)
Lec-3, lab-2
P/NP available
Advise: For FREN 1A: ENGL 93 or 94; or ESL 160 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Prereq.: For FREN 1B: FREN 1A or demonstration of FREN 1A exit skills

Grammar, composition, and reading. Practice in speaking and understanding French. CSU/UC

FREN 1A+1B = FREN 1

FREN 2. Continuation of Elementary French (5)
Lec-5, lab-2
P/NP available
Prereq.: FREN 1 or 1B or demonstration of FREN 1/1B exit skills

Second semester course. Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. CSU/UC

FREN 2A-2B. Continuation of Elementary French (3-3)
Lec-3, lab-2
P/NP available
Prereq.: For FREN 2A: FREN 1 or 1B or demonstration of FREN 1/1B exit skills.
Prereq.: For FREN 2B: FREN 2A or demonstration of FREN 2A exit skills

Continuation of elementary grammar, composition and reading. Continued practice in speaking and understanding French. CSU/UC

FREN 2A+2B = FREN 2

FREN 3. Intermediate French (5)
Lec-5, lab-1
P/NP available
Prereq.: FREN 2 or 2B or demonstration of FREN 2/2B exit skills

Non-sequential

Review of grammar and composition; reading of cultural materials. Constant practice in the use and comprehension of the spoken language. Conducted in French. CSU/UC

FREN 3A-3B. Intermediate French (3-3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 2 or 2B or demonstration of FREN 2/2B exit skills

Total Units: 15

FREN 4. Continuation of Intermediate French (3)
Lec-3, lab-1
P/NP available
Prereq.: FREN 3 or 3A+3B or demonstration of FREN 3 or 3A+3B exit skills

Fourth semester course. Reading of representative literary works; review of grammar and composition. Increased emphasis on speaking. Conducted in French. CSU/UC

FREN 5. Advanced French: Conversation on French Literature and Culture (3)
Lec-3, lab-2, field trips
P/NP available
Prereq.: FREN 2/2B or demonstration of FREN 2/2B exit skills

Advis: FREN 3 or 3B

Reading in and discussion of French literature and culture. Exclusively oral training to acquire greater command of the spoken language through building vocabulary, improving pronunciation and expressing ideas in a more natural manner. CSU

FREN 10A. Beginning Conversational French (3)
Lec-3, lab-2
P/NP available
Repeat: max. 12 units

Open to all beginning students. Recommended for students enrolled in FREN 1 or 1A. Not open to native speakers of French. Beginner’s course. Extensive oral training in French. Emphasis on practical vocabulary and idiom rather than formal grammar and literature. CSU

FREN 10B. Continuation of Beginning Conversational French (3)
Lec-3, lab-2
P/NP available
Prereq.: FREN 10A or demonstration of FREN 10A exit skills
Repeat: max. 12 units
Not open to native speakers of French. Recommended for students enrolled in FREN 2 or 2A.

Second semester course. Continuation of extensive oral training in French. Emphasis on practical vocabulary and idiom rather than formal grammar and literature. CSU

FREN 10C. Intermediate Conversational French (3)
Lec-3, lab-2
PreReq.: FREN 10B or demonstration of FREN 10B exit skills
Repeat: max. 12 units
Not open to native speakers of French. Recommended for students enrolled in FREN 2 or 2A.
Continuation of extensive oral training in French. Designed for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

FREN 10D. Continuation of Intermediate Conversational French (3)
Lec-3, lab-2
PreReq.: FREN 10C or demonstration of FREN 10C exit skills
Repeat: max. 12 units
Not open to native speakers of French. Recommended for students enrolled in FREN 2B or 3A or 3B.
Continuation of extensive oral training in French for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

FREN 10E. Continuation of Intermediate Conversational French (3)
Lec-3, lab-2
PreReq.: FREN 10D or demonstration of FREN 10D exit skills
Repeat: max. 12 units
Not open to native speakers of French. Recommended for students enrolled in FREN 3 or 3B.
Continuation of extensive oral training in French for students who wish to continue acquiring more advanced skills of the spoken language with a minimum of formal grammar. CSU

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

FREN 20. Independent Studies in French (1)
Lec-1
PreReq.: FREN 3A, 3B, or 4 or demonstration of FREN 3A/3B/4 exit skills
May not be offered every semester.
Repeat: max. 3 units
An individualized study program for improving reading and writing skills in the French language. CSU (UC upon review)

FREN 21. French for Business (3)
Lec-3
PreReq.: FREN 2 or 2B or demonstration of FREN 2/2B exit skills
May not be offered every semester.
Intermediate course in basics of financial and business vocabulary, business correspondence skills and French business practices. CSU

FREN 22. Grammar Review and Composition (3)
Lec-3, lab-2
PreReq.: FREN 4 or demonstration of FREN 4 exit skills
May not be offered every semester.
Advanced review of grammar and composition with attention to style, vocabulary development, and more advanced grammatical structure, taught entirely in French. CSU/UC

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

FREN 39A-39B-39C. French Literature in Translation (3-3-3)
Lec-3
PreReq.: ENGL 96 or placement in ENGL 1A
Non-sequential
No knowledge of French required.
Reading of representative works in English translation. CSU/UC
39A. French literature of the 19th century.
39B. French literature of the 20th century.
39C. French literature of the 17th and 18th centuries.

FREN 41. Culture and Civilization of France (3)
Lec-3
PreReq.: ENGL 96 or placement in ENGL 1A
Non-sequential
No knowledge of French required.
May not be offered every semester.
The history, geography, social institutions, literature, art, architecture, and music of France from their beginnings to the First World War. CSU/UC

FREN 42. Contemporary French Culture and Civilization (3)
Lec-3
PreReq.: ENGL 96 or placement in ENGL 1A
Non-sequential
No knowledge of French required.
May not be offered every semester.
Aspects of French culture and civilization from the entre-deux-guerres period to the present. Insights into the historical and traditional forces which have contributed to the current and emerging conditions of France. CSU/UC

Gay, Lesbian and Bisexual Studies

See Lesbian, Gay, Bisexual, and Transgender Studies

Geography

See Earth Sciences listings

Geology

See Earth Sciences listings.
German Certificate

The Certificate of Accomplishment in German provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in German. Each course must be completed with a final grade of C or higher or Credit. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in German

Core Courses

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM 1 Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>or GERM 1A-1B Elementary German</td>
<td>3-3</td>
</tr>
<tr>
<td>GERM 2 Continuation of Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>or GERM 2A-2B Continuation of</td>
<td></td>
</tr>
<tr>
<td>Elementary German</td>
<td>3-3</td>
</tr>
<tr>
<td>GERM 3 Intermediate German</td>
<td>5</td>
</tr>
<tr>
<td>or GERM 3A-3B Intermediate German</td>
<td>3-3</td>
</tr>
<tr>
<td>GERM 4 Continuation of Intermediate German</td>
<td>5</td>
</tr>
<tr>
<td>or GERM 4A-4B Continuation of Intermediate German</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

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

A placement test in German is available for guidance in selecting the appropriate course. For information, call 239-3223.

GERM 1. Elementary German (5)

Lec-5, lab-2 P/NP available
Advis: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Beginner’s course: Grammar, composition, and reading; practice in speaking and understanding German. CSU/UC

GERM 1A-1B. Elementary German (3-3)

Lec-3, lab-2 P/NP available
Prereq.: GERM 1B: GERM 1A OR DEMONSTRATION of GERM 1A EXIT SKILLS.
Advis: ENGL 93 or 94; or ESL 160 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Grammar, composition and reading; practice in speaking and understanding simple German. CSU/UC
GERM 1A + GERM 1B=GERM 1

GERM 2. Continuation of Elementary German (5)

Lec-5, lab-2 P/NP available
Prereq.: GERM 1 or 1B or Demonstration of GERM 1/1B EXIT SKILLS.
Second semester course. Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC
GERM 2A-2B. Continuation of Elementary German (3-3)

Lec-3, lab-2 P/NP available
Prereq.: For GERM 2A: GERM 1 or 1B or Demonstration of GERM 1/1B EXIT SKILLS.
Prereq.: For GERM 2B: GERM 2A or Demonstration of GERM 2A EXIT SKILLS.
Continuation of elementary grammar, composition and reading; practice in speaking and understanding German. CSU/UC
GERM 2A + GERM 2B=GERM 2

GERM 3. Intermediate German (5)

Lec-5, lab-1 P/NP available
Prereq.: GERM 2 or 2B or Demonstration of GERM 2/2B EXIT SKILLS.
Third semester course. Introduction to the reading of German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC

GERM 3A-3B. Intermediate German (3-3)

Lec-3, lab-1 P/NP available
Prereq.: GERM 2 or 2B or Demonstration of GERM 2/2B EXIT SKILLS.
GERM 3A is not a prerequisite for GERM 3B. These courses may be taken non-sequentially.
Introduction to the reading of German prose. Grammar review and composition; constant practice in the use and comprehension of the spoken language. CSU/UC
GERM 3A + GERM 3B=GERM 3

GERM 4. Continuation of Intermediate German (5)

Lec-5, lab-1 P/NP available
Prereq.: GERM 3 or GERM 3A+3B or Demonstration of GERM 3/3A+3B EXIT SKILLS.
Extensive and intensive reading of modern German prose. CSU/UC

GERM 4A-4B. Continuation of Intermediate German (3-3)

Lec-3, lab-1 P/NP available
Prereq.: GERM 3 or GERM 3A+3B or Demonstration of GERM 3/3A+3B EXIT SKILLS.
GERM 4A is not a prerequisite for GERM 4B. These courses may be taken non-sequentially.
Extensive and intensive reading of modern German prose. CSU/UC
GERM 4A + GERM 4B=GERM 4

GERM 10A-10B. Beginning Practical Spoken German (3-3)

Lec-3, lab-2 P/NP available
Prereq.: For GERM 10B: GERM 10A or Demonstration of GERM 10A EXIT SKILLS.
Not open to native speakers of German
Extensive oral training in German; emphasis on practical vocabulary and conversational idiom. CSU

GERM 10C. Intermediate Conversational German (3)

Lec-3, lab-2 P/NP available
Prereq.: GERM 10B or Demonstration of GERM 10B EXIT SKILLS.
Graphic Communications
Office: Visual Arts 141
Phone Number: (415) 239-3481
Web Site: www.ccsf.edu/Departments/Graphic_Communications/

Announcement of Curricula

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

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

Graphic Design Major

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

The Graphic Design emphasis was created to provide students with a strong foundation in the fundamental aspects of the designer's art. Students develop creativity and ideation skills, learn the elements of communication design and then apply this knowledge to a wide range of design problems. Communication in all forms—visual, verbal and written—is stressed. The program has a unique, hands-on approach, integrating conceptual design studies with traditional and digital tools and production methods. In the fourth semester, students have the opportunity to further develop their skills through an in-house internship program that provides quality communications pieces to the campus community. An elective work experience course allows students to broaden their design vocabulary through supervised work in local design firms.

This course of study is designed so that students may satisfy the requirements for graduation from the College. Students are encouraged to meet with a program advisor to discuss program planning and articulation agreements for continued study.

Courses Required for the Major in Graphic Design

First Semester
Course                                   Units

- GRPH 21 Visual Literacy
  or DSGN 101 Design Fundamentals .......... 3
- GRPH 23 Orientation to Design and GraphComm...... 2
- GRPH 25 Intro. to Mac Graphics............... 3
- GRPH 27 Survey of Print Production .......... 3
- Additional graduation requirements

Second Semester

- GRPH 35 Graphic Design ...................... 3
- GRPH 53A Basic Typography ................... 3
- GRPH 78 Digital Scanning and Correction .... 2
- GRPH 99A Beginning QuarkXPress ............. 3
- Additional graduation requirements

Third Semester

- GRPH 36 Publication Design ................ 3
- GRPH 53B Typographic Design ................ 3
- GRPH 100A Beginning Adobe Illustrator ....... 3
- Graphic Communications electives* .......... 2
- Additional graduation requirements

Fourth Semester

- GRPH 37 Advanced Graphic Design .......... 3
- GRPH 68 Design & Prepress Production Lab.... 3
- GRPH 98A Beginning Adobe Photoshop ....... 3
Print Production Major

Associate in Science Degree in Print Production. Print Production is a dynamic and rapidly-evolving industry, thanks to the integration of digital workflow in print manufacturing. Students seeking a degree in print production will learn both traditional and digital skills so they will be versed in the concepts and processes of the print manufacturing as it exists today. Each area of production has basic concepts introduced using traditional production methods, followed by advanced study using digital tools. All classes are taught with industry standards as guide. Advanced students have the opportunity to develop their skills in an in-house internship program that provides quality print pieces to the campus community. An elective work experience course allows students to broaden their production knowledge through supervised work in local printing firms.

Students successfully completing the program are qualified for entry-level employment in service bureaus, prepress houses, small and large printing companies, bindery shops, and other allied businesses.

This course of study is designed so that students may satisfy the major requirements for graduation from the College. Prospective students are encouraged to meet with a program advisor to discuss program planning and articulation agreements for continued study.

Courses Required for the Major in Print Production

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 21 Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>or DSGN 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 23 Orientation to Design and Grph Comm</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 25 Intro. to Mac Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 27 Survey of Print Production</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>GRPH 53A Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 78 Digital Scanning and Correction</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 99A Beginning QuarkXPress</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 70A Electronic Imposition</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 72A Offset Press Operations</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 98A Beginning Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 100A Beginning Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>or GRPH 99B Adv InDesign/QuarkXpress</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>GRPH 60 Product Finishing</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 68 Design &amp; Prepress Production Lab</td>
<td>3</td>
</tr>
<tr>
<td>GRPH electives*</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional graduation requirements

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

*Graphic Communications Electives (Prepress)

GRPH 40, 67, 72B, 98B, 99B, 100B, 130, 147, 148, 198, 199

Certificate Curricula

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

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

Collaborative Design Certificate*

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration.

* See Interdisciplinary Studies section of the Catalog.

Digital Printing and Publishing

Courses Required for the Certificate of Accomplishment in Digital Printing and Publishing

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 25 Intro to Mac Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 40 Digital Printing and Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNIT 100 Intro to Computers Using PCs</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 60 Product Finishing</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 69 Press Production Laboratory</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ........................................ 17

Suggested electives. GRPH 72A, GRPH 147

Production Art Certificate

Courses Required for the Certificate of Achievement in Production Art

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 21 Visual Literacy</td>
<td>3</td>
</tr>
<tr>
<td>or DSGN 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 23 Orient to Design &amp; Graph Comm</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 25 Intro to Mac Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 27 Survey of Print Production</td>
<td>3</td>
</tr>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 35 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 53A Basic Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 98A Beginning Adobe Photoshop</td>
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<tr>
<td>GRPH 101A Beginning Adobe InDesign</td>
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Third Semester

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GRPH 53B Typographic Design</td>
<td>3</td>
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<tr>
<td>GRPH 78 Digital Scanning and Color Correction</td>
<td>2</td>
</tr>
<tr>
<td>GRPH 101B Advanced Adobe InDesign</td>
<td>3</td>
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</tbody>
</table>
GRPH 100A Beginning Adobe Illustrator ...............3

Fourth Semester
GRPH 68 Design & Prepress Production Lab.............3
GRPH 98B Advanced Adobe Photoshop ..................3
GRPH 100B Advanced Adobe Illustrator .................3
Total Units .............................................43

Press and Finishing

Courses Required for the Certificate of Accomplishment in Press and Finishing

First Semester
Course Units
GRPH 23 Orientation to Design and Grph. Comm......2
GRPH 25 Intro. to Mac Graphics.........................3
GRPH 27 Survey of Print Production ....................3
GRPH 72A Offset Press Operations ......................3
Second Semester
GRPH 60 Product Finishing ................................2
GRPH 72B Adv Offset Press Operations .................3
Total Units .............................................16

Graphics Support Specialist Noncredit Certificate

The program prepares students for entry-level employment in the graphic communication field of various industries, including marketing, advertising, print firms, and communication departments. The program also prepares students for continued study in graphic communications.

Instruction covers visual design and type, page layout, illustration and photo editing software, and related computer skills. The certificate program can be completed in one semester.

Core Course Hours
*GRPH 0921 Design and Type Fundamentals........90
*GRPH 0925 Intro to Mac Graphics ..................90
GRPH 1000 Intro to Adobe Illustrator .................45
GRPH 1008 Intro to Adobe Photoshop ................45
GRPH1009 Intro to InDesign ..........................45
Total Hours.............................................315

*Advise that courses be taken concurrently

Multimedia Studies

The Multimedia Studies Program prepares students for entry-level employment in the multimedia industry. Created as a cooperative effort by many disciplines, the program offers instruction in the design, development, tools, techniques, and production of computer-based interactive multimedia. Teamwork is emphasized, reflecting the interdisciplinary work environment of the multimedia industry.

Certificate of Accomplishment or Achievement. Students may obtain a Certificate in Multimedia Studies by completing the courses in one of the areas listed below. Each course must be completed with a final grade of “C” or higher or pass

Animation Certificate

The Multimedia Studies Animation certificate combines the study of animation, art, graphics, theater and problem-solving with the tools and techniques of communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia animation.

Each course must be completed with a grade of “C” or higher.

Courses Required for Certificate of Achievement in Multimedia Studies: Animation

First Semester
Course Units
MMSP 120 Computer Skills for Multimedia .............3
MMSP 125 Multimedia Content and Form 
or DSGN 101 Design Fundamentals ..................3
ART 130A Basic Drawing ................................3
TH A 143 Character Voices: Voice-Over 
or BCST 120 Audio Production .......................3

Second Semester
MMSP 145 Storytelling/Storyboarding for New Media ...3
MMSP 140 Flash Essentials ............................3
ART 130B Intermediate Drawing .......................3
GRPH 100A Beginning Adobe Illustrator .............3

Third Semester
MMSP 147 3D Imaging with 3D Studio Max ...........3
GRPH 100B Advanced Adobe Illustrator .............3
GRPH 98A Beginning Adobe Photoshop 
or PHOT 60A Beginning Photoshop ..................2-3
MMSP 146 2D Animation with Flash ...................3

Fourth Semester
MMSP 140 Flash Essentials ............................3
MMSP 150 Advanced Multimedia Production 
or MMSP 160 Multimedia Internship/Work Exp 
or BCST 165A Industry Internship 
or MMSP 151 Independent Multimedia Projects ...2-3
MMSP 148 Game Design for Multimedia ...............2
Total Units .............................................39-41

Recommended Electives: ARCH 21; BCST 124, 125,140, 143, 146; CS 183B, 183C;DSGN 110; CINE 24, 54,60, 136; GRPH 98B; MMSP 130, 135A, 149; PHOT 60B

Rich Media Production Certificate

The Multimedia Studies Rich Media Production certificate combines instruction and practice with the concepts, techniques and technology of audio, film and video production for interactive digital media. This course of study prepares students for entry-level positions in multimedia rich media production.

Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Achievement in Multimedia Studies: Rich Media Production

First Semester
Course Units
MMSP 110 Orientation to Multimedia ....................2
MMSP 120 Computer Skills for Multimedia .............3
MMSP 125 Multimedia Content and Form 
or DSGN 101 Design Fundamentals ..................3
Multimedia Studies: Performance Arts

Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Achievement in Multimedia Studies: Performance Arts

First Semester
Course                          Units
MMSP 110 Orientation to Multimedia............... 2
MMSP 120 Computer Skills for Multimedia........... 3
MMSP 125 Multimedia Content and Form
or DSGN 101 Design Fundamentals............... 3
MUS 28 Contemporary Music
or TH A 1 Intro to Theatre ......................... 3

Second Semester
MMSP 130 Multimedia Process and Production ...... 3
MMSP 140 Flash Essentials
or CS 183A Multimedia Tools ..................... 3
MUS 30 Electronic Music Lab ..................... 2
Electives (See below) .................. 3

Third Semester
BCST 124 Digital Audio Production
or MUS 30 Electronic Music Lab ..................... 2
BCST 143 Digital Video Editing
or BCST 144 Desktop Video/Film
or CINE 56 Introduction to Digital Film Editing.. 3
MMSP 133 DVD Authoring ............................ 3

Fourth Semester
BCST 146 Digital Video Effects
or CINE 136 Special Effects ....................... 3
MMSP 132 Digital Media Distribution ............. 3
BCST 135 Podcasting ................................. 1
MMSP 150 Advanced Multimedia Production
or MMSP 151 Independent Multimedia Projects . 2-3
MMSP 160 Multimedia Internship/Work Experience
or BCST 165A Industry Internship
or MMSP 165 Multimedia Portfolio Development. 2

Total Units ........................................... 41-44

Recommended Electives: BCST 101,103,110,119,125,126,127,131,
133,145,148,149; BSEN 76; CNIT 131 ;CINE 21,30,54,60,76,126;
GRPH 35,98A; MMSP 125; 142
147; MUS 29, 31,44; PHOT 57, 60A; TH A 116,129,143,200

Programming Certificate

The Multimedia Studies Programming certificate includes instruction and practice in specific programming languages and authoring tools. This course of study prepares students for entry level positions in computer programming in the multimedia field.

Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Achievement in Multimedia Studies: Programming

First Semester
Course                          Units
MMSP 110 Orientation to Multimedia............... 2
MMSP 120 Computer Skills for Multimedia........... 3
CNIT 132 Intermediate HTML and XHTML............ 3
CS 160A Introduction to Unix/Linux ................. 2

Second Semester
MMSP 130 Multimedia Process and Production ...... 3
MMSP 140 Flash Essentials
or CS 183A Multimedia Tools ..................... 3
CS 111A Intro to Programming: Java
or CS 110A Intro to Programming: C++ ......... 3
CS 113A Intro to Perl Programming ................. 3

Third Semester
CS 111B Programming Fundamentals: Java........ 3
CS 113B Object Oriented Perl Programming ....... 3
CS 183B Flash Game Programming I ................. 3

Fourth Semester
CNIT 133 Interactive Web Pages .................... 3
MMSP 150 Advanced Multimedia Production
or MMSP 160 Multimedia Internship/Work Experience
or MMSP 151 Multimedia Independent Projects... 2-3
MMSP 165 Multimedia Portfolio Development ...... 2

Total Units ........................................... 38-39

Recommended Electives: BCST 140; CS 111C, 130A, 134,150A,
181, 182, 183C; CINE 24; GRPH35; MMSP 125; 135A;142
Web Design and Graphics Certificate

The Multimedia Studies Web Design and Graphics certificate combines the study of design process and problem solving with the tools and techniques of visual communication for interactive digital media. This course of study prepares students for entry-level positions in multimedia design and production.

Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Achievement in Multimedia Studies: Web Design and Graphics

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMSP 110 Orientation to Multimedia</td>
<td>2</td>
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<tr>
<td>MMSP 120 Computer Skills for Multimedia</td>
<td>3</td>
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<tr>
<td>MMSP 125 Multimedia Content and Form</td>
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<tr>
<td>or DSGN 101 Design Fundamentals</td>
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<tr>
<td>Electives (see below)</td>
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Second Semester

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMSP 130 Multimedia Process and Production</td>
<td>3</td>
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<tr>
<td>GRPH 35 Graphic Design</td>
<td>3</td>
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<tr>
<td>GRPH 98A Beginning Adobe Photoshop</td>
<td>2-3</td>
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<tr>
<td>or PHOT 60A Beginning Photoshop</td>
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<tr>
<td>GRPH 100A Beginning Adobe Illustrator</td>
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Third Semester

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<th>Course</th>
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<tbody>
<tr>
<td>GRPH 140 Graphic Design for New Media</td>
<td>3</td>
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<tr>
<td>GRPH 98B Advanced Adobe Photoshop</td>
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<tr>
<td>or PHOT 60B Intermediate Photoshop</td>
<td></td>
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<tr>
<td>MMSP 140 Flash Essentials</td>
<td>3</td>
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<tr>
<td>or CS 183A Multimedia Tools</td>
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<tr>
<td>MMSP 135A Adv. Web Design with Dreamweaver</td>
<td>3</td>
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Fourth Semester

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMSP 149 Designing Interactive Apps with Flash</td>
<td>3</td>
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<tr>
<td>MMSP 150 Advanced Multimedia Production</td>
<td></td>
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<tr>
<td>or MMSP 160 Multimedia Internship/Work Experience</td>
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<tr>
<td>or BCST 165A Industry Internship</td>
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<tr>
<td>or MMSP 151 Independent Multimedia Projects</td>
<td>2-3</td>
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Total Units ........................................ 39-41

For electives, students must select from the following courses:
- ARCH 21; ART 130; BCST 140; CNIT 131, 132, 133; CS 183B, 183C; CINE 24; GRPH 53A, 99A; 147; MMSP 135B, 146, 147, 148; PHOT 51, 53, 55, 85A

Web Programming (Fast Track) Certificate

The Multimedia Studies Web Programming certificate is a fast track program that combines web site scripting and programming languages with design/animation tools that allow interactivity. Upon completion of this program, students will be prepared for entry-level positions in web site programming.

Each course must be completed with a grade of “C” or higher.

Courses Required for the Certificate of Achievement in Web Programming (Fast Track)

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMSP 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>CS 11 IB Programming Fundamentals: Java</td>
<td></td>
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<tr>
<td>or CS 111A Intro to Programming: Java</td>
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Second Semester

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMSP 130 Advanced Multimedia Production</td>
<td>3</td>
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<tr>
<td>or MMSP 160 Multimedia Internship/Work Experience</td>
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<tr>
<td>or BCST 165A Industry Internship</td>
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<tr>
<td>or MMSP 151 Independent Multimedia Projects</td>
<td>2-3</td>
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Third Semester

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CS 183B Flash Game Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CNIT 133 Interactive Web Pages</td>
<td></td>
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<tr>
<td>or CS 110B Programming Fundamentals: C++</td>
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</tbody>
</table>

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

*Equivalency is available by exam for MMSP 120.

Flash Design and Development Certificate

The program for the Certificate of Accomplishment in Flash Design and Development provides instruction in the fundamental concepts and technical skills needed to design and develop animations, banners, games and web sites with Adobe Flash. Students who complete this certificate will be ready for entry-level or freelance work as a Flash designer and developer.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MMSP 120 Computer Skills for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MMSP 125 Multimedia Content and Form</td>
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</tbody>
</table>

*Equivalency is available by exam for MMSP 120.
A technical print production course designed to provide practical
Lec-2, lab-4, field trips
GRPH 27. Survey of Print Production (3)
covered through lecture and practical exercises. CSU
system software, text formatting, raster and vector graphics will be
fundamentals using Macintosh computers. Computer hardware,
An introductory computer with an emphasis on text and graphic
GRPH 25. Intro to Mac Graphics (3)
and industry leaders. CSU
print production. Guest appearances from practicing professionals
employment in graphic design/illustration, industrial design, and
A survey class designed to acquaint students with areas of study and
GRPH 23. Orientation to Design and Graphic Communications (2)
Lec-2
A survey class designed to acquaint students with areas of study and
employment in graphic design/illustration, industrial design, and
print production. Guest appearances from practicing professionals
and industry leaders. CSU
GRPH 25. Intro to Mac Graphics (3)
Lec-3, lab-1, field trips
An introductory computer with an emphasis on text and graphic
fundamentals using Macintosh computers. Computer hardware,
system software, text formatting, raster and vector graphics will be
covered through lecture and practical exercises. CSU
GRPH 27. Survey of Print Production (3)
Lec-2, lab-4, field trips
A technical print production course designed to provide practical
laboratory projects in graphic arts paste-up, camera, film assembly
and press. Students begin projects in paste-up, using traditional
production techniques, and complete them in the press area. CSU
GRPH 35. Graphic Design (3)
Lec-2, lab-4, field trips
PreReq.: GRPH 21 or ART 125A or MMSP 125
Development of problem-solving and conceptualization skills for
graphic design. Exploration of various design principles and their
applications. Use of design elements, type and image to communica-
tively to a target audience. CSU/UC
GRPH 36. Publication Design (3)
Lec-2, lab-4
PreReq.: GRPH 35; and GRPH 99A or 101A
An intermediate graphic design course focusing on publications and
publication systems. The design process, typographic hierarchies,
grid systems, and the strategies and techniques of publication design
for non-printed and printed materials will be covered. CSU
GRPH 37. Advanced Graphic Design (3)
Lec-2, lab-4, field trips
PreReq.: GRPH 36
An advanced graphic design class focusing on the development of a
personal voice and conceptual approach to design thinking. Topics
include visual language, sequential design, information design and
design writing and research. Design process is emphasized. CSU
GRPH 40. Digital Printing/Publishing (3)
Lec-3, lab-3, field trips
A technical course focusing on digital printing and publishing technol-
yogy using a Xerox Docutech 135 system. Production concepts
and practices including job programming, system features, mainte-
nance, workflow management and customer service. CSU
GRPH 53A. Basic Typography (3)
Lec-3, lab-1, field trips
PreReq.: GRPH 21 or ART 125A or MMSP 125; and GRPH 25 or
MMSP 120
Coreq.: GRPH 99A
Beginning typography with a study of the history, classification, ter-
mology, and use of type in communications. Students will develop
an understanding of type mechanics and design issues through prac-
tical exercises and assignments. CSU
GRPH 53B. Typographic Design (3)
Lec-3, lab-1, field trips
PreReq.: GRPH 53A
Continued study of typography with emphasis on the development of
an awareness of typographic form and structure. The role of
typography in communications will be explored through practical
exercises in typesetting and typographic design. CSU
GRPH 60. Product Finishing (2)
Lec-1.5, lab-1.5, field trips
P/NP available
Advise: GRPH 72A or 40
A survey and analysis of commercial finishing techniques currently
used in print and design production with instruction and practice
operating machinery including paper drills/stitchers, cutters, folders,
packaging equipment and online finishing systems. Instruction on
paper stocks, book imposition, specialty finishing and quality con-
trol assessment. CSU
GRPH 67. Digital Print Production Lab (3)
Lec-2, conf-2, lab-4, field trips
PreReq.: GRPH 25 or MMSP 120; and GRPH 40
Advise: GRPH 60 and CNIT 100
A practical, hands-on course in digital print production. Topics include: digital print networks, preflighting, font management, file management, archiving, customer service, estimating, job programming, and file transmission. Learning through exercises, assignments and document manufacturing. CSU

**GRPH 68. Design and Prepress Production Laboratory (3)**

*Lab-8*

**PreReq.:** GRPH 98A or 99A or 100A

*Repeat: max. 9 units*

A special production laboratory in which advanced students use skills and techniques they have learned in previous courses. Production jobs will range from concept development through design, illustration, typesetting, pasteup, and film assembly, using traditional and electronic tools. CSU

**GRPH 69. Press Production Laboratory (3)**

*Conf-1, lab-7*

**PreReq.:** GRPH 60; AND GRPH 40 or 72A

*Repeat: max. 9 units*

A special production laboratory in which advanced students use the skills and techniques learned in press classes. Production jobs will range from simple one color work to more complex multicolor work. Students will become fluent on all models of presses in the shop. Students will learn methods of product finishing appropriate to the particular job. CSU

**GRPH 70A. Electronic Imposition (2)**

*Lec-2, lab-1*

Instruction in traditional and electronic methods of film assembly. Course work will include current imposition applications and the use of the image setter for outputting film. Practice also in masking and proofing film. CSU

**GRPH 72A. Offset Press Operations (3)**

*Lec-2, lab-6, field trips*  

**P/NP available**

A technical course focusing on the operation of the offset press. Instruction and practice in commercial offset printing using direct feed and register board presses. Instructional topics include metal and photo-direct plates, stock types, small press setup, adjustment, troubleshooting and maintenance. Field trips and guest speakers included. CSU

**GRPH 72B. Advanced Offset Press Operations (3)**

*Lec-2, lab-6*  

**P/NP available**

**PreReq.:** GRPH 72A or 27

Advanced instruction and practice in offset press operations, with an emphasis on two color work using T-head and two color equipment. Practice employing quality control devices, such as the densitometer and light box, to monitor ink coverage. CSU

**GRPH 78. Digital Scanning and Correction (2)**

*Lec-2, lab-1*

**PreReq.:** GRPH 25 or MMSP 120

**Coreq.:** GRPH 27

A course covering the theory and practice of scanning and correcting digital imagery for use in commercial printing processes. Line art, gray scale, duotone and process color will be covered. CSU

**GRPH 91-92-93. Selected Topics in Printing (1-2-3)**

*Lec-1, 2, 3; lab-var*  

**P/NP available**

*Repeat: max. 2, 4, 6 units*

In-depth investigation of selected topics in printing. Current issues and innovations; expansion of subjects covered in introductory courses and exploration of new topics. CSU

**GRPH 91A. InDesign for Quark Users**  

**PreReq.:** GRPH 99A; and 98A or 100A

**GRPH 92A. Letterpress Printing**

**GRPH 98A. Beginning Adobe Photoshop (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 25 or MMSP 120

Intensive hands-on course using Adobe Photoshop. A broad understanding of raster image creation and editing is achieved through in-class projects. CSU

**GRPH 98B. Advanced Adobe Photoshop (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 98A

An advanced, hands-on course in Adobe Photoshop. Creative projects are used to help students develop an understanding of Photoshop as a design tool. CSU

**GRPH 99A. Beginning QuarkXPress (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 25 or MMSP 120

**Coreq.:** GRPH 27

**Advis: GRPH 21 or MMSP 125 or ART 125A**

Understanding and use of the most widely used typographic and page makeup programs in print communications; page layout, type specification, manipulation of images from various sources, color separation, combining images and type. CSU

**GRPH 99B. Advanced InDesign QuarkXpress (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 99A or 101A

Continued study and use of current page layout programs for print; advanced typesetting, developing and implementing grid systems in single and multi-page documents, in-depth use of master pages and style sheets, imposition, color separations, trapping, color output for proofing. CSU

**GRPH 100A. Beginning Adobe Illustrator (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 25 or MMSP 120

**Coreq.:** GRPH 27

An introductory course in Adobe Illustrator, covering concepts of vector-based graphics creation. Students reproduce existing images to learn the various tools available within the application. Accuracy and control of Bezier curves is emphasized. CSU

**GRPH 100B. Advanced Adobe Illustrator (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 100A

An advanced course in Adobe Illustrator. Creative projects are used to help students develop a deeper understanding of Illustrator as a design tool. CSU

**GRPH 101A. Beginning Adobe InDesign (3)**

*Lec-3, lab-1*

**PreReq.:** GRPH 25 or MMSP 120

**Advis: GRPH 98A or GRPH 100A or GRPH 27**

An introduction to page layout using Adobe InDesign. Topics include typesetting and text handling, placing and manipulating images, combining type and images, creating objects, using styles and page makeup programs in print communications; page layout, type specification, manipulation of images from various sources, color separation, combining images and type. CSU

**GRPH 101B. Advanced Adobe InDesign (3)**

*Lec-3, lab-3*

**PreReq.:** GRPH 101A

Continued study and use of Adobe InDesign for print; advanced typesetting, creating and applying grids in single and multi-page
documents, in depth use of master pages and styles, tables, transparency, books, imposition, preflight, packaging, and output. CSU

**GRPH 112. Digital Illustration for Fashion (3)**
Lec-3, lab-1
P/NP available
**PREREQ.:** GRPH 25 AND FASH 35B
This course covers techniques in Adobe Photoshop and Illustrator for Fashion Designers. CSU

**GRPH 123A. Industrial Design (3)**
Lec-2, lab-4, field trips
**Lab. fee required**
Historical evolution of industrial design from its inception through present concepts and trends. Student research, sketches and drawings will be used to manufacture products, utilizing various materials such as cardboard, modeling clay, plaster and plastics. Emphasis on technical development, design and problem solving as demonstrated by the finished assignments. CSU

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

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

**GRPH 130. Digital Prepress Seminar (3)**
Lec-3, field trips
**PREREQ.:** GRPH 98A OR 99A OR 100A
The current state of the digital prepress industry and how it affects graphic artists and technicians. Focus on issues of trapping, file formats, proofing, communicating with a printer, and doing press checks. CSU

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

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

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

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

**GRPH 148. Professional Practice (2)**
Lec-2, field trips
**PREREQ.:** SUCCESSFUL COMPLETION OF THREE SEMESTERS OF STUDY IN THE GRAPHIC COMMUNICATIONS DEPARTMENT
Advanced course focusing on graphic design professional practices: resumé and portfolio development, freelancing and small business issues, fees, contracts, taxes, copyright, helpful resources and other related topics. CSU

**GRPH 151. Lettering and Type (1)**
Lec-1, lab-1, field trips
**PREREQ.:** GRPH 21
**Advise: GRPH 53A**
**Repeat: max. 2 units**
Instruction in hand-lettering with an emphasis on the relationship between calligraphy and type design. Study of and practice in various lettering styles and techniques; creative exercises in letterform design. CSU

**GRPH 152. Digital Font Creation (1)**
Lec-1, lab-1, field trips
**PREREQ.:** GRPH 21, 100A
**Advise: GRPH 78, 53A, 151**
Hands-on experience in creating fonts for the Macintosh computer. Practice in all the digital aspects of the process from concept to execution. Discussion of standards, uses and techniques of type design, and of the current state of the industry. CSU

**GRPH 153. Book Structures, Boxes and Bindings (2)**
Lec-2, lab-1, field trips
**Repeat: max. 8 units**
An introduction to the various practical methods of contemporary book design and production within a context of the historical development of book structures. CSU

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

**GRPH 154 = ART 154**

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

**GRPH 155 = ART 155**

**GRPH 197. Graphic Design Work Experience/Internship (1)**
Work-5
**PREREQ.:** GRPH 53B AND 36
**COREQ.:** ENROLLMENT IN AT LEAST 7 UNITS OF COURSEWORK INCLUDING
THIS COURSE AND CONSENT OF INSTRUCTOR
Repeat: max. 2 units
Application of graphic design skills and development of proficiency in a supervised work environment. CSU

GRPH 198. Production Art Work Experience/Internship (1)
Work-5
Prereq.: GRPH 53A, 98A, 99A, and 100A
Coreq.: Enrollment in at least 7 units of coursework including this course and consent of instructor
Repeat: max. 2 units
Application of production art skills and development of proficiency in a supervised work environment. CSU

GRPH 199. Print Production Work Experience/Internship (1)
Work-5
Prereq.: GRPH 25 and 40 or 72A
Coreq.: Enrollment in at least 7 units of coursework including this course and consent of instructor
Advise: GRPH 60, 67
Repeat: max. 2 units
Application of print production skills and development of proficiency in a supervised work environment. CSU

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

NONCREDIT COURSES:

GRPH 0921. Design and Type Fundamentals (90 hrs)
An introduction to design and typography as a language for visual communication, covering design elements and principles, design process, vocabulary of type and use of layout and type to create effective communication.

GRPH 0925. Intro to Mac Graphics (90 hrs)
An introductory, hands-on Macintosh computer class for graphic arts. Computer hardware, system software, text formatting, raster and vector graphics will be covered.

GRPH 1000. Introduction to Adobe Illustrator (45 hrs)
Advise: TIPL 9661
An introductory course for Adobe Illustrator-the industry standard, vector-based digital illustration software. This course will establish an understanding of the basic features in Adobe Illustrator.

GRPH 1008. Introduction to Adobe Photoshop (45 hrs)
Advise: TIPL 9661
An introductory course for Adobe Photoshop-the industry standard, raster-based digital imaging and editing software. This course will establish an understanding of the basic features in Adobe Photoshop.

GRPH 1009. Introduction to Adobe InDesign (45 hrs)
Advise: GRPH 0925
An introductory course in Adobe InDesign for page layout. This course will establish an understanding of the basic features of Adobe InDesign for the creation of single and multi-page documents.

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

TIPL 9660. Prepress Production (70 hrs)
Advise: Concurrent enrollment in TIPL 9661
Instruction in basic design, layout, graphic arts camera, and prepress techniques. Topics will include film assembly, proofing, and plating.

TIPL 9661. Microcomputers for Graphic Arts (70 hrs)
Advise: Concurrent enrollment in TIPL 9660
Advise: Keyboarding or typing speed of 20–30 words per minute.
An introduction to and hands-on experience in a variety of prepress production software. The focus of the class is on acquiring basic Macintosh skills and basic design skills, including working with type in traditional and digital methods.

Game Design Development

GAME 100. Exploring Game Worlds (3)
Lec-3, lab-1, field trips P/NP available
An introduction to the history and status of interactive games. Students examine games as an art form and as part of an ever-growing industry. Includes an introduction to the career opportunities in the game industry. Students will learn how individual games are made, distributed and sold. CSU

GAME 130. Game Production Workflow (3)
Lec-3, lab-1 P/NP available
Prereq.: MMSP 147 and GAME 100
Advise: MMSP 148
This course develops fundamental skills in production and project management for interactive games. This course will explore the process of game production through designing, scheduling and creating an original playable prototype in a 3D game engine. Students will design independently and as part of a team. CSU

GAME 150. Career Planning and Portfolio Development (3)
Lec-3, lab-1, field trips P/NP available
Prereq.: GAME 130
Development of a portfolio for employment in an entry-level position as a designer or producer in the interactive game industry. This course will include resume writing, demo reels, design documents, informational interviewing, licensing issues and other topics based on students’ particular track and special interests within the industry. CSU

Multimedia Courses

MMSP 110. Orientation to Multimedia (2)
Lec-2, field trips P/NP available
A survey class focused on the various opportunities for development in multimedia with an emphasis in employment in the multimedia industry. Learn first-hand from guest lectures by industry professionals and visits to studios, production companies and schools. CSU Formerly IDST 110

MMSP 115. Multimedia Skills and Careers (2)
Lec-1, lab-3, field trips
Skills-based computer class. Hardware and software issues, including system and application software on the Macintosh, cross-platform issues and job search skills. Topics include: computer setup, word processing, graphics, scanning, web page production, resume writing, interviewing and educational planning. Guest speakers. CSU Formerly IDST 115

MMSP 120. Computer Skills for Multimedia (3)
Lec-2, lab-4 P/NP available
A hands-on computer class for multimedia students covering multimedia hardware and software on the Macintosh. Topics of instruction include: basic internet use, vector and bitmap software, basic animation, basic image-editing, sound and video editing, fonts and font management, file preparation for multimedia output, peripheral hardware set-up and cross platform issues. CSU

FORMERLY IDST 120

MMSP 125. Multimedia Content and Form (3)
Lec-3, Lab-3, field trips P/NP available
Advise: Completion of or concurrent enrollment in MMSP 120
Understanding of content and visual form through the exploration of the fundamental design process as it pertains to the creation of multimedia products and titles. Function and importance of visual elements and design principles will be explored through handcrafted and computer exercises and projects. A survey of multimedia and its artistic and cultural relevancy will also be covered through lectures and student presentations. CSU/UC

FORMERLY IDST 125

MMSP 130. Multimedia Process and Production (3)
Lec-3, lab-3, field trips P/NP available
Prereq.: MMSP 120 or GRPH 25
Advise: MMSP 125 and GRPH 140
Overview of web development, planning and production through a hands-on approach. Topics include: multimedia planning, budget development, creating wireframes and design, production and marketing techniques for a web site. Assignments will focus on pre-production planning and production of a web site. CSU

FORMERLY IDST 130

MMSP 132. Digital Media Distribution (2)
Lec-2, lab-1 P/NP available
Prereq.: MMSP 120 or BCST 119
Repeat: max. 4 units
Students learn the tools necessary to create, manipulate, and distribute rich media over the Internet. The course provides an introduction to preparing and compressing rich media files using various programs and applications, including Audacity, QuickTime, Windows Media, Real Player and Flash. CSU

FORMERLY IDST 132

MMSP 133. DVD Authoring (3)
Lec-3, lab-3 P/NP available
Prereq.: MMSP 120 or BCST 119
Coreq.: BCST 143 or 144 or CINE 56
Advise: MMSP 125 or GRPH 21 or DSGN 101
The study of DVD authoring with emphasis on planning, designing and production through a hands-on approach. Topics include an overview of DVD technology, storyboarding, flowcharting, gathering and creating assets, encoding and integration of time-based media (including digital video and audio), interface design and final DVD production. Students take their own DVD projects through each stage from pre-production to final production. CSU

FORMERLY IDST 133

MMSP 135A. Web Design with Dreamweaver (3)
Lec-3, lab-1 P/NP available
Prereq.: MMSP 130
Advise: MMSP 125
Advanced design for the World Wide Web using Dreamweaver. Topics include separating markup, presentation, and content. Dreamweaver’s support for Section 508, production of accessible web sites, and using Cascading Style Sheets are also covered. CSU

FORMERLY IDST 135A

MMSP 135B. Advanced Web Design with Dreamweaver (3)
Lec-3, lab-1 P/NP available
Prereq.: MMSP 135A
Overview of advanced multimedia production for the World Wide Web using Dreamweaver. Topics include static versus dynamic websites, database-driven websites, creating and styling dynamic web pages, and standards-based web production. CSU

FORMERLY IDST 135B

MMSP 140. Flash Essentials (3)
Lec-3, lab-1 P/NP available
Prereq.: MMSP 120
This class covers the essential features of Adobe Flash, including drawing, animation, sound and interactivity using beginning ActionScript 3.0. This course prepares students for advanced multimedia classes in 2D animation. Flash web design and Flash game development. CSU

MMSP 144. Current Topics in Multimedia Production (2)
Lec-1, lab-3, field trips
Prereq.: MMSP 120 or GRPH 25
Repeat: max. 8 units
Exploration of current issues in multimedia production, including industry standards and innovations. Topics will include file formats and content/asset editors, as well as current and future trends. Other topics will vary. CSU

FORMERLY IDST 144

MMSP 145. Storytelling and Storyboarding for New Media (3)
Lec-3, lab-1, field trips P/NP available
Prereq.: MMSP 120 or GRPH 21 or ART 125A
This course is designed to aid the multimedia student in the generation and development of content for their multimedia projects. Referencing and using traditional storytelling methods, personal writing, script writing techniques and performance exercises in and outside of the classroom, the student will explore multiple ways to generate and script content. Emphasis put on development of skills and techniques of storyboarding. CSU

FORMERLY IDST 145

MMSP 146. 2D Animation with Flash (3)
Lec-2, lab-4, field trips P/NP available
Prereq.: MMSP 140 or CS 183A
Advise: ART 130A or ART 132A
Not open to students who have successfully completed IDST 155.
Introduction to 2D animation from concept to finished project. Areas covered include historical perspective, overview of the industry, principles of animation, animation process, narrative development, storyboarding, character development, 2D drawing and animation skills for use in creating 2D animation with Adobe Flash. CSU

FORMERLY IDST 146

MMSP 147. 3D Imaging with 3D Studio Max (3)
Lec-2, lab-4 P/NP available
Prereq.: MMSP 120 or GRPH 25; and MMSP 125 or GRPH 21 or ART 125A
Repeat: max. 9 units
An introduction to techniques used in 3D modeling and imaging. An overview of the 3D industry, as well as the specific tools and techniques used in multimedia. CSU

FORMERLY IDST 147

MMSP 148. Game Design for Multimedia (2)
Lec-1, lab-3 P/NP available
Prereq.: MMSP 125 and 146 or CS 183A
Advise: MMSP 147 and CS 183B
This multimedia course will focus on game design with an emphasis
on game history, game genres, character and story development as well as level and interaction design. A final game prototype will be created either as a paper prototype or a digital game beta with implemented interactivity. CSU

MMSP 149. Designing Interactive Applications with Flash (3)
Lec-3, lab-3  P/NP available
PREREQ.: CS 183A or MMSP 140
A course that combines design and programming to show students an overview of what’s possible in Flash and provide hands-on experience building web sites and other Flash applications. The class format includes lecture, discussion, hands-on exercises and a final project. CSU

MMSP 149 = CS 180
FORMERLY IDST 142

MMSP 150. Advanced Multimedia Production (3)
Lec-1, lab-7  P/NP available
PREREQ.: MMSP 135A
Repeat: max. 12 units
An advanced multimedia production course, allowing students to develop their skills in a team-based environment. Students will design, prepare and produce a multimedia project. CSU

FORMERLY IDST 150

MMSP 151. Independent Multimedia Projects (2)
Ind st-10  P/NP available
PREREQ.: MMSP 125 AND 130 OR DEMONSTRATION OF EXIT SKILLS
Repeat: max. 4 units
Students develop projects defined by CCSF client and instructor. Typical projects include a CCSF departmental web site, marketing CD-ROM or instructional DVD. CSU

FORMERLY IDST 151

MMSP 160. Multimedia Internship/Work Experience (2)
Conf-1, work-7, field trips
Repeat: max. 8 units
Work experience as an intern in multimedia development companies throughout the Bay Area. CSU

FORMERLY IDST 160

MMSP 165. Multimedia Portfolio Development (2)
Lec-1, lab-3, field trips  P/NP available
PREREQ.: MMSP 130
Repeat: max. 4 units
Conceptualization and development of a multimedia portfolio for gaining entry-level work in the multimedia industry. Includes résumé writing, interview techniques, contracts, licensing issues, and other areas of professional practice. CSU

FORMERLY IDST 165

Guidance
Office: Conlan Hall 205
Phone Number: (415) 239-3296
Web Site: www.ccsf.edu/counsel

Announcement of Courses

Learning Outcomes

- The following outcomes define the nature of student learning anticipated through the completion of Guidance R and Guidance T:
- Students establish personal educational goals based upon a comprehensive understanding of their personal talents and interests, their values and beliefs, and their skills and abilities.
- Students demonstrate the ability to navigate the educational system, assessing their options and making critical choices to ensure the fulfillment of their personal educational goals.
- Students demonstrate facility in the use of available support systems to assist them with the successful attainment of their personal educational goals.
- Students demonstrate ability to monitor their personal growth and development and sustain continued achievement toward goal attainment.

CREDIT, NON-DEGREE APPLICABLE COURSES:

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

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

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

Health Care Technology
Office: John Adams
Phone Number: (415) 561-1967
Web Site: www.ccsf.edu/Departments/Health_PE/health_care-tech/

Announcement of Curricula

General Information

The Health Care Technology Department offers a variety of vocational programs to prepare students for employment in the health-care profession. Please see individual program areas for specifics regarding registration, certification, licensure and/or degree status.

Learning Outcomes

Programs within the Health Care Technology Department prepare individuals for employment in both in-hospital and pre-hospital careers. Students successfully completing programs shall attain the knowledge and competency based skills required to pass certification or licensure examinations.

Paramedic Major

General Information. The Emergency Medical Technician Paramedic (EMTP) Program provides students with the knowledge and skills necessary to provide advanced emergency medical care in the pre-hospital setting. The licensed paramedic is the highest level of the pre-hospital care team and may find employment with a fire department, private ambulance service, third city service, hospital, or other operation. The Paramedic Program includes classroom
didactic, practical laboratory, in-hospital clinical and pre-hospital field internship to allow students to sit for the National Registry Paramedic Licensure Examination upon successful completion of the program.

**Accreditation.** The Paramedic Program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA-EMSP).

**Prerequisites.** The prerequisite for the Paramedic Program is current EMT-I certification per CCR, DIV.9 Title 22. It is recommended that students have six months field experience as an EMT-I prior to submitting an application to the Paramedic Program.

**Admission to the Program.** Enrollment is open to qualified applicants who fulfill the following admission requirements:

1. Hold a current California EMT-I certification
2. Attend mandatory information session
3. Complete application to the program
4. Pass the EMT review test at 75% or higher
5. Submit two letters of recommendation

**General Education.** The Paramedic Program is structured so students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the paramedic curricula with a grade of 3.0 or higher and a grade of 2.5 or higher in general education classes may receive the Associate in Science Degree with a Major in Paramedic Training.

The course of study is designed to prepare students who complete each of the following courses, and complete the Graduation requirements for the Associate in Science Degree, or the CCSF transfer Associate Degree General Education requirements, will satisfy the requirements for the Paramedic Major.

**Courses Required for the Major in Paramedic**

Classes are offered in a sequence that may not match with semester start and end dates, so classes are listed in order of sequence only.

**Course** | **Units**
--- | ---
EMT-P 120 Paramedic Theory-Human Systems | 5
EMT-P 121 Paramed Theory-Roles & Responsib | 2
EMT-P 122 Paramed Theory-Drugs, IV, Airway | 2.5
EMT-P 123 Paramedic Theory-Trauma | 4
EMT-P 124 Paramedic Theory-PHTLS | 1
EMT-P 125 Paramedic Theory-Cardiac | 4.5
EMT-P 126 Paramed Theory-Endocrine/Nervous | 4
EMT-P 127 Paramed Theory-Special/Abdominal | 5
EMT-P 128 Paramedic Theory-Rep/Clinical | 4
EMT-P 129 Paramedic Theory-Special Systems | 5
EMT-P 130 Paramed Theory-Cardiology | 12
EMT 104 Intermediate Skills for the EMT | 4

**Total Units** | **53**

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**CVT/Echocardiography Technician Certificate**

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

**Admission: Application to CVT/Echocardiography Technician Program and successful advising appointment.**

**Prerequisite:** Hold a current California EMT-I certification

**Courses Required for the Certificate of Achievement in CVT/Echocardiography Technician**

**First Semester**

**Course** | **Units**
--- | ---
ECHO 101 Echocardiography | 7
CVT 101 Cardiovascular Technician I | 3

**Second Semester**

**Course** | **Units**
--- | ---
ECHO 201 Adv. Echocardiography Technician | 7
CVT 201 Adv. Cardiovascular Technician | 4

**Total Units** | **24.5**

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

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**EKG Technician Certificate**

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

**Prerequisites.** CCSF placement.

**Courses Required for the Certificate of Accomplishment in EKG Technician**

**Core Courses** | **Units**
--- | ---
EKGT 101 EKG Technician I | 4
EKGT 102 EKG Technician II | 4

**Total Units** | **8**

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

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**Emergency Medical Technician Certificate**

**Program Goal.** The program will assist the EMT trainees in developing skills in areas of specialized emergency problems

The Program is designed to prepare students to sit for the National Registry Emergency Medical Technician Certifying Examination.

**Admission Requirements.** CCSF placement.

**Courses Required for the Certificate of Accomplishment in Emergency Medical Technician**

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Each of the following courses.

Students may obtain the Certificate of Achievement in Paramedic by completing the requirements for graduation. The program is designed to prepare students to sit for the National Registry Paramedic Licensure Examination. The credit students earn in obtaining the Certificate of Achievement in Paramedic may also be applied toward satisfaction of the requirements for graduation.

Requirements for the Certificate of Achievement. Students may obtain the Certificate of Achievement in Paramedic by completing each of the following courses.

**Courses Required for the Certificate of Achievement in Paramedic**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT-P 120 Paramedic Theory-Human Systems</td>
<td>5</td>
</tr>
<tr>
<td>EMT-P 121 Paramedic Theory-Roles &amp; Responsib</td>
<td>2</td>
</tr>
<tr>
<td>EMT-P 122 Paramedic Theory-Drugs, IV, Airway</td>
<td>2.5</td>
</tr>
<tr>
<td>EMT-P 123 Paramedic Theory-Trauma</td>
<td>4</td>
</tr>
<tr>
<td>EMT-P 124 Paramedic Theory-PHTLS</td>
<td>1</td>
</tr>
<tr>
<td>EMT-P 125 Paramedic Theory-Cardiac</td>
<td>4.5</td>
</tr>
<tr>
<td>EMT-P 126 Paramedic Theory-Endocrine/Nervous</td>
<td>4</td>
</tr>
<tr>
<td>EMT-P 127 Paramedic Theory-Special/Abdominal</td>
<td>5</td>
</tr>
<tr>
<td>EMT-P 128 Paramedic Theory-Repro/Pedi</td>
<td>4</td>
</tr>
<tr>
<td>EMT-P 129 Paramedic Theory-Special Systems</td>
<td>5</td>
</tr>
<tr>
<td>EMT-P 130 Paramedic Theory-Clinical/Fld Intern</td>
<td>12</td>
</tr>
<tr>
<td>EMT 104 Intermediate Skills for the EMT</td>
<td>4</td>
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<tr>
<td><strong>Total Units</strong></td>
<td><strong>53</strong></td>
</tr>
</tbody>
</table>

**Degree Curricula**

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

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

1. Eligible for credit classes (See admission requirements.)
2. **Strongly recommended for success in the HIT program:** ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160.
3. Attend a HIT orientation session. Allows students a chance to ask questions about requirements and structure of the program.
4. Certain programs have prerequisites that must be met prior to enrollment in individual classes.

**Credit by Examination.** Refer to College Catalog

**Associate in Science Degree in Health Information Technology.** The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete the Health Information Technology Curriculum with a 2.0 grade point average or higher receive the Associate in Science Degree in Health Information Technology.

**National Certification Examination Registered Health Information Technician (RHIT).** Graduates with an Associate in Science Degree from the College and an Associate in Science Degree in Health Information Technology are eligible to apply and take the national certification examination given by the American Health Information Association to earn the Registered Health Information Technician (RHIT) credential.

Students who already possess an associate, bachelor’s degree, or higher in a discipline must apply for an Associate in Science degree from the college and Associate in Science Degree in Health Information Technology.

**Course of Study.** Each option, in addition to an emphasis in the major field, includes training in the following areas common to a variety of health care settings: computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs: analysis of the record by verifying their completeness, accuracy and proper entry into computer systems to ensure quality; coding diagnoses and procedures in patient records for reimbursement, research and statistics; cancer registries which maintain and compile data on cancer patients and cancer registrars; release of information; quality assurance and personnel management. Supervised professional practice in the third and fourth semesters gives students experience in health information departments in various health care facilities.

**Basis for Disqualification.** Students who receive a final grade lower than C in any Health Information Technology course will be

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**Health Care Technology**

**General Information**

The Health Information Technology Program provides students with the knowledge and skills necessary to collect, store, process, retrieve, analyze, disseminate, and communicate information related to research, planning, provision, financing, and evaluation of health care services. A career as a health information professional offers a unique opportunity to be a member of the health care team and combine an interest in health information, business, and computer information systems.

The U.S. Bureau of Labor predicts a 46% shortage of credentialed Health Information professionals by the year 2010 (~90, 000 jobs). Increasing legislation and computerization of health information allows more career opportunities for trained health information technicians. Projected to be one of the most fastest growing occupations. For more information call 561-1900.

**Accreditation.** The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
disqualified from continuing in the program. Students will be permitted to repeat a course only once and must achieve a grade of C at all evaluation periods. Students may also be disqualified for other reasons consistent with College policy.

Health Information Technology (HIT) provides students with the knowledge and skills necessary to collect, store, process, retrieve, analyze, disseminate, maintain, and communicate information related to research, planning, provision, financing, and evaluation of health care services. A career as a health information professional offers unique opportunities in health information, business, and computer information systems. The HIT Program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIM).

Courses Required for the Major in Health Information Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14 Intro to Human Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>HCT 61 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 50A Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

Second Semester

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

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73B Advanced ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 77A Professional Practice Experience I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 74 Introduction to Quality Improvement</td>
<td>2</td>
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</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 75 Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 76 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 77B Professional Practice Experience II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Methods in HI</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 47

Certificate Curricula

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

Health Information Clerk I Certificate

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

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

Total Units 15

Health Information Clerk II Certificate

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

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>HCT 61 Intro to Health Care</td>
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<td>or ESL 150 Adv Academic ESL</td>
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</tbody>
</table>

Total Units 32

* Requirement based on college Math Placement Test Score.

Health Information Coding Specialist Certificate

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

**Courses Required for the Certificate of Achievement in Health Information Coding Specialist**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 90 Basic Comp &amp; Reading or ESL 72 Inter ESL Comp &amp; Reading or ESL 150 Adv. Academic ESL</td>
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**Second Semester**

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

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>HIT 73B Adv ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 74 Introduction to Quality Improvement</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Methods in HIT</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>41</strong></td>
</tr>
</tbody>
</table>

**Health Information Technology Certificate**

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

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANAT 14 Intro to Human Anat and Phys</td>
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<td>HIT 67 Computer Applications</td>
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**Second Semester**

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

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>HIT 72 Legal Aspects of HIT</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73B Advanced ICD-9-CM-Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 77A Professional Practice I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 75 Organization and Management in Health</td>
<td>3</td>
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</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIT 74 Introduction to Quality Improvement</td>
<td>2</td>
</tr>
<tr>
<td>HIT 76 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 77B Professional Practice II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 78 Reimbursement Methods in HIT</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

**Medical Transcription Certificate**

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

**Courses Required for the Certificate of Achievement in Medical Transcription**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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</tr>
<tr>
<td>HIT 55A Medical Transcription I</td>
<td>2</td>
</tr>
<tr>
<td>HCT 66 Medical Typing/Transcription</td>
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</table>

**Second Semester**

<table>
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<th>Course</th>
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<tr>
<td>HIT 55B Medical Transcription II</td>
<td>3</td>
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<tr>
<td>HIT 67 Computer Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Medical Assisting Program**

**Degree Curricula**

(Options in Medical Office Assisting and Medical Administrative Assisting)

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

**Admission.** Enrollment is open to all interested students; however, students must have completed ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160 or 82 and must be able to type 40 nwpm for a five minute period within a 10 percent error rate or less. Students are required to submit evidence of a recent tuberculosis test and a physical examination which indicates that they are in good physical and mental health and hold current CPR certification before enrolling in MED 82. Students must complete HCT 61 with a final grade of C or higher. HCT 61 is an orientation course conducted by
the faculty of the Health Care Technology Department to review the requirements and expectations of the curriculum. Students are also required to satisfy prerequisites in order to enroll in certain courses.

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

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

Course of Study. Each option includes training in the following subjects common to all branches of medical assisting: Anatomy and physiology, medical terminology, business correspondence, business mathematics, business records and record keeping, filing, first aid and CPR, psychology, professional relationships, typing, and medical coding and insurance.

In addition, students who elect the Option in Medical Office Assisting receive specialized training in clinical procedures, phlebotomy and medical laboratory techniques, medical transcription, and other related medical practices.

In Internship/Certification or Administrative Internship, a course included in the second year, students are given practical training off campus in their special field. Students who have elected the Option in Medical Office Assisting work without compensation with physicians and medical office assistants in both hospital outpatient clinics and medical offices.

Students who have elected the Option in Medical Administrative Assisting are assigned primarily to perform clerical duties without compensation in outpatient clinics and medical offices.

Employment. Students who have completed their training satisfactorily are qualified for employment in various capacities. Those who have completed the Option in Medical Office Assisting are prepared to hold positions combining the duties of medical assistant, receptionist, and office manager in physicians’ offices. Those who have completed the Option in Medical Administrative Assisting are qualified for the positions of receptionist, admitting clerk and ward clerk in hospital outpatient clinics, clinics, and health centers.

Associate in Science Degree. The curriculum is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements and complete their training in Medical Office Assisting or Medical Administrative Assisting with a 2.5 grade point average or higher receive the Associate Degree in Medical Office Assisting or Medical Administrative Assisting.

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

Courses Required for the Major in Medical Office Assisting

Course | Units
--- | ---
ANAT 14 Intro to Human Anatomy and Physiology | 4
PSYC 26 Psychological Processes & Human Relations | 3

Fall Semester

HCT 61 Intro to Health Care | 3
HIT 66 Medical Typing/Transcription | 4
HIT 50A Medical Terminology | 3
HIT 57 Disease Process | 3
HIT 73A Basic ICD-9-CM Coding | 2
MED 56 Administrative Procedures | 3

Spring Semester

HIT 55A Medical Transcription I | 2
HIT 76 CPT Coding | 3
MED 49 Clinical Procedures | 4
MED 70 Bookkeeping/Insurance Procedures | 3
MED 71 Computers for the Medical Office | 1.5

Summer Session

MED 82 Internship/Certification | 5

Fall Semester

HIT 55B Medical Transcription II | 3
HIT 75 Organization and Management | 3
MED 73 Advanced Medical Manager | 2

Total | 57

Medical Administrative Assisting Major

Medical Administrative Assistants receive training in medical administrative, billing, and coding skills. Students who complete their training satisfactorily are prepared to hold positions as a medical receptionist, admitting clerk, ward clerk, medical biller or office-manager in a physician’s office, hospital outpatient clinic, medical clinics, and health centers. Students must maintain a 2.5 grade point average or higher. Graduates are eligible to sit for the Certified Professional Coder (CPC) or Certified Coding Specialist Physician Office (CCS-P) examinations.

Courses Required for the Major in Medical Administrative Assisting

Course | Units
--- | ---
ANAT 14 Intro to Human Anatomy & Physiology | 4
PSYC 26 Psychological Processes & Human Relations | 3

Fall Semester

HCT 61 Introduction to Health Care | 3
HIT 66 Medical Typing/Transcription | 4
HIT 50A Medical Terminology | 3
HIT 57 Disease Process | 3
HIT 73A Basic ICD-9-CM Coding | 2
MED 56 Administrative Procedures | 3

Medical Office Assisting Major

Medical Assistants are outpatient care providers with both clinical and administrative training. Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in a physician’s office, hospital outpatient clinic, medical clinics, and health centers. Students must maintain a 2.5 grade point average or higher. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the Associate of Science in Medical Office Assisting are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA).

Courses Required for the Major in Medical Office Assisting

Course | Units
--- | ---
ANAT 14 Intro to Human Anatomy and Physiol | 4
PSYC 26 Psychological Processes & Human Rel | 3

Fall Semester

HCT 61 Intro to Health Care | 3
HIT 66 Medical Typing/Transcription | 4
HIT 50A Medical Terminology | 3
HIT 57 Disease Process | 3
HIT 73A Basic ICD-9-CM Coding | 2
MED 56 Administrative Procedures | 3
Spring Semester
HIT 50B Medical Terminology II .........................2
HIT 55A Medical Transcription I ..........................2
HIT 76 CPT Coding .............................................3
MED 70 Bookkeeping/Insurance Procedures ........3
MED 71 Computers for the Medical Office ............1.5

Fall Semester
HIT 55B Medical Transcription II .........................3
HIT 75 Organization and Management ..................3
MED 72 Advanced Insurance Billing ...................3
MED 73 Advanced Medical Manager ....................2
Total .........................................................52.5

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

Medical Office Assisting Certificate

The certificate in Medical Office Assisting provides students with both clinical and administrative training. Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in a physician’s office, hospital outpatient clinic, medical clinics, and health centers. The medical assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAAHPEP), on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the certification of Achievement are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA).

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

Courses Required for the Major in Medical Office Assisting

Course Units
PSYC 26 Psychological Processes and Human Relations ...3
ANAT 14 Intro to Human Anatomy and Physiology ....4
or
ANAT 25 General Human Anatomy .......................4
AND PHYS 1 Introductory Human Physiology .5
or
PHYS 12 Intro to Human Physiology ......................4

Fall Semester
HCT 61 Introduction to Health Care .....................3
HCT 66 Medical Typing/Transcription ..................4
HIT 50A Medical Terminology I .........................3
HIT 57 Disease Process ......................................3
HIT 73A Basic ICD-9-CM Coding .......................2
MED 56 Administrative Procedures ......................3

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

Medical Receptionist Certificate*

*This program is pending state approval.
Please refer to the online version of the Catalog.

Pharmacy Technician Certificate

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

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

Courses Required for the Certificate of Achievement in Pharmacy Technician

First Semester
Course Units
PHTC 101 Theory I ............................................9
PHTC 102 Clinical I ...........................................3
Second Semester
PHTC 103 Theory II................................................. 9
PHTC 104 Clinical II.................................................. 3
Total Units ......................................................... 24

Core Courses. Both theory and clinical courses must be taken in
the same semester.

Requirements for Completion. The Certificate of Achievement
requires completion of 24 units. Each course must be completed
with a final grade point average of 2.00 or higher.

Unit Coordinator (Hospital)/Ward Clerk
Noncredit Certificate

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

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

Length of Course. One semester.

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

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

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Echocardiography

ECHO 101. Echocardiography (7)
Lec-6, lab-3
Prerequisite: ANAT 14 or 25
Corequisite: CVT 101, CVT 110
Students must submit an application and be accepted into the CVT
Program prior to registration. Cardiac anatomy and physiology.
Standard presentation of Two Dimensional (2D) and M-Mode
images. Principles and characteristics of color flow Doppler. Color
flow, pulse and continuous wave Doppler investigated and applied
to normal and abnormal cardiac ultrasound studies. Disease states
relationship to ultrasound findings and calculations will be used to
determine severity. CSU

ECHO 201. Advanced Echocardiography Technician (7)
Lec-5, lab-6
Prerequisite: ECHO 101, CVT 101, CVT 110
Corequisite: CVT 201, CVT 210
Advanced cardiac abnormalities evaluated by two dimensional
(2D), M-Mode, and Doppler methods include: stenosis, valve
abnormalities, regurgitation, cardiomyopathies, pericardial and
coronary artery disease, congestive heart failure, hypertension,
tumors, prosthesis, and cardiac transplants. Transesophageal Echo:
standard views and cardiac identification. CSU

ECHO 301. Advanced Cardiac Abnormalities (5)
Lec-4, lab-3, field trips
Description and analysis of advanced cardiac abnormalities includ-
ing cardiac embryology and congenital cardiac defects. Emphasis on
cardiac congenital pathology, methods of interrogation used specifi-
cally with congenital cardiac ultrasound, and ultrasound findings of
surgical repairs. CSU

ECHO 401. Advanced Echocardiographic Studies (6)
Lec-6
Prerequisite: ECHO 101, CVT 101, ECHO 201, CVT 102, ECHO 301,
CVT 301, CVT 310 (lab)
Review of advanced cardiac ultrasound technologies and
assessment methods including 3D echocardiography, Cardiac
Resynchronization Therapy (CRT), intravascular (coronary) imaging,
Transesophageal Echocardiograms (TEE) assessment in
Electrophysiology Studies (EP) and Strain Rate. Intergration of
complex formulas and use of computers for generating preliminary
interpretations. CSU

CVT 101. Cardiovascular Technician (3)
Lec-3
Prerequisite: ANAT 14 or 25;
Corequisite: ECHO 101, CVT 110
Cardiac anatomy and the conduction system. ECG identification and
measurements, action potential curve, basic dysrhythmias, myocar-
dial ischemia and infarction patterns, interpretation techniques of
12 lead ECGs. Holter monitor and exercise stress testing protocols,
procedures, and analysis. CSU

CVT 103. Vascular Ultrasound (3)
Lec-3, field trips
Prerequisite: Completion of a Cardiovascular Technology Program,
ultrasound course, or echocardiography course
Repeat: max. 6 units
Introduction to the anatomy and physiology of the vascular and
peripheral vascular system. Emphasis on vascular pathology and the
associated ultrasound images and Doppler patterns. Scanning tech-
niques and instrumentation skills developed. Previous ultrasound
experience required. CSU

CVT 104. Venous Ultrasound (3)
Lec-2, conf-1, field trips
Prerequisite: Completion of a Cardiovascular Technician (CVT)/
Echocardiography Technician (ECHO) Program
Repeat: max. 6 units
Instruction will focus on the ultrasound imaging of upper and lower
venous system with emphasis on identifying normal venous vascu-
lature, venous pathology and ultrasound imaging techniques used to
identify abnormalities. CSU

CVT 105. Vascular Technology - Cerebrovascular
Ultrasound (3)
Lec-2, conf-1, field trips
Prerequisite: CVT/ECHO Program
Repeat: max. 6 units
Cerebrovascular Ultrasound will focus on the ultrasound imaging of
the carotid arteries, vertebral and subclavian arteries. Content
will include identifying the normal cerebrovascular system, arte-
rial pathology, and ultrasound imaging techniques used to identify
abnormalities. CSU

CVT 110. Cardiovascular Skills (7)
Lab-3, conf-6
Prerequisite: ANAT 14 or 25
Corequisite: ECHO 101, CVT 101
Development of competence skills in classroom and clinical settings
to obtain ECG accurate tracings. Development of ultrasound scanning techniques and application of system measurements and imaging functions. Perform exercise stress testing treadmill, monitoring of vital signs, and computer linkage. CSU

CVT 201. Advanced Cardiovascular Technician (4)
Lec-3, lab-3
PREREQ.: CVT 101, ECHO 101, CVT 110
COREQ.: ECHO 201, CVT 210
Advanced complex cardiac rhythms including heart blocks, and accessory pathways. Includes cardiac pharmacology pacemaker technology and stress echo indications: procedures and analysis. Observation and practice of ECG and stress testing in clinical locations. CSU

CVT 210. Advanced Cardiovascular Skills (7)
Lab-6, conf-5
PREREQ.: CVT 101, ECHO 101, CVT 110
COREQ.: ECHO 201, CVT 201
Practice in the classroom setting of exercise stress testing, ECGs, echocardiograms and stress echocardiograms. Observation of non-invasive cardiology procedures: ECGs, exercise stress testing, echocardiograms, stress echocardiograms, and Transesophageal Echocardiography (TEE) in the classroom and at assigned clinical locations. CSU

CVT 301. Physics of Cardiac Ultrasound (3)
Lec-3, field trips
Description and analysis of ultrasound physics as applied to sound waves, transducers, two dimensional images, Doppler, ultrasound artifacts and biosafety concerns. CSU

CVT 310. Clinical Experience in Cardiac Ultrasound (9)
Lec-1, conf-3, lab-15, field trips
Principles and practices in cardiac ultrasound in neonates through adults. Integrates all aspects of ultrasound technology with identification of congenital defects and disease states. Clinical experience is designed to be concurrent with theory and will be supervised in cooperating hospitals and cardiovascular office practices. CSU

CVT 410. Clinical Experience in Advanced Cardiac Ultrasound (11)
Lec-3, conf-2, lab-24
PREREQ.: ECHO 101, CVT 101, ECHO 201, ECHO 301, CVT 301, CVT 401 (lab)
COREQ.: ECHO 401
Advanced principles and practices in cardiac ultrasound in neonates through adults. Integrates all aspects of ultrasound technology with identification of congenital defects and disease states. Clinical experience is designed to be concurrent with theory and will be supervised in acute care facilities and cardiovascular office practices. CSU

EKG Technician

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

EKG 102. EKG Technician II (4)
Lec-3, lab-3
PREREQ.: EKG 101

Advanced knowledge of cardiovascular system with emphasis on the heart in disease status including interpretation of advanced arrhythmias, hypertrophies, cardiac ischemia, and myocardial infarction. Patient preparation and running of appropriate EKG machines. Introduction to other non-invasive cardiology tests. CSU

Emergency Medical Technician

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

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

EMT 101A. Emergency Medical Technician (3.25)
Lec-2, conf-2
Repeat: max. 6.5 units
Provides the theoretical knowledge and technical skills necessary for working in the emergency pre-hospital medical field. CSU
EMT 101A-101B = EMT 101

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

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

EMT 103. EMT Refresher (1.5)
Lec-24 (total hrs); lab-8
COREQ.: CURRENT EMT-I CERTIFICATION
May be repeated as required for certification
The Emergency Medical Technician Refresher Course is required for recertification of EMT-I personnel. This course consists of didactic and skills instruction. The student will be updated in all areas of emergency medical prehospital care, as contained in the EMT-I scope of practice. CSU
EMT 104. Intermediate Skills for the EMT (4)
Lec/conf-4
PREREQ.: EMT 100
Repeat: max. 8 units
Intermediate skills for the EMT I with emphasis on pre-hospital assessment and management techniques necessary for the care of patients experiencing cardiac and respiratory emergencies. Focus on ECG monitoring, operation of a defibrillator, and advanced airway management. Local and state guidelines will be discussed. CSU

EMT-P 120. Paramedic Theory - Human Systems (5)
Lec-96 (total hrs)
PREREQ.: EMT 100 OR EMT 101
Principles and application of the language and terminology of medicine. Overview of the structure and function of the major body systems, organization of the body, and homeostatic mechanisms. Emphasis on evaluation and documentation skills used in the delivery of emergency care. This course is for students holding current EMT certification. CSU EMT-P 100.

EMT-P 121. Paramedic Theory - Roles and Responsibilities (2)
Lec-36 (total hrs), field trips
PREREQ.: EMT-P 120
Overview of the emergency health care profession and the role of the paramedic within the Emergency Medical Service (EMS) system. Development of communication competency skills in the use of radio equipment and when speaking to adjunct medical staff and EMS partner. Emphasis on legal issues and medical emergency record keeping. CSU Formerly EMT-P 101.

EMT-P 122. Paramedic Theory - Drugs, IV, Airway (2.5)
Lec-42 (total hrs), field trips
PREREQ.: EMT-P 121
Basic principles of pharmacology, drug classifications, action of drugs, clinical uses, administration of drugs, and advanced airway techniques. Emphasis on drugs and solutions used in the pre-hospital emergency environment by paramedics. CSU

EMT-P 123. Paramedic Theory - Trauma (4)
Lec/conf-72 (total hrs), field trips
PREREQ.: EMT-P 122
Focus on evaluation, management, and procedures necessary to assist in the emergency care of victims of trauma, including: management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, cardiac, and integumentary systems. Focus on multi-system injuries. CSU

EMT-P 124. Paramedic Theory - PHTLS (1)
Lec/conf-32 (total hrs), field trips
PREREQ.: EMT-P 123
Pre-Hospital Trauma Life Support (PHTLS) certification course. CSU

EMT-P 125. Paramedic Theory - Cardiac (4.5)
Lec/conf-84 (total hrs), field trips
PREREQ.: EMT-P 124
Prehospital evaluation and management of patients experiencing cardiac and respiratory emergencies, including monitoring and interpretation of ECG’s. Comprehensive treatment through the use of advanced airway management, cardiac pharmacology, rapid defibrillation, and utilization of cardiac monitoring in the clinical setting. Advanced Cardiac Life Support Certification (ACLS). CSU Formerly EMT-P 105.

EMT-P 126. Paramedic Theory - Endocrine/Nervous (4)
Lec/conf-76 (total hrs), field trips
PREREQ.: EMT-P 125
Overview of the anatomy and physiology of the endocrine and nervous systems. Emphasis on pre-hospital recognition and treatment of common endocrine and neurological emergencies. Focus on care of the in-patient with neurological and endocrine disorders. CSU Formerly EMT-P 106.

EMT-P 127. Paramedic Theory - Special/Abdominal (5)
Lec/conf-100 (total hrs), field trips
PREREQ.: EMT-P 126
Emphasis on evaluation and in-hospital management of a patient presenting with altered mental state, non-traumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious disease, and environmental emergencies. CSU Formerly EMT-P 107.

EMT-P 128. Paramedic Theory - Repro/Pedi (4)
Lec/conf-76 (total hrs), field trips
PREREQ.: EMT-P 127
Focus on prehospital evaluation of pediatric, obstetrical, and gynecological emergencies. Emphasis on special considerations in treating a pediatric patient, including medico-legal, psychological, and emotional needs of the pediatric patient and patient’s family. Instruction on Pediatric Advanced Life Support (PALS) according to the standards of the American Heart Association. Emphasis on nomal childbirth in the pre-hospital and Labor and Delivery setting and pre-hospital obstetrical emergencies. Focus on gynecological injuries and diseases in the pre-hospital and clinical setting. CSU Formerly EMT-P 108.

EMT-P 129. Paramedic Theory - Special Systems (5)
Lec/conf-100 (total hrs), field trips
PREREQ.: EMT-P 128
Emphasis on evaluation and in hospital management of patients presenting with behavioral emergencies. Emphasis on the special medical needs of the geriatric patient. Focus on ambulance operations to include hazardous incidents. CSU Formerly EMT-P 109.

EMT-P 130. Paramedic - Clinical/Field Internship (12)
Conf-60 (total hrs), lab-480 (total hrs), field trips
PREREQ.: EMT-P 129
Clinical internship and field phase of paramedic training with a demonstration of advanced life support skills in a variety of emergency situations. Emphasis on clinical evaluation and intervention in the pre-hospital setting, Emergency Department, Psychiatric Emergency Services, Cardiac Intensive Care Unit, Labor and Delivery Trauma, Operating Room Anesthesia and Pediatric Clinic. CSU Formerly EMT-P 110.

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

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

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

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

ERT 104. Phlebotomy Technician (3.5)
Lec-2, conf-4
Prereq.: ESL 160 or 82 or ENGL 92 or placement in ENGL 93 or 94; or ESL 170
Adviso: EMT 100 or 101
Theory and skills competencies necessary to meet requirements of AB 1557 for a phlebotomy technician. Emphasis on phlebotomy techniques, equipment, medical/legal considerations, safety, infection control, specimen collection, patient preparation, labeling, handling, and preservation or fixation. CSU

ERT 105. Introduction to Trauma Care (3)
Lec-3
Adviso: EMT 100 or 101
Evaluation and management techniques necessary in the emergency in-hospital care of victims of trauma. Emphasis on management of injuries involving the musculoskeletal, nervous, digestive, genitourinary, respiratory, and integumentary systems; and multisystem injuries. Focus on special emergency room procedures required in the care of the injured patient. CSU

ERT 106. Clinical Pharmacology (2)
Lec-2
Adviso: EMT 100 or 101
Basic principles of pharmacology: drug classification, action of drugs, clinical uses, weights and measures, and administration. Emphasis on drugs and solutions used in an emergency department. CSU

ERT 107. ERT Clinical Practice I (1)
Lab-5
Prereq.: Current California EMT-I Certificate
Clinical training in EMT. Focus on communication skills and working as a member of the emergency health care team. Emphasis on basic evaluation and management techniques for a variety of emergency situations and assisting with routine and special examinations. CSU

ERT 111. Common Medical Emergencies (3)
Lec-3
Adviso: EMT 100 or 101
Focus on evaluation and management techniques necessary for emergency care of a patient in an emergency department. Emphasis on problems resulting from endocrine dysfunction, altered mental status, nontraumatic acute abdomen, drug and alcohol abuse, poisoning, anaphylaxis, infectious diseases, and environmental injuries. CSU

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

ERT 115. Advanced Phlebotomy Technician (1)
Lec-1
Advanced Phlebotomy Technician is open to experienced phlebotomists with at least 1,050 hours on-the-job experience only. The course is based upon the required curriculum mandated by Laboratory Field to satisfy the 20 hours of advanced classroom instruction required for the experienced phlebotomist to complete prior to taking the state certification exam in Phlebotomy. CSU

HCT 60A. Health Care Provider Refresher (1)
Lec-1
Prereq.: Certificate of Accomplishment or Achievement, Award of Achievement or Licensure in a Health Related Field
This class is designed as a refresher, preparation, or continuing education course for health care professionals. The content will focus on system-based medical terminology and disease process, CPT and ICD-9-CM coding, medical legal issues, and medical record management specific to the cardiovascular and gastrointestinal systems. CSU

HCT 60B. Health Care Provider Refresher (1)
Lec-1
Prereq.: Certificate of Accomplishment or Achievement, Award of Achievement or Licensure in a Health Related Field
This class is designed as a refresher, preparation, or continuing education course for health care professionals. The content will focus on system-based medical terminology and disease process, CPT and ICD-9-CM coding, medical legal issues, and medical record management specific to the cardiovascular and gastrointestinal systems. CSU

HCT 60C. Health Care Provider Refresher (1)
Lec-1
Prereq.: Certificate of Accomplishment or Achievement, Award of Achievement or Licensure in a Health Related Field
This class is designed as a refresher, preparation, or continuing education course for health care professionals. The content will focus on system-based medical terminology and disease process, CPT and ICD-9-CM coding, medical legal issues, and medical record management specific to the genitourinary and endocrine systems. CSU

HCT 60D. Health Care Provider Refresher (1)
Lec-1
Prereq.: Certificate of Accomplishment or Achievement, Award of Achievement or Licensure in a Health Related Field
This class is designed as a refresher, preparation, or continuing education course for health care professionals. The content will focus on system-based medical terminology and disease process, CPT and ICD-9-CM coding, medical legal issues, and medical record management specific to the nervous and musculoskeletal systems. CSU

**HCT 61. Introduction to Health Care (3)**  
Lec-2, lab-3  
**Prereq:** ENGL 90 or ESL 150 or Placement in ENGL 92 or ESL 160  
Overview of the evolution of health care systems. Historical development and organization of health information management and other professional associations involved in health care. Emphasis on filing and numbering systems, data access, and record content. CSU

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

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

**HCT 101. Traditional Chinese Medicine (3)**  
Lec-3  
**Prereq.:** ENGL 90 or ESL 160 or 82 or Placement in ENGL 92 or ESL 170  
Traditional Chinese Medicine (TCM) fundamentals explores the nature of health and disease processes in Traditional Chinese Medicine. This course covers the concepts of TCM philosophy, anatomy, physiology, etiology, pathology, diagnosis, and treatment. CSU

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

**HCT 103. Terrorism and Health Issues (1)**  
Lec-1  
Instruction on nuclear, biological, and chemical hazards and self-preparedness plans to mitigate any negative health impact. Emphasis on health consequences of various types of terrorist threats and/or actions and appropriate health safety response. Students will also be directed to resources that can further develop their ability to cope with domestic terror events. CSU

**HCT 106. Chinese Herbs and Nutrition I (3)**  
Lec-3, field trips  
**Prereq.:** Completion/Concurrent Enrollment in HCT 101  
Instruction on the preparation, tastes, entering channels, dose, functions, indications, contra-indications, and some simple combinations of 116 of the most commonly used substances in the Chinese Medicinal Pharmacopoeia. Class will emphasize the proper and accurate identification of the prepared substances (i.e. dried, calcined, ginger fried, honey fried, sliced, etc.) CSU

**HCT 107. Everyday Chinese Medicine (3)**  
Lec-3  
Everyday Chinese Medicine covers simple movements and manual therapies designed to enhance longevity and vitality, including 12 channels and 27 common acupuncture points. This class emphasizes the use of qigong (movement), moxabustion, cupping, topical herbs, and massage. CSU

**HCT 108. Everyday Healing Foods and Herbs (3)**  
Lec-3  
Proper use of foods and herbs in Chinese medicine for sustaining a long and vigorous life. Students will learn to respond to each season and climate by the selection and preparation of over 30 Chinese herbs. CSU

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**Health Information Technology**

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

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

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

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

**HIT 55B. Medical Transcription II (3)**  
Lec-2, conf-4  
**Coreq.:** HIT 55A or 50B  
Continued study in the transcription of medical dictation to provide a permanent record of patient care. Increasingly difficult dictation includes general medicine, general surgery, medicine/surgery, radiology and pathology, and assessment reports. Medical transcription provides practice in applying principles of medicolegal responsibil-
ties to protect the patient and the business/institution. Refinement in the use of and introduction to additional reference tools. CSU

**HIT 55C. Medical Transcription III (3)**
Lec-2, conf-4
**COREQ.: HIT 57**
**Repeat: max. 6 units**
Application of knowledge of medical terminology and anatomy/physiology to the transcription and proofreading of difficult medical dictation. Dictation is from originators with various accents, dialects, and dictation styles. Inconsistencies and inaccuracies in medical dictation require appropriate editing and revising of reports without altering the meaning of the reports. Practice in organizing and prioritizing assignments to use time and resources efficiently. CSU

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

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

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

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

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

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

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

**HIT 74. Introduction to Quality Improvement (2)**
Lec-1, lab-3
**PREREQ.: HIT 50B AND 63**
Evolution of continuous quality improvement in healthcare from the operational and clinical perspective. Topics include quality measurements and performance initiatives of patient outcomes, disease management, satisfaction surveys, quality measures, data sources, collection methods and measurement techniques. Use of control tools, statistical process, and benchmarking. CSU

**HIT 75. Organization and Management in Health (3)**
Lec-3
**PREREQ.: HIT 77A OR MED 82**
Instruction in the introduction to the principles of organization and management functions and theories in various settings, time management and management tools, communication processes, decision making strategies, recruitment and staffing, performance reviews, disciplinary actions, motivating personnel, budget, and grievance and labor unions. CSU

**HIT 76. CPT Coding (3)**
Lec-3
The Current procedural terminology (CPT) coding system is used to describe services and procedures provided by health care providers to include evaluation and management, surgery, radiology, pathology, laboratory, and medicine. The class includes an overview of the HCPCS coding system and the ambulatory payment classification system. CSU

**HIT 77A. Professional Practice I (3)**
Conf-3, lab-6
**P/NP only**
**PREREQ.: HIT 63, 65, AND 73A**
Designed to provide students with clinical experience in performing tasks in health information departments. Tasks include admission procedures, information retention and retrieval, data entry, chart assembly, data collection, abstracting, coding, and release of information, data quality and improvement. CSU

**HIT 77B. Professional Practice II (3)**
Conf-3, lab-6
**P/NP only**
**PREREQ.: HIT 77A**
*Recommended to be taken in student’s last semester.*
Designed to provide students with advanced technical experience in health information departments. Tasks include quality assessment, medical transcription, registries, abstracting and coding, special projects in management and supervision. CSU
HIT 78. Reimbursement Methods in HIT (2)
Lec-2
Prereq.: HIT 73A
Introduction to health care reimbursement systems and techniques to optimize reimbursement for third party payors. Review of uniform reporting regulations, ICD-9-CM and CPT-4 updates, case mix management, validation studies, and Peer Review Organizations. CSU

Medical Assisting

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

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

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

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

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

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

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

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

MED 85A. Medical Receptionist Externship (3)
Conf-7, work-168 (6 wks)
Prereq.: MED 56, 70, 71, and HIT 50B
Supervised experience in developing a professional relationship with patients, physicians, medical administrative assistants, medical assistants, and other health care professionals in physicians’ offices, hospitals, and outpatient clinics. Emphasis on integrating professional attitudes and skills in all areas of medical reception procedures. CSU

Pharmacy Technician

Students must be accepted into the Pharmacy Technician Program to register in PHTC 101 and 102.

PHTC 101. Pharmacy Technician I - Theory (9)
Lec-9
Prereq.: ENGL 93 or 94 or Placement in ENGL 96 and MATH 840
Coreq.: PHTC 102
Prepares students to work as technicians in pharmacies under the direct supervision of a pharmacist. Covers drug classification and uses, pharmacy laws, rules and regulations, storage of drugs, record keeping of drugs, pharmacy math, basic anatomy and physiology. Emphasis is on drug dose calculations, medical terminology, and abbreviations and symbols used in prescriptions. CSU

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

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

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

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

### Psychoneuroimmunology

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

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

**Related Course**

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

### NONCREDIT COURSES:

**Emergency Response Skills and Skills for Home Care Providers**

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

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

### Unit Coordinator and Medical Computing Skills

**AHWC 9183. Unit Coordinator**
**Advis: TRST 2400**
Practical skills and techniques in transcribing and processing of medical orders; maintaining chart forms; requisitioning diets, therapy, laboratory tests, and medications; and admission and discharge of patients. Emphasis on communication skills pertinent to patient care.

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

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**Health Education**

Office: Cloud 363  
Phone Number: (415) 239-3220  
Web Site: www.ccsf.edu/hlthed

Formerly Health Education

**Announcement of Curricula**

**General Information**

The Health Education Department is committed to promoting individual, family and community health, advocating for social justice and the elimination of health inequalities. The Department offers a wide range of courses and career and technical education training programs designed to:

- Provide students with academic training in the interdisciplinary field of Health Education.
- Meet Associate Degree and transfer requirements.
• Train students for careers in public health.
• Diversify the health work force.

The Department offers five certificate programs for students interested in health-related careers, including the:

• Community Health Worker Certificate, a 17-unit course of study;
• Drug and Alcohol Studies Certificate, a 38.5-unit course of study;
• Health Care Interpreter Certificate, a 15-unit course of study;
• HIV/STI Prevention Education Certificates, three 11-unit certificates with an emphasis in Outreach, Case Management and Facilitation.
• Youth Worker Certificate: Organizing, Advocacy, Counseling and Education, a 22-unit course of study.

The Department also teaches two required courses for the 15-unit Trauma Prevention and Recovery Certificate offered through the Interdisciplinary Studies Department.

The Department also offers a health and social justice based transfer program, Metro Health Academy (MHA), for students preparing to transfer to four year universities to complete bachelor’s degrees in health education, child and adolescent development, urban studies, other social sciences and related fields. MHA is a 13-19 unit program of study where students participate in linked learning community classes with Health Education and English, Speech and Statistics. Classes are infused with health and social justice content and designed to strengthen writing, oral communication, critical thinking and quantitative reasoning skills. MHA also features academic success skills and counseling support.

**Health Education Major**

*This program is pending state approval.*

Please refer to the online version of the Catalog.

**Community Health Worker Certificate**

The curriculum for the Community Health Worker Certificate of Accomplishment is designed to prepare individuals for positions on community-oriented health and social service teams. The Community Health Worker (CHW) provides health education, information and referrals, and client advocacy in both clinic and community settings. The program emphasizes health education and promotion as well as specific competencies for work in underserved and/or linguistically isolated communities (for example: medical and cultural interpretation).

The San Francisco Department of Public Health accepts certificate of accomplishment to satisfy six out of twelve months of experience that is required as minimum qualification for hiring as a City Health Worker.

**Admission.** Admission to the program is based on:

1. The completion of prerequisite course HLTH 59, “Introduction to Community Health Work” (1 unit), with a grade of C or higher, OR documented successful experience as a Community Health Worker.

AND

2. Submission of a written application (Applications are due each year in May)

Any student who receives a grade less than a “C” in HLTH 60 or 62, must re-apply for admission to the program.

For more information, to request an application or a form for documenting work experience, write to Health Education Department c/o CHW Coordinator, call (415) 452-7481 or come to Cloud Hall, Room 408.

**Requirements for the Certificate of Accomplishment.** The Certificate requires completion of 17 units. Each course must be completed with a final grade of C or higher or Pass.

**Credit toward Graduation.** Credits earned in obtaining the Certificate of Accomplishment in Community Health Work may also be applied toward satisfaction of City College graduation requirements.

In addition, nine units from the CHW Certificate satisfy graduation requirements for a Bachelor’s Degree in Health Education at San Francisco State University.

**Courses Required for the Certificate of Accomplishment in Community Health Worker**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 60* CHW Skills</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 61* CHW Field: Health Services</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 62* Prep for Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 63* CHW Field Experience</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 64 Health Ed and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Electives...total elective units (see below)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

*Note: HLTH 60 (3 units) and HLTH 62 (2 units) are taken concurrently in the Fall. HLTH 61 (3 units) and HLTH 63 (2 units) are taken concurrently in Spring.

**Students must complete four units from the following list of electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 10 Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 20 Sexual Well Being</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 25 Women’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 26 Women’s Health: Adv Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 27 Men’s Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 38 Trauma Response and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 40 Urban Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 42 Intro to Social Marketing for Health</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 45 AIDS: The Epidemic</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 46 Immigrant Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 65 Youth Leadership in Public Health</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 66 Chronic Conditions</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 83 Motivational Interviewin</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 90B Harm Reduction and Health</td>
<td>0.5</td>
</tr>
<tr>
<td>HLTH 116 Conflict Resolution</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 221 Health and Social Justice</td>
<td>3</td>
</tr>
<tr>
<td>ERT 104 Intro to Phlebotomy</td>
<td>3,5</td>
</tr>
<tr>
<td>MED 49 Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>WOMN 54 Politics of Sexual Violence</td>
<td>3</td>
</tr>
<tr>
<td>WOMN 55 Ending Sexual Violence: Peer Ed</td>
<td>3</td>
</tr>
<tr>
<td>IDST 80-81 Diversity &amp; Social Justice</td>
<td>0.5-1</td>
</tr>
<tr>
<td>ADMJ 51 Juvenile Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**One unit per quarter.**
Drug and Alcohol Studies Certificate

The Drug and Alcohol Certificate is accredited by the California Association for Alcohol and Drug Educators (CAADE). The curriculum for the Certificate in Drug and Alcohol Studies is designed to prepare individuals for work in the addiction field. The program emphasizes a public health approach that addresses community, social, and individual factors of addiction while providing certificate candidates with a strong background in treatment modalities, health education and prevention, professional and ethical responsibilities, and client advocacy.

Admission Requirements

1. Successful completion of HLTH 100, “Introduction to Alcohol and Drug Studies” (1 unit) with a grade of C or higher. This unit does not apply towards the certificate.

2. Consultation with the Drug and Alcohol Studies staff.

Requirements for the Certificate of Achievement. The Certificate requires completion of 38.5 units. Each course must be completed with a final grade of C or higher or Pass. Students are required to complete the classes in sequence. Students must complete 250 hours of fieldwork through our program prior to completion.

Credit Towards Graduation. Credits earned in obtaining the Certification of Achievement in Drug and Alcohol Studies may be applied toward satisfaction of City College graduation requirements.

Required Introductory Course. HLTH 100 - Introduction to Drug and Alcohol Studies (1)

Courses Required for the Certificate of Achievement in Drug and Alcohol Studies

Course                      Units

HLTH 38 Trauma Response and Recovery*............................. 3
HLTH 90B Harm Reduction and Health*............................. 0.5

Required Sequence of Courses

First Semester

HLTH 30 Drugs and Society............................................. 3
HLTH 78 Fieldwork Prep: Ethical & Legal Issues............. 2
HLTH 70 Physiological Effects of Addiction................... 3

Second Semester

HLTH 72 Specific Populations and Addiction............. 3
HLTH 74 Criminology and Addiction......................... 3
HLTH 75 Treatment Modalities................................. 3

Third Semester

HLTH 73 Case Management/Indiv Intervention Skills........ 3
HLTH 79A Beginning Field Work................................. 3
HLTH 83 Motivational Counseling Skills.................... 3

Fourth Semester

HLTH 76 Group Facilitation.......................................... 3
HLTH 77 Co-occurring Disorders................................. 3
HLTH 79B Advanced Field Work................................. 3

Total Units ................................................................. 38.5

*Can be taken any semester

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies prior to Fall 2007, we will honor 31-units for program completion. These courses include HLTH 30, 70, 72, 73, 74, 75, 76, 77, 78, 79A, 79B, and 83.

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies prior to Fall 2004, HLTH 100 will be waived.

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies prior to Fall 2002; we will honor the following equivalencies:

- For HLTH 62A Fieldwork Prep, we will recognize HLTH 78 Fieldwork Prep.
- For HLTH 64 Health Education and Prevention, we will recognize either HLTH 77 Multiple Diagnosis, or HLTH 74 Criminology and Addiction.
- For students who took one of the following: PSYC 1 General Psychology or PSYC 10 Abnormal Psychology
- For students who took one of the following: SOC 1 Introduction to Sociology

We will recognize HLTH 77 Multiple Diagnosis

- For students who took HLTH 62B Beginning Field Work, we will recognize HLTH 79A
- For students who took HLTH 63A Advanced Field Work, we will recognize HLTH 79B

To accommodate students who were enrolled in the Certificate in Drug and Alcohol Studies during the Fall 1998-Spring 1999 semesters, we will honor the following equivalencies:

- For students who took HLTH 60A D/A Skills, we will recognize HLTH 73 Case Management/Individual Intervention Skills.
- For students who took HLTH 61 CHW Field: Health Services, we will recognize PSYC 1 General Psychology or SOC 1 Introduction to Sociology.
- For students who took HLTH 62 Prep for Field Experience, we will recognize HLTH 62A Field Work Prep: Ethical & Legal Issues.
- For students who took HLTH 63 CHW Field Experience, we will recognize HLTH 62B Beginning Field Experience.

Health Care Interpreter Certificate

The curriculum for the Health Care Interpreter Certificate is designed to train bilingual/bicultural students to become linguistically and culturally competent interpreters who can function effectively and efficiently in healthcare settings. Through academic...
preparation, practical skills training and service in community based health care settings, certificate candidates learn: a) roles and responsibilities of a health care interpreter; b) basic knowledge of common medical conditions, treatments and procedures; c) insight in language and cultural nuances for specific communities; d) application of interpreting skills in English and language of service. Both California and National Standards of Practice are included in the instruction.

Admission Requirements

Admission is based on:
1. Proficiency in English and an additional language
2. Attendance required at orientation
3. Submission of written application distributed at orientation
4. Priority is given to those who have successfully completed at least one of the recommended courses below*
5. up to four different languages are offered each semester depending on number of applicants.

Any student who receives a grade less than a “C” in HLTH 80, must re-apply for admission to the program in subsequent semesters.

Requirements for Certificate of Accomplishment

Each course must be completed with a grade of C or higher or Pass.

Courses Required for the Certificate of Accomplishment in Health Care Interpreter

Course Units
HLTH 80 Interpreting in Health Care I ..................... 6
HLTH 81 Interpreting in Health Care II ..................... 6
HLTH 82 Field Exp in Health Care Interpreting ........... 3
Total Units ......................................................... 15

*Recommended courses prior to enrollment or during the first semester:

Course Units
HIT 51 Basic Medical Terminology ......................... 1
ANAT 14 Intro to Human Anat and Physiology ........... 3
PHYS 12 Intro to Human Physiology ....................... 3

For more information call the Health Education Department at (415) 452-5158.

HIV/STI Prevention Education Certificates in Specialty Skill Areas

Certificate Curricula

The HIV/STI Prevention Education Studies offers certificates in the specialty areas of Outreach, Case Management, and Facilitation. Each certificate focuses on a specific skill set supported by core curriculum in HIV and STI prevention, and health education and promotion. Graduates are qualified for employment in the HIV/STI field and work in a variety of community-based, public and private health and social service settings. In addition, these certificates have been designed to combine course work with the Community Health Worker, Drug and Alcohol Studies, and Sexual Health Educator Programs.

Admission. Open enrollment

Requirements for the Certificate of Accomplishment. Each certificate requires completion of 11 units. Each course must be completed with a final grade of “C” or higher or Pass.

Credit Toward Graduation. Credits earned in obtaining the HIV/STI Prevention Education Specialty Skill Certificates may also be applied toward satisfaction of City College graduation requirements.

HIV/STI Prevention Education Specialty Skill Certificates.

Students are encouraged to combine all three HIV/STI Specialty Skill Certificates as appropriate to their interests and abilities for a more complete skill set. Students are also encouraged to combine the HIV/STI Specialty Certificates with the Community Health Worker, Drug and Alcohol Studies, and/or Sexual Health Educator Certificate programs in their course of study to broaden their range of skills, knowledge, and career/employment opportunities.

HIV/STI Prevention Education: Outreach Skills Certificate

Courses Required for the Certificate of Accomplishment in HIV/STI Prevention Education: Outreach Skills

Course Units
HLTH 67 HIV/STI Prevention Ed ......................... 3
HLTH 64 Health Ed and Prevention ..................... 3
HLTH 68 HIV/STI Outreach Skills ....................... 3
HLTH 91C Hepatitis ABC’s .................. 1
HLTH 95 Transgender Health .................. 1
Total Units ......................................................... 11

HIV/STI Prevention Education: Case Management Skills Certificate

Courses Required for the Certificate of Accomplishment in HIV/STI Prevention Education: Case Management Skills

Course Units
HLTH 67 HIV/STI Prevention Ed ......................... 3
HLTH 64 Health Ed and Prevention ..................... 3
HLTH 73 Case Mgmt/Individual Intervention ........... 3
HLTH 91C Hepatitis ABC’s .................. 1
HLTH 95 Transgender Health .................. 1
Total Units ......................................................... 11

HIV/STI Prevention Education: Facilitation Skills Certificate

Courses Required for the Certificate of Accomplishment in HIV/STI Prevention Education: Facilitation Skills

Course Units
HLTH 67 HIV/STI Prevention Ed ......................... 3
HLTH 64 Health Ed and Prevention ..................... 3
HLTH 76 Group Facilitation ........................... 3
HLTH 91C Hepatitis ABC’s .................. 1
HLTH 95 Transgender Health .................. 1
Total Units ......................................................... 11
Youth Worker: Organizing, Advocacy, Counseling and Education Certificate

The curriculum for this Youth Worker Certificate of Completion is a specialty certificate that is based on and connected to the Community Health Worker Certificate. This Youth Worker Certificate is designed to prepare individuals for positions working with youth ages 13-21 with community health and social services agencies and programs. Youth Workers provide health education, client-centered counseling and case management services, and conduct community organizing and advocacy in a wide variety of employment settings. The Youth Worker Certificate emphasizes health education and promotion from a social justice perspective, as well as specific competencies for working with low-income and underserved communities. As part of their education, students will complete an internship with a local youth-serving agency.

The Youth Worker Certificate was developed in partnership with other CCSF departments and local employers. Other CCSF Youth Worker Certificates are under development and will be based in other departments. A second certificate will focus on preparing individuals to work in After-School and Recreation Settings with youth of all ages, and a third certificate will emphasize organizational leadership and administration for those already working in the field seeking career advancement.

Admission. Admission to the program is based on:

1. The completion of prerequisite course HLTH 59, Introduction to Community Health Work (1 unit) with a grade of C or higher, OR documented successful experience as a Community Health Worker.
2. Submission of a written application (Applications will be accepted at the end of the Spring and Fall semester. Deadlines are posted online at www.ccsf.edu/Departments/Health_Education_and_Community_Health_Studies/chw/chw.htm)

Any student who receives a grade less than a “C” in HLTH 60 or 62, must re-apply for admission to the program.

For more information, to request an application or a form for documenting work experience, write to Health Education Department c/o CHW Coordinator, call (415) 452-7481 or come to Cloud Hall, Room 408.

Requirements for the Certificate of Completion. The Certificate requires completion of 22 units. Each course must be completed with a final grade of C or higher or Credit.

Internship: Students must complete a semester long internship of at least 120 hours with a youth-serving agency. Preparation and supervision for the field work experience will be provided in HLTH 61 and HLTH 63.

Credit toward Graduation. Credits earned in obtaining the Youth Worker Certificate of Completion may also be applied toward satisfaction of City College graduation requirements.

Courses Required for the Certificate of Completion in the Youth Worker Certificate Program: Organizing, Advocacy, Counseling and Education.

Course | Units
---|---
HLTH 60* CHW Skills | 3
HLTH 61* CHW Field: Health Services | 3
HLTH 62* Prep for Field Experience | 2

Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH E. Successful Communication/Health Occupations (1)</td>
<td>Lec-3 P/NP available</td>
</tr>
</tbody>
</table>

Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging.

Advising: ESL 72 or 150 or placement in 160

Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 8. Preparation for Careers in Health (1)</td>
<td>Lec-1 P/NP available</td>
</tr>
</tbody>
</table>
A survey of career opportunities in the health field. The course also provides self-management and communication skills useful to most health careers.

CREDIT, DEGREE APPLICABLE COURSES:

HLTH 5. Community Health (4)
Lec-4, field trips
An analysis and investigation of the organization, responsibilities, functions, utilization, delivery, and dynamics of our public and private community health care systems. Current health problems, crises, and trends and human behavior patterns. Factors that control and influence the various levels of health and health care systems. A holistic approach to community health. CSU/UC

HLTH 7. Introduction to Careers in Health (2)
Lec-2
A survey of opportunities in health careers with special emphasis on those offered by City College of San Francisco (see Catalog). Lectures include pertinent information on various career opportunities, educational preparation, current salaries, job mobility, and advancement potential. Guest lectures from professionals in the various health careers are a major part of this course. CSU

HLTH 9A. Elder Abuse Prevention (.5)
Lec-8 (total hrs) P/NP available
Instruction in the different types of elder abuse, including physical, behavioral, and environmental indicators of elder abuse. Social aspects of aging, multicultural perspectives, and methods of prevention. CSU

HLTH 10. Health and Aging (3)
Lec-3
An overview of the health aspects of aging and the changes and problems which take place as a result of the aging process. Demographic theories of aging; attitudes toward aging/stereotyping, normal biological and physiological changes, common pathological changes, mental disturbances, sexuality, nutrition, medication and substance abuse. Social aspects of aging, multicultural perspective, and methods of intervention. CSU

HLTH 11A. Pediatric CPR and First Aid (0.5)
Lec-8 (total hrs) P/NP available
Repeat: max. 1.5 units
Not open to students who are enrolled in or who have completed HLTH 21 within the last two years.

Instruction in the practice of universal precautions, pediatric CPR and first aid. Emphasis on identification and care for secondary survey conditions of common traumatic, medical and environmental emergencies involving children. American Heart Association “Heartsaver Child and Infant CPR” and City College of San Francisco Pediatric First Aid cards will be awarded to those who qualify. Course fulfills the partial requirement of AB 243 mandated Health and Safety Training for childcare personnel on how to develop their own program plan for disaster management and emergency preparedness. Instruction in preparing for and effectively dealing with, and recovery from emergency and crisis situations. A City College of San Francisco Childcare Disaster Preparedness certificate of attendance will be awarded to those who qualify. Fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11B. Pediatric Preventive Health Education (0.5)
Lec-8 (total hrs) P/NP available
Instruction in the recognition and management of preventive health practices, prevention policies and injury prevention in the childcare setting. A City College of San Francisco Pediatric Preventive Health Education certificate of attendance will be awarded to those who qualify. Course fulfills the partial requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11C. First Aid Care for Ill Children (0.5)
Lec-8 (total hrs) P/NP available
Identification, transmission, control and care for common childhood illnesses and communicable diseases. Childcare first aid practices and procedures for the management of well children with mild illnesses, chronic health conditions and special needs. A City College of San Francisco First Aid Care for Ill Children certificate of attendance will be awarded to those who qualify. Course fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11D. Childcare Disaster Prep. (0.5)
Lec-8 (total hrs) P/NP available
Training for childcare personnel on how to develop their own program plan for disaster management and emergency preparedness. Instruction in preparing for and effectively dealing with, and recovery from emergency and crisis situations. A City College of San Francisco Childcare Disaster Preparedness certificate of attendance will be awarded to those who qualify. Fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers. CSU

HLTH 11E. Child Passenger Safety (0.5)
Lec-8 (total hrs) P/NP available
Training for students in the fields of Health and/or Child Development, childcare providers and child safety advocates on Child Passenger Safety covering the legal, practical and policy aspects of safely transporting children. Includes an overview of Child Passenger Safety regulations, appropriate selection and installation of restraint systems, resources and development of an agency child transportation policy. CSU

HLTH 12. Health Providers BLS/First Aid (1)
Lec-16 (total hrs) P/NP available
Repeat: max. 3 units
Instruction and practice in the identification and care of life threatening and serious traumatic, medical, and environmental emergencies including respiratory and cardiac emergencies for adults, children, and infants. Emphasis is also on control of life threatening emergencies such as bleeding and shock. Identification and care of serious secondary survey conditions and situations involving special populations such as children and the elderly. American Heart Association “Healthcare Provider CPR/AED” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU

HLTH 13. Standard First Aid (0.5)
Lec-8 (total hrs) P/NP available
Repeat: max. 1.5 units
Current trends in standard first aid and adult cardiopulmonary resuscitation. Emphasis also on the ability to handle life threatening injuries, the performance of a secondary survey, and activation of the emergency medical services system. American Heart Association “Heartsaver Adult CPR” and City College of San Francisco First Aid cards will be awarded to those who qualify. CSU

HLTH 14. Advanced First Aid/Emerg. Care (2)
Lec-2, field trips P/NP available
Satisfies requirements for public safety personnel as stated in Title 22, Division 9, California Code of Regulations. Emergency care procedures for victims of injuries or medical emergencies. Instruction includes cardiopulmonary resuscitation with mask ventilation, emergency childbirth, burn care, environmental emergencies, wound care, poisonings, emergency treatment of drug
overdose, bone and joint injuries and other traumatic emergencies. American Heart Association “Healthcare Provider CPR/AED” and City College of San Francisco Advanced Level First Aid cards will be awarded to those who qualify. CSU/UC

HLTH 15. Basic Life Support Recertification (0.5)
Lec-8 (total hrs) P/NP available
PREREQ.: HLTH 12, 14 or 17, OR AN AMERICAN RED CROSS, OR AN AMERICAN HEART ASSOCIATION HEALTHCARE PROVIDER CPR/AED COURSE WITHIN THE LAST TWO YEARS. VALID CERTIFICATION CARD MUST BE PRESENTED IN THE FIRST HOUR OF INSTRUCTION.
Repeat: max. 1.5 units
An updated presentation of the newest techniques in cardiopulmonary resuscitation with an emphasis on current trends. Instruction also on the ability to handle other types of injuries, as well as performance of a secondary survey and activation of the emergency medical services. An American Heart Association Healthcare Provider CPR/AED Recertification card will be awarded to those who qualify. CSU

HLTH 16. Women’s Health Issues (3)
Lec-3, field trips P/NP available
Advise: HLTH 25, 27 or 53; and ESL 160 or 82 or ENGL 92 or placement in ENGL 93 or 94, or ESL 170
In-depth analysis of women’s health issues. Focus includes: tailoring health advice to individual needs, body image and self-esteem, stress management, alternative health practices, public policy and advocacy, emerging trends and careers in women’s health, Internet research, and current controversies. CSU

HLTH 17. Public Safety - First Responder (3)
Lec-3 P/NP available
Instruct public safety personnel who may arrive first to medical emergencies. Training will provide public safety personnel with the knowledge and basic skills necessary to recognize when a citizen is experiencing a medical emergency, activate the Emergency Medical System, conduct a primary and secondary survey, and provide a formal report of the victim’s condition to arriving Advanced Life Support Personnel. CSU
HLTH 17=F SC 17

HLTH 18. Community Disaster Prep. (1)
Lec-18 (total hrs) P/NP available
Training in community disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguishing equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of attendance will be awarded to those who qualify. CSU

HLTH 19. Mental Health (2)
Lec-2 P/NP available
Investigation into the current role of sexually transmitted diseases in public and personal life. Emphasis on prevention and risk assessment and the development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 20. Sexual Well Being (2)
Lec-2 P/NP available
Investigation into the current role of sexually transmitted diseases in public and personal life. Emphasis on prevention and risk assessment and the development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

HLTH 21. CPR, Childcare Health and Safety Education (3)
Lec-3 P/NP available
Training for childcare personnel to develop the knowledge and skills needed to provide first aid care for victims of traumatic, medical and environmental emergencies. Instruction includes Adult and Pediatric CPR, advanced level first aid, childcare health practice policies, prevention of childhood injuries, management of well children with mild illnesses, chronic health conditions and special needs. Course fulfills the AB 243 mandated Health and Safety Training requirements established by the State EMS Authority for Childcare Providers. CSU

HLTH 22. Child Development (3)
Lec-6 P/NP available
A comprehensive examination and comparison of allopathic and holistic health in contemporary and future health care. An analysis and exploration of conventional methods of healing, holistic health philosophies, principles and methods of therapy, including acupuncture, acupressure, homeopathy, chiropractic, herbal medicine, and other healing systems. Includes a survey of health and healing practices among various ethnic cultures living in the United States. This is an introductory class and not intended to diagnose or treat medical problems. CSU

HLTH 23. Health Science (2)
Lec-2 P/NP available
Not open to students who have completed HLTH 53.
HLTH 23=F SC 17

HLTH 24. Public Health (3)
Lec-2 P/NP available
Exploration of the nature and extent of the chemical “problem” in today’s world. This course is designed to increase awareness, dispel myths and nurture critical thinking on numerous issues related to chemical use/ misuse/ dependency and society. CSU

HLTH 25. Women’s Health Issues (3)
Lec-3, field trips P/NP available
Advise: ESL 72 or 150 or ENGL 90 or placement in ESL 160 or 82 or ENGL 92
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, spiritual, and political health. Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STIS, menopause, violence against women, stress, nutrition, exercise, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

HLTH 26. Women’s Health: Advanced Issues (3)
Lec-3, field trips P/NP available
Advise: HLTH 25, 27 or 53; and ESL 160 or 82 or ENGL 92 or placement in ENGL 93 or 94; or ESL 170
This course considers the physical, psychological, social and political influences on the health of men. Its purpose is to provide a basis for men with diverse ethnic backgrounds and sexual orientations to make healthy life choices. CSU/UC

HLTH 27. Men’s Health Issues (3)
Lec-3 field trips P/NP available
Advise: ESL 72 or 150 or ENGL 90 or placement in ESL 160 or 82 or ENGL 92
This course considers the physical, psychological, social and political influences on the health of men. Its purpose is to provide a basis for men with diverse ethnic backgrounds and sexual orientations to make healthy life choices. CSU/UC

HLTH 28. Health Education (2)
Lec-2 P/NP available
Explores application of educational principles and theories to health education programs. May be used as an introduction to courses in health education and epidemiology. (Not open to students who have completed HLTH 33.) CSU

HLTH 29. Health Education (2)
Lec-2 P/NP available
Study of educational theories and techniques of health education. Application of educational principles to health problems. CSU

HLTH 30. Drugs and Society (3)
Lec-3 P/NP available
PREREQ.: HLTH 100
Not open to students who have completed HLTH 53.
Exploration of the nature and extent of the chemical “problem” in today’s world. This course is designed to increase awareness, dispel myths and nurture critical thinking on numerous issues related to chemical use/ misuse/ dependency and society. CSU

HLTH 31. Psychology and the Law (3)
Lec-3 P/NP available
Not open to students who have completed HLTH 53.
A study of the impact of legal history, law, and contemporary legal thinking on the practice of psychology and the administration of psychological services. CSU

HLTH 32. Psychology and the Law (3)
Lec-3 P/NP available
This course considers the physical, psychological, social and political influences on the health of men. Its purpose is to provide a basis for men with diverse ethnic backgrounds and sexual orientations to make healthy life choices. CSU/UC

HLTH 33. Health Science (2)
Lec-2 P/NP available
Not open to students who have completed HLTH 53.
An interdisciplinary, introductory, and integrative presentation of natural and social science material relevant to psychological, social, and physical well-being, and the prevention of disease and injury. Emphasis on the nature of being human, the use and abuse of drugs including alcohol, human sexuality, the control of reproduction, intimacy and the family, optimum nutrition, fitness, disease, genetic and environmental health factors, consumer health practices, and coping with aging and dying. CSU

HLTH 34. Holistic Health Practices (3)
Lec-3 P/NP available
A comprehensive examination and comparison of allopathic and holistic health in contemporary and future health care. An analysis and exploration of conventional methods of healing, holistic health philosophies, principles and methods of therapy, including acupuncture, acupressure, homeopathy, chiropractic, herbal medicine, and other healing systems. Includes a survey of health and healing practices among various ethnic cultures living in the United States. This is an introductory class and not intended to diagnose or treat medical problems. CSU

HLTH 35. Holistic Health Practices (3)
Lec-3 P/NP available
A comprehensive examination and comparison of allopathic and holistic health in contemporary and future health care. An analysis and exploration of conventional methods of healing, holistic health philosophies, principles and methods of therapy, including acupuncture, acupressure, homeopathy, chiropractic, herbal medicine, and other healing systems. Includes a survey of health and healing practices among various ethnic cultures living in the United States. This is an introductory class and not intended to diagnose or treat medical problems. CSU

HLTH 36. Trauma Response and Recovery (3)
Lec-3 P/NP available
This course is designed for students pursuing work or study in the health, justice, or social service fields. Students will review
definitions of trauma, identify traumatic events, and analyze the ways in which trauma experiences affect survivors. Students will review varying approaches to recovering from traumatic events, and develop skills in supporting the recovery of others. CSU

**HLTH 40. Urban Health Policy (3)**  
Lec-3  
P/NP available  
Advise: ENGL 92 or ESL 160 or placement in ENGL 93 or 94, or ESL 170  
Explore the main determinants of health and health disparities in diverse and low-income communities in the United States. Become familiar with current policy issues in urban community health and the process for influencing policy. Develop skills to serve as an effective advocate for community health. CSU/UC

**HLTH 41. Survey and Management of Stress (1)**  
Lec-2 (8 wks)  
P/NP available  
A survey of the stress process, major stressors and management of stress. An analysis of the stress experience. Exploration of many common and effective management approaches, methods and relaxation techniques. CSU

**HLTH 42. Introduction to Social Marketing for Health (1)**  
Lec-1  
P/NP available  
An overview of the field of social marketing - the application of commercial marketing techniques to promote public health. Students will review concepts of social marketing, and analyze examples of local and international campaigns which use social marketing principles to promote the health of specific communities. The class will select a health topic of mutual interest, and identify key steps for the development of social marketing materials which address the issue. CSU

**HLTH 44. Social Marketing and Health Promotion (3)**  
Lec-3  
P/NP available  
An overview of the use of social marketing techniques to promote public health outcomes. Students will examine concepts of social marketing and analyze examples of local and international campaigns which use social marketing principles to promote the health of specific communities. CSU

**HLTH 45. AIDS: The Epidemic (1)**  
Lec-2  
P/NP available  
Investigation of the physiological, emotional, social and cultural aspects of the AIDS epidemic with emphasis on risk assessment, prevention, and methods of coping. Includes basic biological and microbiological principles relating to AIDS. CSU

**HLTH 46. Immigrant Health (3)**  
Lec-3  
P/NP available  
Students will gain an understanding of the health issues that immigrants and their communities face, including physical and mental health. The impact of policies and access to health care as determinants to immigrant health outcomes will be explored. CSU

**HLTH 48. Violence as a Public Health Issue (3)**  
Lec-3  
P/NP available  
Public health perspectives to understanding the causes and consequences of institutional, state-sponsored and inter-personal violence will be examined along with strategies for violence prevention. CSU

**HLTH 50. Tai Chi for Health (3)**  
Lec-2.5, lab-1.5  
P/NP available  
Tai Chi Chuan is a form of thought and physical movement that incorporates meditation into motion; emphasis on the philosophical and practical application of Tai Chi thought as it applies to human health and life; practice of basic Tai Chi Chuan forms (Yang Style). CSU/UC

**HLTH 52. Critical Perspectives in Global Health (3)**  
Lec-3  
P/NP available  
Students will gain an understanding of the interconnectedness of the economic, social, cultural, political structures at play at a global level and the ways in which these structures influence public health. Through an understanding of the field of global health, students will better understand how their health is impacted locally. CSU

**HLTH 53. Health Science (3)**  
Lec-3  
P/NP available  
Advise: ENGL 92 or ESL 72 or 150 or placement in ENGL 93 or 94; or ESL 160 or 82  
Not open to students who have completed HLTH 33. Critical analysis of individual and societal issues and problems involving the promotion and maintenance of a psychological, social, and physical state of well-being, based on relevant natural and social science skills and knowledge. Topics include: mental health and illness, stress management, use and abuse of drugs, including alcohol and tobacco, sexuality, birth control, pregnancy, nutrition, fitness, disease and accident prevention, consumer and environmental health and related areas, aging, and coping with death and dying. CSU/UC

**HLTH 54. Introduction to Public Health (3)**  
Lec-3  
P/NP available  
This course is designed for students pursuing work or study in the health or social service fields. Students will be introduced to the basic concepts of public health and analyze the social determinants of health. Students will discuss contemporary public health challenges, focusing on the elimination of health disparities. CSU/UC

**HLTH 59. Introduction to Community Health Work (1)**  
Lec-3 (6 wks), field trips  
“Who are Community Health Workers (CHWs) and what do they do?” Introduction to the roles of CHWs through class discussions, guest speakers, and class field trips. Development of practical skills such as on-the-job solution-oriented problem solving, and organizational and time management skills. CSU

**HLTH 60. CHW Skills (3)**  
Lec-3, field trips  
Prereq.: Acceptance into Certificate Program  
Coreq.: HLTH 62  
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. Skill development will focus on health counseling and education, data collection and documentation, communication skills, case management, and giving referrals. CSU

**HLTH 60A. D/A Skills (3)**  
Lec-3, field trips  
Prereq.: Acceptance into Certificate Program  
Coreq.: HLTH 62  
Skill development will focus on communication skills and the techniques used for health advising, intake interviewing, data collection, documentation, and referrals. Students will practice essential intervention skills needed to work in substance abuse agencies and community settings, and develop appropriate strategies in the intake process and recording of information in the substance abuse field. CSU

**HLTH 61. CHW Field: Health Services (3)**  
Lec-3, field trips  
Prereq.: HLTH 60  
Coreq.: HLTH 63  
Exploration of the history, philosophy and development of the community health work field. Skill development will focus on advocacy,
community involvement, program planning, case study analysis, and observation and reporting techniques. Overview of health delivery systems, identify new programs and careers in the emerging field of community health. CSU

HLTH 62. Prep for Field Experience (2)
Lec-2  P/NP available
Coreq.: HLTH 60
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and communities of diverse backgrounds. Developing job readiness skills and communications skills for use in a health team, preparing students to enter into their field experience as a Community Health Worker. CSU

HLTH 63. CHW Field Experience (2)
Conf-2, work-8  P/NP available
Prereq.: HLTH 61
Training community health workers to be an integral member of the health care delivery team to provide effective, efficient and appropriate services to underserved clients and diverse communities. This course provides field experience as a Community Health Worker, enabling students to practice skills learned in HLTH 61. CSU

HLTH 64. Health Education Practice (3)
Lec-3
An introduction to the principles of health education including basic theories, practices, and participatory methods with a focus on meeting the diverse needs of communities and adult learners. Application of skills and management strategies covering topic such as: HIV/AIDS, drug and alcohol use, chronic disease, and violence. CSU

HLTH 65. Youth Development and Leadership (3)
Lec-3, field trips  P/NP available
An introduction to the principles of youth development and approaches to investigating significant health issues affecting today’s youth with a focus on meeting the diverse needs of community and youth learners. Strategies and skills needed for engaging and involving young people in their own decision-making and community activism. CSU

HLTH 66. Health Education and Chronic Disease Management (3)
Lec-3  P/NP available
Instruction to the epidemiology and causes and consequences of the most common chronic diseases and barriers to overcoming them. Management of chronic disease, development of essential communication skills needed in the clinical setting, and challenges to working in a team based medical environment. CSU

HLTH 67. HIV/STI Prevention Education (3)
Lec-3, field trips  P/NP available
Education and skills training in peer education to help diverse populations to reduce their risk of infection with sexually transmitted disease (STIs), especially HIV/AIDS; STI/HIV prevention activities are conducted among CCSF students as members of Project SAFE with volunteer work in community-based organizations. CSU

HLTH 68. HIV/STI Outreach Skills (3)
Lec-3, field trips  P/NP available
Advised: HLTH 67 or HIV/STI prevention experience
Education and training in advanced issues in HIV/STI peer education, such as events production, in-depth analysis of STI transmission and risk reduction, and careers in public health; conduct peer education activities as members of CCSF’s Project SAFE; emphasis on putting skills into practice. CSU

HLTH 69. HIV/AIDS Peer Education: Directed Practice (3)
Lec-3, field trips  P/NP available
Advised: HLTH 68; discuss with instructor: 2 yrs work experience in HIV/STI prevention needed to possibly waive prerequisite
Repeat: max. 9 units
Specialized education and directed practice for trained HIV/AIDS Peer Educators. Emphasis on utilizing skills in producing and participating in STI and HIV/AIDS prevention activities at CCSF and in the community, serving as mentors for beginning Peer Educators, updating information and skills. CSU

HLTH 70. Physiological Effects of Addiction (3)
Lec-3  P/NP available
Prereq.: HLTH 100
This course provides an understanding of basic physiology and pharmacology including how chemicals are metabolized, the effects of chemicals on basic nutrition and sexuality (including pregnancy), treatment implications and new medical research, the semantics of addiction, and the relationship between brain chemistry and craving. CSU

HLTH 71. Selected Topics in Addictions (1)
Lec-16 (total hrs)  P/NP available
Repeat: May vary with topical courses
Investigation of current important substance abuse concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting the substance abuse field.

HLTH 71A. Ethics and Legal Issues. CSU
HLTH 71C. Drug and Alcohol Referral Techniques. CSU

HLTH 72. Cultural Aspects of Addiction (3)
Lec-3, field trips  P/NP available
Prereq.: HLTH 30 and 70 and 78
This course is a comprehensive, integral, and interdisciplinary approach in examining substance use and abuse within marginalized populations. Exploration of interrelated quality of life issues that influence and contribute to substance use and misuse. CSU

HLTH 73. Case Management/Individual Intervention (3)
Lec-3, field trips  P/NP available
Prereq.: HLTH 72, 74, 75 (for Drug & Alcohol Cert. Students only); HLTH 64, 67, 91C (for HIV/STI Cert. Students only)
Skill development will focus on communication skills and techniques used for client-centered health advising, intake and data collection processes, documentation and referrals, with ethical considerations regarding the scopes of practice and competency for clinicians and agencies. Students will develop the skills needed to work in behavioral health agencies, including community settings, and develop appropriate strategies in a holistic process of managing cases for diverse populations. CSU

HLTH 74. Criminology and Addiction (3)
Lec-3, field trips  P/NP available
Prereq.: HLTH 30, 70, and 78
A comprehensive examination of various theories of addiction and their application to incarcerated populations, men, women, and youth. An analysis and exploration of theories of incarceration, diversity, prevention of gang involvement, criminal behavior and recovery from addiction. CSU

HLTH 75. Treatment Modalities (3)
Lec-3, field trips  P/NP available
Prereq.: HLTH 30, 70, 78
Exploring the differing models of treatment. Basic clinical
strategies, and interventions will be analyzed and practiced. The course will focus on developing clinical interviewing, assessment and treatment planning skills, with emphasis in cultural appropriate and case conceptualization. CSU

**HLTH 76. Group Facilitation (3)**
Lec-3  P/NP available
Prereq.: HLTH 73, 79A, 83 (for Drug & Alcohol Certificate students only); HLTH 64, 67, 91C (for HIV/STI Certificate students only); or demonstration of equivalent knowledge and/or skills
Introduction to group dynamics and facilitation skills for people working in the fields of addiction and HIV/STI prevention education. Students will gain theoretical understanding of group facilitation concepts, observe group dynamics, experience group membership and practice learned facilitation skills. CSU

**HLTH 77. Co-Occurring Disorders (3)**
Lec-3, field trips  P/NP available
Prereq.: HLTH 73, 79A, and 83
This course will help students to identify common pre-existent or concurrent psychiatric disorders that may surface with substance use. CSU

**HLTH 78. Field Work Prep: Ethics and Legal Issues (2)**
Lec-2, field trips  P/NP available
Prereq.: HLTH 100
This course prepares students to enter into their field experiences in substance abuse. Exploration of issues related to ethical and legal responsibilities for Drug & Alcohol Counselors. CSU

**HLTH 79A. Beginning Field Work (3)**
Lec-3, work-8  P/NP available
Prereq.: HLTH 72, 74, and 75
Training students to acquire practical field experience in alcohol and other drugs settings. Students will work in drug and alcohol treatment programs as part of their internship requirements. CSU

**HLTH 79B. Advanced Field Work (3)**
Lec-3, work-8, field trips  P/NP available
Prereq.: HLTH 73, 79A, 83
This course provides students with hands-on learning experiences in settings involving all aspects of the recovery process. CSU

**HLTH 80. Interpreting in Health Care I (6)**
Lec-6, field trips  P/NP available
Training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Emphasis include the roles and responsibilities of a health care interpreter, basic knowledge of common medical conditions, treatments and procedures, insight in language and cultural nuances for specific communities necessary in the art of interpretation. Students who receive a D or F grade must reapply to the HCI program. CSU

**HLTH 81. Interpreting in Health Care II (6)**
Lec-6, field trips  P/NP available
Prereq.: HLTH 80
Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in HLTH 80 covering specialized health care service areas such as genetics, mental health, and death and dying. Emphasis on the development of cultural competency in the community and workplace and careers in interpretation. CSU

**HLTH 82. Field Experience in Health Care Interpreting (3)**
Lec.-3, field trips  P/NP available
Prereq.: HLTH 81
Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Knowledge and technical interpreting skills studied and practiced in the classroom will be applied in the field, and classroom lecture and practice including simulations. CSU

**HLTH 83. Motivational Counseling Skills (3)**
Lec-3  P/NP available
Prereq.: HLTH 72, 74, and 75
An examination of models and techniques used to counsel clients in addiction treatment settings with an emphasis on Motivational Counseling. CSU

**HLTH 89A-89B-89C-89D. Independent Study (0.5-1-2-3)**
Ind st-2.5, 5, 10, 15  P/NP available
Repeat: if no subject repeat
Investigation of current important health concerns which affect our communities, professions, and occupations. Designed to provide in-depth and intensive examination of issues affecting health and social service providers. CSU

**HLTH 90-91-92-93. Selected Topics in Health Science (0.5-1-2-3)**
Lec-0.5, 1, 2, 3  P/NP available
Repeat: max. 2, 4, 8, 12 units
This course will use a public health framework to provide a critical analysis of the health status of transgender people. The course is designed to provide knowledge and skill of those preparing to or already working in health, public health or allied helping professions. CSU

**HLTH 91A. Healthworker: Homeless Issues**
HLTH 91B. Harm Reduction and Health
HLTH 91C. Trauma and Recovery: An Introduction
HLTH 91D. Brief Introduction to the Recovery Model in Mental Health
HLTH 91E. Introduction to Managing Program Data
HLTH 91F. Introduction to Grant Writing Process
HLTH 94. Transgender Health: An Overview (.5)
Lec-8 (total hrs)  P/NP available
An examination of the health status and needs of transgender people. Designed to enhance the knowledge and skill of those preparing to or already working in health, public health or allied helping professions. CSU

**HLTH 95. Transgender Health: Working with Clients and Communities (1)**
Lec-1  P/NP available
A critical analysis of the health status of transgender people. The course is designed to provide knowledge, resources, and skills necessary to working effectively in the health, public health and allied helping profession with transgender clients and communities. CSU

**HLTH 96. Transgender Health: Public Health Strategies (2)**
Lec-2  P/NP available
This course will use a public health framework to provide a critical analysis of the health status of transgender people. Students will analyze factors contributing to morbidity and mortality, as well as strategies for promoting the health of transgender clients and communities. CSU

**HLTH 97. Stress Reduction: Care of the Soul and the World (3)**
Lec-3, field trips  P/NP available
An introduction to the theory and practice of various stress
 reduction and management techniques from a multicultural perspective. Includes a focus of developing the skills for self practice and designing stress reduction materials and programs for others.

**HLTH 100. Introduction to Drug and Alcohol Studies (1)**  
Lec-1, field trips  
P/NP available  
This course provides an overview of the Drug and Alcohol counseling field and an orientation to the requirements of Health Science Department’s Alcohol and Drug program. Students will identify necessary skills and potential challenges to success in the field. CSU

**HLTH 110. Health Impacts of Incarceration (3)**  
Lec-3  
P/NP available  
Students will gain an understanding of the health impacts of incarceration on the individual, families and communities. The impact of policies and service deliveries to formerly incarcerated people will be explored. The promotion of positive health outcomes among formerly incarcerated populations will be examined. CSU

**HLTH 111. Women, Incarceration and Health (1)**  
Lec-1  
P/NP available  
Students will gain an understanding of the health impacts of incarceration on women. The promotion of positive health outcomes for formerly incarcerated women will be explored. CSU

**HLTH 112. Promoting Wellness for Formerly Incarcerated Communities (5)**  
Lec-8  
P/NP available  
Students will gain an understanding of prison culture and the specific challenges an incarcerated person faces when re-entering society. Ethical considerations along with identifying systemic barriers and rights retained by this population will be explored. CSU

**HLTH 116. Conflict Resolution Skills in the Health Care Workplace (1)**  
Lec-1  
P/NP available  
Students will learn practical skills and strategies for managing conflict in the health care workplace. Theoretical models and the implications of culture and power dynamics on conflict resolution will be examined. CSU

**HLTH 120. Health and Educational Justice (3)**  
Lec-3  
Exploration of how race, class and gender impact health and education. General education skills will be applied to public health concepts. CSU

**HLTH 221. Health and Social Justice (3)**  
Lec-3  
P/NP available  
Health inequalities in the U.S. stem from unequal living conditions. We will use case studies from the PBS film series Unnatural Causes: Is Inequality Making Us Sick? We explore how class, racism, and gender shape epidemics, and learn how to influence policy and advocate for health and social justice. CSU

**AFAM 70. African American Health Issues (3)**  
Lec-3, field trips  
Major health problems in the African American community with emphasis on health promotion and disease prevention. Examines the relationships between contemporary health practice and beliefs and those of ancient African people. Social and economic issues and the impact on the delivery of health care. CSU/UC

**NONCREDIT COURSES:**

**HLTH 5000. Adult Cardiopulmonary Resuscitation (CPR) (8 hrs)**  
Adult cardiopulmonary resuscitation training for the lay rescuer who will respond to cardiac emergencies in the community setting.

Course content consists of the chain of survival, early recognition and management of a victim with a heart attack, rescue breathing, one-rescuer CPR and relief of airway obstruction. An American Heart Association “Heartsaver Adult CPR” card will be awarded to those who qualify.

**HLTH 5001. First Aid Care (8 hrs)**  
First aid training for the lay rescuer who will learn how to identify and care for victims of common traumatic, medical and environmental emergencies in the community setting. Instruction includes the performance of a secondary survey and the activation of the emergency medical services system. A City College of San Francisco First Aid card will be awarded to those who qualify.

**HLTH 5010. Effective Stress Management (27 hrs)**  

**HLTH 5018. Tai Chi for Health (36-270 hrs)**  
Tai Chi Chuan is a stylized form of movement that promotes both mental and physical well-being. This course is an introduction to the Chinese style of exercises known as Tai Chi Chuan, and it will teach the student Yang style Tai Chi form.

**HLTH 5019. Social And Mental Health (27 hrs)**  
Course content identifies the impact of societal definitions of mental health on the individual, the historical development and modification of these definitions, and the integration of societal, individual, and group systems to promote mental health information.

**HLTH 5020. Elder Abuse Prevention (8 hrs)**  
Instruction in the different types of elder abuse, including physical, behavioral, and environmental indicators of elder abuse. Social aspects of aging, multicultural perspectives, and methods of prevention.

**HLTH 5024. AIDS Awareness Workshop (3 hrs)**  
Updates of issues relating to AIDS Awareness. Each three-hour workshop will present current information highlighting an aspect of the AIDS epidemic, such as epidemiology of emerging affected populations, particular needs of particular populations, risk reduction, harm reduction, application of models of behavior change for safer sex, documentation of behavior change, setting appropriate goals, safer sex paraphernalia, new technologies for HIV testing, the latest in AIDS treatment. Emphasis will be on continuing education needs of HIV antibody risk assessment and disclosure counselors.

**HLTH 5025. Drug Abuse: Cultural Issues (24 hrs)**  
Exploration of the historical, political and cultural context of drugs.

**HLTH 5026. Substance Abuse (24 hrs)**  
Exploration of the nature and extent of substance abuse.

**HLTH 5027. Adult Children from Dysfunctional Families (27 hrs)**  
Discussion of the nature and causes of problems of adult children from dysfunctional families. Special emphasis on how these problems affect the individual and relationships. Explores recovery process and issues such as shame and low self-esteem.

**HLTH 5029. Addiction - Individual and Society**  
Addresses the scope and impact of addiction problems; the nature of addiction; its physical and psychological effects on individuals, and the socio-cultural aspects of addictive behavior.

**HLTH 5030. The Addictive Person (27 hrs)**  
An exploration of health psychology issues related to the
psychological, developmental and social aspects of ongoing recovery of adults from addictive beliefs and behaviors. Aimed particularly at meeting the needs of women and men of ethnic and sexual diversity. Topics include: the nature of addiction, description and characteristics of different addictions across ethnic/racial and sexual minorities (gay, lesbian, and bisexuals). Treatment models for the addictive person and stages of recovery.

HLTH 5033. The Codependent Person (27 hrs)
Overview of the characteristics of a codependent. Course content includes discussion of the nature, causes, and treatment of codependence. The course is directed to those interested in understanding codependents’ search for self and identity throughout the life-span.

HLTH 5034. Anger and Conflict in Recovery (27 hrs)
Informational overview which looks at and discusses the emerging issues of anger, aggression and conflict for people in recovery from substance abuse or dependency. This course meets the needs of women and men of ethnic and sexual diversity. Course content includes understanding distortions of anger, dealing with blocks to anger, and techniques to express anger in an assertive manner.

HLTH 5036. Burn-out, Renewal and Caregivers (12 hrs)
Identifies the problems of burn-out and setting limits for people in service positions, caregivers, ACOAs, and for people involved with someone with a terminal illness.

HLTH 5037. Social and Mental Health/Gay options (27 hrs)
A forum for discussing issues of concern in the gay men’s community, presenting a variety of groups, organizations and resources from that community.

HLTH 5041. Spiritual Aspects of Recovery (27 hrs)
Exploration of health psychology issues related to the psychological, developmental and social aspects of ongoing recovery of adults from addictive behaviors.

HLTH 5042. Couples in Recovery (27 hrs)
Informational overview which looks at and discusses the impact of communication patterns and conflict on sex, love and romance for recovering couples. Meeting the needs of women and men of ethnic and sexual diversity.

HLTH 5100. Successful Communication/Health Occupations (90 hrs)
Appropriate for students in Health Care Technology programs, Nursing, Vocational Nursing, Dental Assisting, Dental Lab, Radiology and Medical Imaging.
Practical preparation for successful communication in the Allied Health Fields. Designed for non-native speakers.

HLTH 5113. Childcare Asthma Health Ed. (4 hrs)
Training for childcare personnel on how to care for children with asthma and provide a safe, healthy and supportive environment for children with asthma. A City College of San Francisco Child Care Asthma Education certificate of attendance will be awarded to those who qualify. This course fulfills the partial continuing education requirement of the AB243 mandated Health and Safety Training established by the State EMS Authority for Child Care Providers.

HLTH 5114. Passenger Safety for Children (8 hrs)
Training for parents, caregivers, childcare personnel and other safety advocates on child passenger safety regulations, child passenger resources, the legal and practical aspects of safely transporting children, and appropriate selection and installation of restraint systems.

HLTH 5115. Disaster Prep. in Childcare (8 hrs)
Training in disaster management and emergency preparedness in the childcare setting. Instruction in the development, implementation and evaluation of a childcare disaster preparedness program. A City College of San Francisco Childcare Disaster Preparedness certificate of attendance will be awarded to those who qualify. Fulfills the partial continuing education requirement of the AB 243 mandated Health and Safety Training established by the State EMS Authority for Childcare Providers.

HLTH 5118. Neighborhood Disaster Prep. (18 hrs)
Neighborhood training in disaster management and emergency preparedness. Basic disaster skills instruction in utility control, identification of nonstructural hazards, hazardous materials awareness, fire extinguishing equipment and techniques, disaster medicine, search and rescue, team organization and management, and disaster psychology. A Neighborhood Response Team Training certificate of attendance will be awarded to those who qualify.

HLTH 5410. Organization of Health Services (8 hrs)
Overview of the financing and organization of health services in the United States. This course is designed for recent immigrants who have health professional training. The course will address the major functional components of the health system, including financing, health insurance, care delivery systems, the “safety net”, and issues of cost, quality and access.

HLTH 5420. Public Health and Society (8 hrs)
Introductory overview of the health and wellness in the United States. This course is designed for recent immigrants who have health professional training. Content areas include: public health; the determinants of health; American values about health and health care services; measuring health status and disparities; and the history and evolution of biomedicine.

HLTH 5430. Health Professions and Practice (8 hrs)
Overview of health care practice and professional culture. This course is designed for recent immigrants who have health professional training. The course will describe the major health professions and occupations, educational pathways, the organization and culture of their practice, licensure and other regulations affecting professional practice and the delivery of health services.

HLTH 5440. Contemporary Health Issues (8 hrs)
Introductory overview of major health, health services and policy issues in the United States. This course is designed for recent immigrants who have health professional training. The course will focus on cost, quality, access and equity issues including such topics as the uninsured, health status disparities, medical errors, health care “consumers”, and public health issues. Specific attention will be paid to contemporary issues in San Francisco and California.

HLTH 5500. HIV/AIDS: Issues for Health and Social Service Professionals (8 hrs)
Overview of HIV/AIDS Issues for Health and Social Service Professionals including basic information on transmission, prevention and treatment. The focus of the course will be on psychosocial assessment and legal/ethical issues. The course is designed to meet the CEU requirement for Social Workers and other health professionals.
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HIST 1. The United States Since 1900 (3)
Lec-3
An in-depth history of the United States since 1900, with emphasis on the more important political, economic, social, artistic, and cultural aspects of American life and on the role of the United States in world affairs. CSU/UC

HIST 3A-3B. The People’s Century (3-3)
Lec-3 P/NP available
This course surveys the history of our times, offering insight into the turbulent events of these 100 years. Emphasis will be placed on the social and political upheaval of the times, including war and revolution - and great expectations. Also illustrates how and why the 20th century was shaped as much by the masses and the force of the common people as by the elite and powerful. CSU/UC

HIST 4A-4B. Western Civilization (3-3)
Lec-3
HIST 4A not prerequisite to 4B
HIST 4A. Development of Western Civilization from ancient times through the Reformation. The emergence of civilization in the Near East; Greek and Roman contributions, development of Christianity, Byzantine influences, the Middle Ages, and the intellectual and religious changes of the Renaissance and Reformation. CSU/UC
HIST 4B. Development of Western Civilization since the Reformation and into the twentieth century. The emergence of modern Europe, overseas expansion of European civilization, great-power rivalries, the French and industrial revolutions, the consolidation of nation states, and the development of parliamentary democracy and scientific, intellectual, and cultural developments. CSU/UC

HIST 5. Europe Since 1900 (3)
Lec-3
A survey of developments since 1900 with emphasis on European and world relationships since 1914. The political-economic-social effects on Europe of the World Wars and the power blocks. The reason for current European attitudes. CSU/UC

HIST 9. Immigrants in American History (3)
Lec-3 P/NP available
Comparison of selected Asian, European and Latino groups in the United States from colonial times to the present. Students examine and compare economic, social, and cultural contributions of immigrant communities; evaluate immigration and naturalization policies; and discuss issues of acculturation and ethnic identity. Meets American Cultures requirement at U.C. Berkeley. CSU/UC

HIST 12A-12B. United States Women’s History (3-3)
Lec-3 P/NP available
HIST 12A not prerequisite to 12B
An in-depth study of the experiences, roles and contributions of women in the political, economic, social and cultural developments of the United States across racial, ethnic, and class lines. CSU/UC

HIST 12A. Pre-colonial period through the 1880’s.
HIST 12B. From 1890 to the present.

HIST 15A-15B. The Indian in North America (3-3)
Lec-3
HIST 15A not prerequisite to 15B
The Indian in North American history. CSU/UC
HIST 15A. Emphasis on Indians east of the Mississippi starting with the period of European colonization, continuing with the establishment of American domination and the removal policy, and ending with their participation in the Civil War.
HIST 15B. Emphasis on the life styles of Indians living west of the Mississippi and their wars in defense of their homelands. Governmental policies enacted toward the Indians during the twentieth century.

HIST 17A-17B. The United States (3-3)
Lec-3
HIST 17A not prerequisite to 17B
The history of the United States from Colonial Times to the present. A survey of the more important political, economic, social, artistic, and cultural aspects of American life as well as of the role of the United States in world affairs.
HIST 17A. Pre-colonial to the end of the Civil War. CSU/UC
HIST 17B. End of the Civil War to the present. CSU/UC

HIST 18A-18B. History of Latin America (3-3)
Lec-3 P/NP available
HIST 18A not prerequisite to 18B
A survey of Latin American history, institutions, culture, and art from colonial times to present. CSU/UC

HIST 20. History of Mexico (3)
Lec-3 P/NP available
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

HIST 21. History of the Mexican American/Chicano (3)
Lec-3 P/NP available
Survey of historical processes undergone by the Mexican American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican American/Chicanos. CSU/UC

HIST 31. Introduction to the History of England (3)
Lec-3 P/NP available
English history, culture and art from Norman times to the present. CSU/UC

HIST 32. History of Russia (3)
Lec-3 P/NP available
The history of modern Russia with attention given to the religious, literary, artistic, political, and other cultural influences which shaped the country in the nineteenth century. Later emphasis is on the social and intellectual ferment leading to the Bolshevik Revolution and the subsequent development of the Soviet Union. CSU/UC

HIST 33. History of South Asia (3)
Lec-3 P/NP available
A survey of the history of India, Ceylon, and Pakistan, with emphasis on the development of modern India and its role in international affairs. CSU/UC

HIST 34. The History of Japan (3)
Lec-3 P/NP available
A survey of the history of Japan, with emphasis on the more impor-
tant political, economic, social, artistic, and cultural aspects of Japanese life as well as on the development of modern Japan and its role in world affairs. CSU/UC

HIST 35A-35B. History of China (3-3)
Lec-3 P/NP available
HIST 35A not prerequisite to 35B
Intelectual, social, political, and economic development of China from ancient times to the present. Emphasis in second semester on twentieth century China, concentrating on the rise of nationalism and Communist rule on the Mainland. CSU/UC
HIST 35A. Ancient times to approximately 1900.
HIST 35B. 1900 to present.

HIST 36. History of Southeast Asia (3)
Lec-3 P/NP available
A survey of the history of Southeast Asia, with emphasis on the role of the United States in Southeast Asia. CSU/UC

HIST 37. History of the Philippines (3)
Lec-3 P/NP available
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

HIST 38. The Antebellum South in American History (3)
Lec-3 P/NP available
The antebellum South; its history, system of race relations, social institutions, art, and unique culture. CSU/UC

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3 P/NP available
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC

HIST 40. California (3)
Lec-3 P/NP available
A search for meaning in the forces, events, and lives that have shaped the present-day destiny of the Golden State and the Pacific Slope, beginning with the Spanish conquistadors and the period of exploration, extending through the ‘49er era and statehood, and including present-day political, social, and economic trends. CSU/UC

HIST 41A-41B. The African American in the United States (3-3)
Lec-3 P/NP available
The political, social, artistic, and cultural history of the African American in the United States, from the African heritage to the present. CSU/UC
HIST 41A. From the African heritage through the Civil War.
HIST 41B. From the Reconstruction to the present.

HIST 44. Comparative History of Overseas Chinese (3)
Lec-3 P/NP available
The history and social organization of overseas Chinese communities in Southeast Asia, North America, and Latin America from the Eastern Han Dynasty to the present. CSU/UC

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

HIST 46. Independent Studies in History (1)
Ind st-5
Repeat: if no subject repeat, max. 2 units
An individualized reading or research program. CSU (UC upon review)

HIST 47A-47B-47C-47D. Discussions in History (1-1-1-1)
Lec-1 P/NP available
Lectures on varied subjects given by authorities in the field of history; discussions and field trips. CSU (UC upon review)

HIST 48. African History (3)
Lec-3 P/NP available
A survey of African history from the beginning of man to the present. Its geography, race, development of major states, art, culture, population movements, European influence, and nationalism. CSU/UC

HIST 49. History of San Francisco (3)
Lec-3, field trips P/NP available
The growth of San Francisco from its origins as an Indian-Spanish-Mexican settlement to the metropolis of the San Francisco Bay Area. Emphasis on the role of San Francisco as the political, social, cultural, commercial, and artistic capital of the West Coast. CSU

HIST 50. United States Railroad History (3)
Lec-3, field trips P/NP available
United States Railroad History covers the History and evolution of the railroad industry in North America, including the geographical expansion, technical advancements, sociological influences, government involvement, and economic impacts of the railroads and related businesses in the United States, Canada and Mexico. CSU

HIST 51-52-53. Selected Topics in History (1-2-3)
Lec-1,2,3 P/NP available
Repeat: if no subject repeat
Selected topics in history will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under consideration.
HIST 53A. The Civil War. CSU

Humanities
Office: Batmale 556
Phone Number: (415) 239-3406
Web Site: www.ccsf.edu/english

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

HUM 7. Comparative Religions (3)
Lec-3 P/NP available
A survey of the world religions: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. CSU/UC

HUM 8. Philosophies of Religions (3)
Lec-3 P/NP available
A study of religious philosophies through a close examination of the literature of world religions. The sacred records and the lives, works, and teachings of the great teachers of world religions. CSU/UC

HUM 11. Music, Art, and Literature: Traditional Concepts (3) fa
Lec-3, field trips P/NP available
An introduction to traditional concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and


study provided through the use of recordings, readings, slides, tape recording, films, as well as field trips (on the students’ own time) to museums, concerts, and plays. CSU/UC

HUM 12. Music, Art, and Literature: Contemporary Concepts (3) sp
Lec-3, field trips P/NP available
An introduction to contemporary concepts in the humanities embracing the visual arts, music, literature, and the cross-cultural life of the community. Development of awareness for both cultural diversity and shared concepts. Background for guided discussions and study provided through the use of recordings, readings, slides, tape recordings, films, as well as field trips (on the students’ own time) to museums, concerts, and plays. CSU/UC

HUM 20. Bay Area Arts (3)
Lec-3, field trips P/NP available
Special studies in the Bay Area and how the forms of architecture, art, music, literature, and other aesthetic expressions define our regional culture and our position in the broader international field of the arts. CSU/UC

HUM 25. Women in the Arts (3)
Lec-3, field trips P/NP available
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and storytelling to painting, sculpture, jazz, novels, and performance art. Recognized “greats” as well as anonymous women of diverse cultural and ethnic backgrounds. Films, tapes, slides, and a field trip to complement class lectures and discussions. CSU/UC

HUM 35. North American Indian Contemporary Music, Art, and Literature (3)
Lec-3, field trips P/NP available
A study of contemporary North American Indian literature, visual art, music, and dance. Focus on the way contemporary artists express their cultural tradition through their art works. Background for guided discussion and study provided through the use of readings, slides, tapes, films as well as field trips (on the students’ own time) to museums, concerts, and dance performances. CSU/UC

HUM 41A. Western Cultural Values (3) fa
Lec-3, field trips P/NP available
Advis: ENGL 96 or placement in ENGL 1 A
The evolution of Western consciousness from Paleolithic times to the Renaissance. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of their times. CSU/UC

HUM 41B. Western Cultural Values (3) sp
Lec-3, field trips P/NP available
Advis: ENGL 96 or placement in ENGL 1 A
HUM 41A not prerequisite to 41B.
The evolution of Western consciousness from the Renaissance to the present. Emphasis on the creations of those artists and thinkers whose styles and modes of thought reflect the cultural temper of the times. CSU/UC

HUM 48. African American Music, Art, and Literature (3)
Lec-3
A study of significant works in African American literature, philosophy, art, and music through an examination of examples and a comparison with other cultural expressions in the United States. Readings, recordings, slides, films, and field trips (to museums, exhibits, concerts, plays, etc.) as background for guided discussions, study, and writing. CSU/UC

Interdisciplinary Studies
Office: Bammel 338
Phone Number: (415) 452-5343
Web Site: www.ccsf.edu/Departments/IDST

Announcement of Curricula

Collaborative Design Certificate

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration. Our approach offers students the collaborative skills and experiences needed for success in today's workplace. This program will enhance a focused study in any design discipline or provide an introduction to design thinking and making for all students.

Course Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSGN 101 Design Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 105 Survey of Collaborative Design</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 110 Rapid Visualization</td>
<td>3</td>
</tr>
<tr>
<td>DSGN 150 Color in Design</td>
<td>3</td>
</tr>
<tr>
<td>Elective coursework from the required list</td>
<td>3-5</td>
</tr>
<tr>
<td>Total</td>
<td>15-17</td>
</tr>
</tbody>
</table>


Trauma Prevention and Recovery Certificate

The Trauma Prevention and Recovery Certificate trains students as paraprofessionals to work in the field of violence prevention and trauma response, including service provision to victims and survivors of violence. It also trains service providers such as probation officers or nurses who routinely work with survivors of traumatic events to understand and respond to concerns unique to survivors.

This interdisciplinary curriculum educates students on (a) the causes and consequences of diverse forms of violence; (b) programmatic approaches to prevention and intervention; (c) the specific effects of violence on children and their families; (d) peer counseling and client-centered skills for working with victims and survivors; and (e) historic and aesthetic approaches to understanding violence, trauma and recovery, including the study of art, music and literature that has emerged from such experiences. Students in this program develop a broad understanding of violence and its impact on diverse individuals, families, communities and societies. This certificate program focuses on how violence affects individuals and groups, including considerations of ability/disability, age, culture, ethnicity/race, gender, gender identity/sexuality, and immigration status. Students develop skills to critically analyze social constructs that contribute to violence, listen empathically, offer appropriate referrals, and provide culturally-competent peer support.

Admission: The Trauma Prevention and Recovery Certificate program is open to any student enrolled at CCSF who meets the prerequisite requirements for each of the required courses.

Requirements for the Certificate of Accomplishment. The certificate requires completion of 15 units, which can be completed in two
Interdisciplinary Studies

Credit toward Graduation. Credit earned to obtain the Certificate of Accomplishment satisfies the G1 and H2 graduation requirements, and coursework is transferable to the California State University.

Credit toward Community Health Worker Certificate. One of the courses required for the Trauma Prevention and Recovery Certificate, WOMN 54, meets the elective requirement for the CHW program.

Courses Required for the Certificate of Accomplishment in Trauma Prevention and Recovery

First Semester
Course Units
HLTH 48 Violence as a Public Health Issue 3
CDEV 100 Violence & Its Impact on Children and Their Families 3

Second Semester
IDST 47 Trauma & The Arts: An Interdisciplinary Approach 3
WOMN 54 The Politics of Sexual Violence 3
HLTH 38 Trauma Response & Recovery 3

Total Units 15

Announcement of Courses

Interdisciplinary Studies

CREDIT, DEGREE APPLICABLE COURSES:

IDST 3. Current Museum Studies (3)
Lec-3, field trips P/NP available
Repeat: if no subject repeat
May not be offered every semester. Specific times, topics, and instructors will be announced through campus media.
This course is designed to take advantage of the cultural and educational opportunities provided through permanent and traveling exhibits in various San Francisco museums. CSU/UC

IDST 4. Ways of Faith (3)
Lec-3 P/NP available
This interdisciplinary course introduces the scriptural, symbolic, and artistic traditions of the world’s major faiths: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam. The class also considers how knowledge of these religious systems can serve to advance world peace. CSU/UC

IDST 6. Patterns of Problem Solving (3)
Lec-3
An introduction to patterns of reasoning in the process of problem solution and decision making. Exposure to concepts, theories and techniques in the analysis and synthesis of whole systems. Application of the tools and methods discussed to specific problems of technical, social, and personal nature. CSU

IDST 7. Introduction to the United Nations (3)
Lec-3 P/NP available
An introduction to the United Nations, including the UN Charter’s mission to achieve international peace, and the function of the organization’s six administrative bodies. In addition to studying the theory and practice of international diplomacy, students evaluate the successes and challenges of collective security, peacekeeping attempts, and technological cooperation. CSU/UC

IDST 9. Marine Biology (3)
Lec-3, field trips P/NP available
The natural history of California marine plants and animals with emphasis on the interrelationships between marine life and their environment. CSU/UC

IDST 10C. The Oceans (3)
Lec-3, field trips
Interrelationships between humans and the oceans. Includes history of ocean exploration and contemporary problems of ocean use. CSU/UC

IDST 10D. Prejudice (3)
Lec-3
Repeat: if no subject repeat
May not be offered every semester.
This course will investigate the biological and anthropological facts about race and sex and contrast these with the sociological impact of beliefs regarding racial superiority on both majority and minority members of ethnically stratified societies. The historical "causes" of prejudice will be examined. CSU/UC

IDST 12. Reflection on Service Learning (1)
Lec-1, field trips
COREQ.: CONCURRENT ENROLLMENT IN A Course WITH A Service-Learning Component (E.G., SOC 1 AND 30), OR Current Volunteer Work. Repeat: max. 3 units
Students reflect on connections made between course work, service learning experience and personal development. A learning contract is drawn up by each student. Students document their experience by developing a portfolio. Learning from the experience of service is fostered. CSU

IDST 14. American Cultures in Literature and Film (3)
Lec-3 P/NP available
Advise: ENGL 96 or placement in ENGL 1A
To find unity in diversity in the shifting trajectories of American identities and how they interrelate, the following five groups will be featured to assess their interactive contributions to the unique American mosaic: Native Americans, European Americans, African Americans, Latin Americans, and Asian Americans. Literary works of nonfiction, fiction, drama, and poetry will be supplemented with selected films to accomplish this goal. CSU/UC

IDST 17. Human Sexuality (3)
Lec-3 P/NP available
A course integrating the biological, psychological, social, anthropological, legal, historical, ethical, and humanities perspectives on human sexuality. CSU/UC

IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of African-American women artists and writers from 1753 to the present. CSU/UC

IDST 27A-27B-27C. Asian Humanities (3-3-1)
IDST 27A not prerequisite to 27B
No knowledge of foreign languages required

IDST 27A-27B. Asian Humanities (3-3)
Lec-3 P/NP available
Advise: ENGL 93 or 94 or placement in ENGL 96
A team-taught survey of Asian civilizations, especially Arabic-
Idst 27c. Asian Humanities (1)
Ind st-5 P/NP available
Advis: IDST 27a or 27b
An independent study/research course under direction of one or more instructors, focusing on a specific area of study. CSU (UC upon review)

Idst 28. Current Topics and Issues in the Pacific Rim (3)
Lec-3, field trips P/NP available
May not be offered every semester.
This course will cover at least five of the following issues: government, religion, the arts, geography and ethnic diversity, education, media, health, recreation, relationships with the United States, economics and development (including the role of tourism), recent history, sociology and anthropology. Focus of the course will alternate among countries, such as Russia, the Philippines, China, Latin America, Japan, Indonesia, India, or Pakistan. For exact information, check the Class Schedule.

Idst 28a. Current Topics in Former USSR . CSU (UC upon review)
Idst 28b. Current Topics and Issues in the Philippines. CSU (UC upon review)
Idst 28c. Current Topics and Issues in China. CSU (UC upon review)
Idst 28d. Current Topics in Latin America. CSU (UC upon review)
Idst 28e. Current Topics and Issues in Japan. CSU (UC upon review)
Idst 28f. Current Topics and Issues in Indonesia. CSU (UC upon review)
Idst 28g. Current Topics and Issues in India and Pakistan. CSU/UC

Idst 29. Introduction to Islam (3)
Lec-3, field trips P/NP available
This study of Islam’s origins, cardinal principles, and practices will cover the following and related topics: The five basic tenets of the Islamic faith; guidelines for an ethically sound life; duties and obligations of a Muslim in relation to the Creator and in relation to other human beings; comparison between Islamic and other major religions, between Islamic cultures and other major world cultures. CSU/UC

Idst 30. Demystifying the Middle East (3)
Lec-3 P/NP available
This interdisciplinary survey of the Middle East introduces students to the cultural and religious diversity of the region, highlighting contributions in various disciplines, including science, art, music, and literature. It also examines depictions of the region and its people in Western art, literature, media, and current political discourse. CSU/UC

Idst 36. Poetry for the People (3)
Lec-3 P/NP available
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

Idst 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
Lec-3 P/NP available
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice, and discrimination on emerging minority groups in the United States. CSU/UC

Idst 38. Shakespeare: “for all time” (3)
Lec-3 P/NP available
Pre: Eligible for ENGL 1A
Advis: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
An interdisciplinary introduction to Shakespeare’s plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare’s artistry from their respective points of view, using some of his most popular plays. CSU/UC

Idst 40. Introduction to Contemporary Issues in the Filipino Community (3)
Lec-3, field trips P/NP available
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

Idst 42. Philippine Humanities (3)
Lec-3, field trips P/NP available
Appreciation and critical understanding of Philippine heritage in philosophy, art, music, architecture, dance, literature, theater and film. CSU/UC

Idst 44. African Literature (3)
Lec-3 P/NP available
An extensive examination of the composite of Africa’s literary art from literature in the oral tradition and in the vernacular languages to modern literature written in vehicular languages, languages of the colonizers. Analysis of successive attitudes of the Western world toward the Black race as related by African writers from 1890 to 1960, the most important historical period in African literature south of the Sahara. CSU/UC

Idst 45. Pacific Islanders in the United States (3)
Lec-3, field trips P/NP available
This study of Pacific Islanders’ migrations to the United States mainland includes a survey of the history, culture, and development of Hawai‘i; plus Hawai‘i’s role as a way station for their migration to the mainland. The indigenous cultural heritage and United States immigration experience of Pacific Islanders from Samoa, Tonga, Tahiti, Micronesia, Melanesia, Palau, New Zealand, Cook Islands, Marquesans, and the U.S. Territory of Guam will be assessed. CSU/UC

Idst 47. Trauma and the Arts: An Interdisciplinary Approach (3)
Lec-3, field trips P/NP available
A multi-disciplinary examination of works of art, music and literature inspired by both personal and global trauma with an emphasis on the transformative power of the creative process and how it helps individuals and communities heal. CSU/UC

**IDST 50. College Success (3)**
Lec-3  P/NP available

*Not open to students who have completed LERN 50*

A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of life-long success in academic, professional and personal development. CSU/UC

IDST 50 = LERN 50

**IDST 70. Architecture and Diversity (3)**
Lec-3, field trips  P/NP available

An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

**IDST 80-81. Diversity and Social Justice (.5-1)**
Lec-.5,1  P/NP available

A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

**IDST 80A. Diversity: Racism**

**IDST 80C. Diversity: Sexism**

**IDST 80D. Diversity: Heterosexism**

**IDST 80E. Diversity: Ableism**

**IDST 80F. Diversity: Classism**

**IDST 80G. Diversity: Transphobia**

**IDST 81B. Diversity: Anti-Semitism/Anti-Arabism**

**IDST 100A. Science through the Ages (3)**
Lec-3  P/NP available

A thematic exploration of the development of scientific thought and method throughout the world from ancient times to C. 1500. Topics will include the origins of all major branches of science as they were practiced and learned in various cultures. CSU/UC

**IDST 170. Pilgrimage: The Sacred Journey (1)**
Lec-3 (6 wks)  P/NP available

This course traces the pilgrims’ journey through time to an awareness of the divine. The course content covers well-traveled pilgrim roads, saints, relics, sacred time and space, and many holy places of the world, including Rome, Jerusalem, Benares, and Mecca. The secularization of pilgrimage in the 20th century will also be included. For those students interested in history, mysticism, art history, and the great religions of the world, this course will be an enlightening experience. CSU/UC

**Design**

**DSGN 101. Design Fundamentals (3)**
Lec-3, lab-3, field trips

*Advised: ESL 150 or ENGL 92*

*Repeat: max. 6 units*

A visual design course, covering the theories, processes, vocabulary, techniques and skills common to design disciplines. Practical application of knowledge through individual and group exercises and projects. CSU/UC

**DSGN 105. Survey of Collaborative Design (3)**
Lec-3, field trips

A survey of influences and forces throughout history that drive change in design. Focus will be given to how collaborative processes lead to change. Students will research, analyze, and discuss design case studies. CSU

**DSGN 110. Rapid Visualization (3)**
Lec-3, lab-3, field trips

*Advised: ESL 150 or ENGL 92*

*Repeat: max. 6 units*

A free-hand drawing course for the development of visual thinkers, covering processes, methods, strategies, terminology, conventions, techniques, and skills for the rapid visualization of ideas in design. Practical application of knowledge through individual and group exercises and projects. CSU/UC

**DSGN 150. Color in Design (3)**
Lec-3, lab-3, field trips

Exploration and application of the historical, cultural, symbolic, professional and personal uses of color through individual and collaborative design projects. An interdisciplinary study of the basic properties and theory of color; creating color relationships and harmonies; and optical, psychological and spatial effects of color in various media. CSU/UC

**Interior Design***

*See Architecture*

**Italian**

**Italian Major**

**Program Information.** The Italian program provides instruction in developing a student’s ability to communicate in Italian, both written and oral, through the intermediate level and to gain a knowledge of Italian cultures. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

**Degree Curriculum.** The Degree Curriculum in Italian is a two-year course of study designed to build a strong language foundation.
as well as expose students to Italian cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in Italian.

### Courses Required for the Major in Italian

Students must complete a minimum of 15 units chosen from

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 2 or 2A+2B Cont. Elementary Italian</td>
<td>5 or 6</td>
</tr>
<tr>
<td>ITAL 3A+3B Intermediate Italian</td>
<td>6</td>
</tr>
<tr>
<td>ITAL 4A+4B Cont. of Intermediate Italian</td>
<td></td>
</tr>
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</table>

An additional three (3) units must be completed from the following courses:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 1 or 1A+1B Elementary Italian</td>
<td>5 or 6</td>
</tr>
<tr>
<td>ITAL 10B Beginning Conv. Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10C Intermediate Conv. Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10D Cont. of Intermed. Conv. Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 15A-15B Advanced Conv. Italian</td>
<td>3-3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................. 18

### Italian Certificate

The Certificate of Accomplishment in Italian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Italian. Each course must be completed with a final grade of C or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

<table>
<thead>
<tr>
<th>Courses Required for the Certificate of Accomplishment in Italian</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td></td>
</tr>
<tr>
<td>ITAL 1 Elementary Italian</td>
<td>5</td>
</tr>
<tr>
<td>or ITAL 1A-1B Elementary Italian</td>
<td></td>
</tr>
<tr>
<td>ITAL 2 Continuation of Elementary Italian</td>
<td>3-3</td>
</tr>
<tr>
<td>or ITAL 2A-2B Continuation of Elem Italian,</td>
<td></td>
</tr>
<tr>
<td>or ITAL 3A-3B Intermediate Italian</td>
<td>3</td>
</tr>
<tr>
<td>or ITAL 4A-4B Continuation of Intermediate Italian</td>
<td>3-3</td>
</tr>
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</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 10A Beginning Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10B Cont of Beg Conversational Italian</td>
<td>3</td>
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<tr>
<td>ITAL 10C Intermediate Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 10D Cont of Inter Conversational Italian</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 15A, 15B Adv Conversational Italian</td>
<td>3-3</td>
</tr>
</tbody>
</table>

**Total Units** ................................................. 15

### Announcement of Courses

Students of beginning Italian are directed to consider Italian 1, 1A and 10A.

**CREDIT, DEGREE APPLICABLE COURSES:**

**ITAL 1. Elementary Italian (5)**
Lec-5, lab-2 **P/NP available**
Advis: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course

**ITAL 1A-1B. Elementary Italian (3-3)**
Lec-3, lab-2 **P/NP available**
Advis: For ITAL 1A: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course.
Prereq.: For ITAL 1B: ITAL 1A or demonstration of ITAL 1A exit skills
Grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC
ITAL 1A+1B = ITAL 1

**ITAL 2. Continuation of Elementary Italian (5)**
Lec-5, lab-2 **P/NP available**
Prereq.: ITAL 1 or 1B or demonstration of ITAL 1/B exit skills
Second semester course. Continuation of beginner’s course in grammar, composition and reading. Practice in speaking and understanding Italian. CSU/UC
ITAL 2A-2B = ITAL 2

**ITAL 2A-2B. Continuation of Elementary Italian (3-3)**
Lec-3, lab-2 **P/NP available**
Prereq.: For ITAL 2A: ITAL 1 or 1B or demonstration of ITAL 1/B exit skills
Prereq.: For ITAL 2B: ITAL 2A or demonstration of ITAL 2A exit skills
Continuation of beginner’s course. Grammar, composition, and reading and practice in speaking and understanding Italian. CSU/UC
ITAL 2A+2B = ITAL 2

**ITAL 3A-3B. Intermediate Italian (3-3)**
Lec-3, lab-2 **P/NP available**
Prereq.: ITAL 2 or 2B or demonstration of ITAL 2/2B exit skills
May be taken non-sequentially
Review of grammar and composition; reading of cultural and literary materials. Constant practice in the use and comprehension of the spoken language. Conducted in Italian. CSU/UC
ITAL 3A-3B

**ITAL 4A-4B. Continuation of Intermediate Italian (3-3)**
Lec-3, lab-2 **P/NP available**
Prereq.: ITAL 3A and 3B or demonstration of ITAL 3A+3B exit skills
May be taken non-sequentially
Review of grammar with emphasis on writing; reading of cultural and/or literary materials. Constant practice in the use and comprehension of the spoken language. Conducted in Italian. CSU/UC
ITAL 4A-4B

**ITAL 10A. Beginning Conversational Italian (3)**
Lec-3, lab-2 **P/NP available**
Not open to native speakers of Italian
Beginner’s course. Intensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Italian. CSU
ITAL 10A

**ITAL 10B. Continuation of Beginning Conversational Italian (3)**
Lec-3, lab-2 **P/NP available**
Prereq.: ITAL 10A or demonstration of ITAL 10A exit skills
Not open to native speakers of Italian
Second semester course. Continuation of oral practice of structures and vocabulary of spoken Italian. CSU
ITAL 10B

**ITAL 10C. Intermediate Conversational Italian (3)**
Lec-3, lab-2 **P/NP available**
Prereq.: ITAL 10B or demonstration of ITAL 10B exit skills
Not open to native speakers of Italian
Third semester course. Designed for students who wish to acquire more advanced skills in conversational Italian. CSU
ITAL 10C
ITAL 10D. Continuation of Intermediate Conversational Italian (3)
Lec-3, lab-2
P/NP available
PREREQ.: ITAL 10C or Demonstration of ITAL 10C Exit Skills
Not open to native speakers of Italian
Recommended for students enrolled in ITAL 2B or 3.
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more advanced skills in conversational Italian. CSU

ITAL 15A-15B. Advanced Conversational Italian (3-3)
Lec-3, lab-2
P/NP available
PREREQ.: ITAL 10D or 3A+3B or Demonstration of ITAL 10D or 3A+3B Exit Skills
ITAL 15A not prerequisite to 15B.
Continuation of extensive oral training in Italian. Designed for students who wish to acquire more advanced skills in conversational Italian. CSU/UC

ITAL 41. Culture and Civilization of Italy (3)
Lec-3
P/NP available
The course presents the culture of Italy: The most renowned features of Italian culture in the context of its geography, social institutions, and cultural evolution. Samples of works of literature, art, and architecture by the most famous figures of each field are examined. CSU/UC

Japanese Certification
The Certificate of Accomplishment in Japanese provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Japanese. Each course must be completed with a final grade of C or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in Japanese

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 1 Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 1A-1B Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 2 Continuation of Elementary Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 2A-2B Cont of Elementary Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 3 Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>or JAPA 3A-3B Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 4 Continuation of Intermediate Japanese</td>
<td>5</td>
</tr>
<tr>
<td>JAPA 4A-4B Cont of Intermediate Japanese</td>
<td>3-3</td>
</tr>
<tr>
<td>JAPA 16 Kanji of Reading and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAPA 10A Beginning Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10B Cont of Beg Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10C Intermediate Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 10D Cont of Inter Conversational Japanese</td>
<td>3</td>
</tr>
<tr>
<td>JAPA 39 or 49 Japanese Culture and Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units ................................................. 15

Announcement of Courses

Students of beginning Japanese are directed to consider JAPA 1, 1A, and 10A.
A placement test is available; call 239-3223.

CREDIT, DEGREE APPLICABLE COURSES:

JAPA 1. Elementary Japanese (5)
Lec-5, lab-2
P/NP available
Advise: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding simple Japanese. CSU/UC

JAPA 1A. Elementary Japanese (3)
Lec-3, lab-2
P/NP available
Advise: ENGL 93 or 94 or higher; or ESL 160 or 82 or higher or any City College or university foreign language course
Beginner’s course in grammar, composition, and reading. Practice in speaking and understanding Japanese. CSU/UC

JAPA 1B. Elementary Japanese (3)
Lec-3, lab-2
P/NP available
PREREQ.: For JAPA 1B: JAPA 1A OR DEMONSTRATION OF JAPA 1A EXIT SKILLS

JAPA 2A-2B Cont of Elem Japanese ............... 5 or 6
JAPA 3A+3B Intermediate Japanese ............... 5 or 6
JAPA 4A+4B Cont of Intermed Japanese ....... 5 or 6
JAPA 16 Kanji for Reading and Writing ........... 3

An additional three (3) units must be completed from the following courses:
JAPA 1 or 1A+1B Elementary Japanese ............. 5 or 6
JAPA 10B Beginning Conv. Japanese ............... 3
JAPA 10C Intermediate Conv. Japanese .......... 3
JAPA 10D Cont. of Intermed. Conv. Japanese .... 3
JAPA 39-49 Japanese Culture and Civ.......... 3-3

Total Units .................................................. 18

Japanese
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula

Japanese Major

Program Information. The Japanese program provides instruction in developing a student’s ability to communicate in Japanese, both written and oral, through the intermediate level and to gain a knowledge of Japanese culture. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

Degree Curriculum. The Degree Curriculum in Japanese is a two-year course of study designed to build a strong language foundation as well as expose students to Japanese cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in Japanese.

Courses Required for the Major in Japanese

Students must complete a minimum of 15 units chosen from

Courses
JAPA 2 or 2A+2B Cont. of Elem Japanese ........... 5 or 6
JAPA 3 or 3A+3B Intermediate Japanese ............. 5 or 6
JAPA 4 or 4A+4B Cont. of Intermed Japanese ...... 5 or 6
JAPA 16 Kanji for Reading and Writing .......... 3

An additional three (3) units must be completed from the following courses:
JAPA 1 or 1A+1B Elementary Japanese ............. 5 or 6
JAPA 10B Beginning Conv. Japanese ............... 3
JAPA 10C Intermediate Conv. Japanese .......... 3
JAPA 10D Cont. of Intermed. Conv. Japanese .... 3
JAPA 39-49 Japanese Culture and Civ .......... 3-3

Total Units .................................................. 18
Grammar, composition and reading. Practice in speaking and understanding Japanese. CSU/UC

JAPA 1A+1B = JAPA 1

JAPA 2. Continuation of Elementary Japanese (5)
Lec-5, lab-2 P/NP available
Prereq.: JAPA 1 or 1B or Demonstration of JAPA 1/1B Exit Skills
Second semester course. Grammar, composition, reading, and writing. Continued practice in speaking and understanding Japanese. CSU/UC

JAPA 2A-2B. Continuation of Elementary Japanese (3-3)
Lec-3, lab-2 P/NP available
Prereq.: For JAPA 2A: JAPA 1 or 1B or Demonstration of JAPA 1/1B Exit Skills
Prereq.: For JAPA 2B: JAPA 2A or Demonstration of JAPA 2A Exit Skills
Grammar, composition, reading and writing; emphasis on speaking and understanding Japanese. CSU/UC

JAPA 2A+2B = JAPA 2

JAPA 3. Intermediate Japanese (5)
Lec-5, lab-2 P/NP available
Prereq.: JAPA 2 or 2B or Demonstration of JAPA 2/2B Exit Skills
Third semester course. Grammar, composition, reading, and writing. Practice in speaking and understanding Japanese. CSU/UC

JAPA 3A-3B. Intermediate Japanese (3-3)
Lec-3, lab-2 P/NP available
Prereq.: For JAPA 3A: JAPA 2 or 2B or Demonstration of JAPA 2/2B Exit Skills
Prereq.: For JAPA 3B: JAPA 3A or Demonstration of JAPA 3A Exit Skills
Grammar, composition, reading and writing. Practice in speaking and understanding Japanese. CSU/UC

JAPA 3A+3B = JAPA 3

JAPA 4. Continuation of Intermediate Japanese (5)
Lec-5, lab-2 P/NP available
Prereq.: JAPA 3 or 3B or Demonstration of JAPA 3/3B Exit Skills
Fourth semester course. Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC

JAPA 4A-4B. Continuation of Intermediate Japanese (3-3)
Lec-3, lab-2 P/NP available
Prereq.: For JAPA 4A: JAPA 3 or 3B or Demonstration of JAPA 3/3B Exit Skills
Prereq.: For JAPA 4B: JAPA 4A or Demonstration of JAPA 4A Exit Skills
Grammar, reading and writing with emphasis on speaking and understanding of Japanese culture. Conducted in Japanese. CSU/UC

JAPA 4A+4B = JAPA 4

JAPA 10A. Beginning Conversational Japanese (3)
Lec-3, lab-2 P/NP available
Not open to native speakers of Japanese. Open to all beginning students.
Beginner’s course. Extensive oral practice of the language. Designed for students who wish to acquire basic skills of spoken Japanese. CSU

JAPA 10B. Continuation of Beginning Conversational Japanese (3)
Lec-3, lab-2 P/NP available
Prereq.: JAPA 10A or Demonstration of JAPA 10A Exit Skills
Not open to native speakers of Japanese

Second semester course. Continuation of oral practice of structure and vocabulary of spoken Japanese. CSU

JAPA 10C. Intermediate Conversational Japanese (3)
Lec-3, lab-2 P/NP available
Prereq.: JAPA 10B or Demonstration of JAPA 10B Exit Skills
Not open to native speakers of Japanese
Third semester course: Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

JAPA 10D. Intermediate Conversational Japanese (3)
Lec-3, lab-2 P/NP available
Prereq.: JAPA 10C or Demonstration of JAPA 10C Exit Skills
Not open to native speakers of Japanese
Fourth semester course. Designed for students who wish to continue acquiring more advanced skills in conversational Japanese. CSU

JAPA 16. Kanji for Reading and Writing (3)
Lec-3 P/NP available
Prereq.: JAPA 1 or 1B or Demonstration of JAPA 1/1B Exit Skills
Repeat: Max. 9 units
Intensive study of Kanji characters to increase competence in reading and writing Japanese and in understanding authentic materials. CSU

JAPA 39. Japanese Culture and Civilization (3)
Lec-3
Advise: ENGL 96 or placement in ENGL 1A
No knowledge of Japanese required
Not open to students who are enrolled in or have completed JAPA 49
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU/UC

JAPA 49. Japanese Culture and Civilization (3)
Lec-3 P/NP only
No knowledge of Japanese required
Not open to students who are enrolled in or have completed JAPA 39
A consideration of the major achievements of Japanese culture as reflected in language, literature, art, religion and daily life. CSU

Announcement of Curricula

General Information
The Journalism Program prepares students for a two-year degree, transfer to a four-year program, or professional development in select areas of study. All journalism classes are credit classes and are offered on the Ocean Campus. Enrollment in the various program areas is open to all interested students. Prospective students are encouraged to meet with a program adviser to discuss program specifics and articulation agreements.

Degree Curriculum
City College offers a degree in Journalism that gives students the research, writing, and production skills that are essential to a career in journalism. Current technology, from on-line research to electro-nic pagination, will be taught during the first two semesters.
Third and fourth semester students use these skills to write, design, and edit *The Guardsman* and/or *Etc. Magazine*. They cover a beat within the larger college community, learning the art and applying the crafts of journalism.

**Award of Achievement.** The degree curriculum in Journalism is designed so that students can satisfy the requirements for graduation from the College. Students who satisfy general education requirements and complete the major courses with final grades of C or higher receive an Associate Degree. Students receive an Award of Achievement in Journalism when they complete the required program of study with final grades of B or higher.

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**Journalism Award of Achievement**

**Courses Required for the Award of Achievement in Journalism**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 19 Contemporary News Media</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>JOUR 21 News Writing and Reporting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRPH 25 Intro. to Mac Graphics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib. Mat’ls</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 22 Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>BCST 101 Critical TV Viewing</td>
<td>3</td>
</tr>
<tr>
<td>or BCST 103 Mass Media &amp; Society</td>
<td></td>
</tr>
<tr>
<td>or BCST 104 Race and Media</td>
<td></td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
</tr>
<tr>
<td>JOUR 27 Newspaper Design and Pagination</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 23 Electronic Copy Editing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 24 Newspaper Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>BCST 110 Broadcast Writing</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>6</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 24 Newspaper Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 25 Editorial Management</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 26 Fundamentals of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

**Suggested Electives**

Journalism majors are advised to seek out a broad based education that will provide a strong liberal arts background. This is considered to be one of the best assets for a journalism professional. The list below is far from inclusive and is simply offered as a suggestion. Consult with an advisor and become familiar with college wide course offerings.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 130 Radio Writing Workshop</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 30 Introduction to American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 44A/B Surv of World Lit, Past &amp; Present</td>
<td>3</td>
</tr>
<tr>
<td>CINE 20A/B Film History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1 United States Since 1900</td>
<td>3</td>
</tr>
<tr>
<td>IDST 37 Racial &amp; Ethnic Groups in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 58A/B/C Research Techniques</td>
<td>1</td>
</tr>
<tr>
<td>PHOT 50A History &amp; Aesthetics of Photo</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 50B History &amp; Aesthetics of Photo</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 10 Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 30 Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate Curricula**

City College offers two certificate programs in Journalism, On-line Research Techniques and Editorial Management and Design. A student will receive a Certificate of Achievement after finishing the course of study with grades of C or higher in all courses. The Certificate programs are designed for working journalists interested in upgrading skills, students returning to school in search of new career opportunities, or currently enrolled students in the program. A student may receive a certificate while still working on a degree.

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**On-line Research Certificate**

**Courses Required for the Certificate of Achievement in On-line Research**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 19 Contemporary News Media</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>JOUR 21 News Writing and Reporting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRPH 25 Intro. to Mac Graphics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib Mat’ls</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General Education/Graduation Requirements</td>
<td>3</td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 22 Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCST 110 Broadcast Writing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 24 Newspaper Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 23 Electronic Copy Editing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 35 Internet Journalism</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

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**Editorial Management and Design Certificate**

**Courses Required for the Certificate of Achievement in Editorial Management Design**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 19 Contemporary News Media</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>JOUR 21 News Writing and Reporting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRPH 25 Intro. to Mac Graphics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LIBR 51 Intro to Libraries &amp; Lib Mat’ls</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 22 Feature Writing</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 27 Newspaper Design and Pagination</td>
<td>2</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPH 36 Publication Design</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 23 Electronic Copy Editing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 25 Editorial Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Fourth Semester
JOUR 24 Newspaper Laboratory 3
JOUR 26 Fundamentals of Public Relations 3
BCST 110 Broadcast Writing 3
Total Units 3

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

JOUR 19. Contemporary News Media (3)
Lec-3
Introduction to modern mass communication. Emphasis on the
development of news media (newspapers, radio, television, news
magazines, advertising); analysis of the credibility of news media
and its effect on daily life. Survey of career opportunities in jour-
nalism and related fields. CSU/UC

JOUR 21. News Writing and Reporting (3)
Lec-3
PREREQ.: ENGL 93 OR 94 OR PLACEMENT IN ENGL 96
Techniques of newspaper writing, with emphasis and practice on
developing and writing the news story. Training in information
gathering and interviewing news sources. CSU

JOUR 22. Feature Writing (3)
Lec-3
PREREQ.: ENGL 93 OR 94 OR PLACEMENT IN ENGL 96
Fundamentals in feature writing for magazines and newspapers
with special emphasis on profile and interpretive news features.
Practical experience in interview and in-depth research techniques.
Training in how to free-lance a story for publication. CSU

JOUR 23. Electronic Copy Editing (3)
Lec-3
PREREQ.: JOUR 21, 22, AND GRPH 25
P/NP available
This course is for writers, working editors, and those considering a
career in editing or copyediting. Students learn to edit newspapers,
magazines and web site articles for accuracy, style and organization.
The writer-editor relationship, and ways to keep it healthy, is
emphasized throughout the course. CSU

JOUR 24. Newspaper Laboratory (3)
Lec-1, lab-6
PREREQ.: JOUR 21, 22, AND GRPH 25
P/NP available
Repeat: max. 6 units
An advanced newspaper laboratory course in which students apply
the skills they have learned in previous writing and research courses
to the publication of the college newspaper. CSU

JOUR 25. Editorial Management (3)
Lec-3, field trips
COREQ.: JOUR 24
An advanced journalism course that trains prospective print editors
on all aspects of operating a publication, including developing a
publishing schedule and story assignments, coordinating a writing
staff, designing a page, writing headlines and cutlines, sizing pho-
tographs, understanding the business side of print journalism, and
working with other editors and printers. CSU

JOUR 26. Fundamentals of Public Relations (3)
Lec-3
PREREQ.: GRPH 25
ADVISE: JOUR 24
Prepares students to create an effective public relations campaign
which includes writing media releases, “pitch” letters, public
service announcements, managing media outlets, coordinating
mailings and designing leaflets and posters, as well as setting
up news conferences. Special attention given to in-house public
relations duties for corporate and non-profit entities. CSU

JOUR 27. Newspaper Design and Pagination (2)
Lec-2, lab-2
P/NP available
PREREQ.: GRPH 25
Fundamentals of newspaper design with special emphasis on tab-
loid publications. Practical hands-on experience in paginating the
campus newspaper, The Guardsman. CSU

JOUR 28. Advertising and Design for Newspapers (2)
Lab-6
PREREQ.: GRPH 25 OR DEMONSTRATION OF GRPH 25 EXIT SKILLS
A computer-based course designed to provide practical laboratory
projects in the design and layout of newspaper advertisements
using such applications as Multi-Ad Creator, or other current soft-
ware. CSU

JOUR 29. Magazine Editing and Production (3)
Lec-2, lab-3
PREREQ.: JOUR 21 OR 22
Repeat: max. 9 units
Students will study the editorial, business, graphic, and production
skills required for publishing a campus magazine. Course is appro-
priate for students interested in creative writing, graphic and fine
arts, photography, business, and journalism. CSU

JOUR 30A-30B-30C. Selected Topics in Journalism (1-2-3)
Conf-1, ind st-2,3,4
PREREQ.: LIBR 57 OR CNIT 131
Supervised individual research and study on topics and issues in the
mass media. The research could be an expansion of topics covered
in introductory courses or an exploration of new topics. The work
must serve to further the knowledge of the journalism student.
Topics must be acceptable to both the student and the instructor.
CSU

JOUR 30B. Orientation to Careers in Journalism.

JOUR 31. Internship Experience (2)
Conf-1, work-5
PREREQ.: JOUR 24
Repeat: max. 4 units
Supervised on-campus or off-campus employment in a branch of
journalism or a closely allied field to which the student shows him/
she to be best adapted. This could include experiences such as
working on community-based newspapers, publishing on the
Internet, or improving the journalism publishing program at CCSF
for the betterment of the larger community. CSU

JOUR 35. Internet Journalism (3)
Lec-3, lab-1
P/NP available
ADVISE: JOUR 21
Internet Journalism focuses on three topic areas: examination of the
role of the online journalist, web publishing, and using the Internet
for investigative purposes. CSU

JOUR 36. Advanced Reporting (3)
Lec-3, field trips
PREREQ.: JOUR 21
Advanced concepts of news gathering, interviewing and writing.
Students will be assigned beats covering neighborhood commu-
nities and local government. Extensive research, interviewing,
meeting coverage and writing involved. Students will improve and
expand their news gathering and writing skills. CSU
JOUR 37. Introduction to Photojournalism (3)
Lec-3
Advis: PHOT 51 or demonstration of equivalent knowledge
Emphasizes concepts of photojournalism such as news and feature
photography. Assignments will involve photographing people and
visual storytelling at a level appropriate for publication such as in
campus publications. Access to Single Lens Reflex (SLR) digital or
film camera required CSU

JOUR 38. Intermediate Photojournalism (3)
Lec-3
Prereq: JOUR 37
Advis: BCST 119 or equivalent skills
Emphasizes concepts of photojournalism at an intermediate level.
Assignments will involve photographing people and visual story-
telling at a professional entry-level appropriate for use in publica-
tions such as newspapers and magazines. Emphasizes integration
of traditional photojournalism with new media technology reflect-
ing current professional trends in photojournalism. Digital SLR
required. CSU

JOUR 40. Civic Journalism (3)
Lec-2, lab-2
P/NP available
Advis: JOUR 19 or BCST 103
Through an innovative model of research, discussion, and advocacy,
each student will learn new ways to investigate, interpret, report and
advocate on stories, issues, political actions and events affecting
very low income communities and individuals locally and interna-
tionally. CSU

Labor and Community Studies
Office: Evans
Phone Number: (415) 550-4459
Web Site: www.ccsf.edu/labr

Announcement of Curricula
Degree Curriculum
The Labor and Community Studies Department offers a two-year
degree program in labor, community and environmental advocacy.
It prepares students for transfer to similar programs at four-year
colleges and universities and for careers in public interest work.
It teaches students the contributions of working class people to
American society, with a special focus on organized labor, immi-
grants, people of color, women and LGBT people. It gives a thor-
ough grounding in the rights of employees, including union rights.
It offers specialized instruction in the history and current status of
movements for social change and includes classes in organizing,
community economics, community arts and political advocacy. It
combines classroom work with internships and connects students to
the broader community of public interest advocates.

Students who satisfy the requirements for graduation from the
College and complete the required Labor and Community Studies
courses with the average grade of C (2.00 grade-point average)
or higher receive the degree of Associate in Arts in Labor and
Community Studies.

Admission. Enrollment in Labor and Community Studies is open
to all interested students. College counselors orient students to the
program and help them set up a course of study that is appropriate
to their educational needs.

Course of Study. The course of study includes instruction in working
class history, workplace rights, union and community organiz-
ing, economics, politics, art and social change, community advoc-
cacy, environmental justice, communications, public relations and
organizational development, among others.

Electives are recommended to strengthen students’ skills in specific
areas, to fulfill overall degree requirements and to facilitate transfer
to associated four-year programs.

The Faculty. The faculty consists of scholars and practitioners of
public interest work in unions, community groups, environmental
organizations and government. They bring up to date, cutting edge
information from their fields of interest to the students in the class-
room, and provide with them a rich range of internship opportunities.

Transfer. Students have a wide range of transfer options to four-
colleges available to them after completion of the Labor and
Community Studies program. This program prepares them for con-
tinuing education in Labor, Community and Environmental Studies,
and in the social sciences and humanities

Employment. Students are advised to seek a four-year degree as
the most direct route to good careers in public interest employ-
ment. On the way to achieving that goal, the program helps them
obtain internships and entry-level positions. This complements their
classroom work and makes them attractive candidates for good jobs
once they’re done with college. These include positions with unions,
labor advocacy organizations, community and environmental groups
and government agencies. Union positions include work as negotia-
tors, field representatives, organizers, researchers, educators and
lobbyists. Community and environmental positions include those
in outreach and development, lobbying, membership and coalition
building, education and communication. Work with government
agencies includes enforcement, outreach and education.

Labor and Community Studies Major

Courses Required for the Major in Labor and Community Studies

First Semester
Course
LBCC 70A Who Built America? From the Colonial Era to the Civil War & Reconstruction......... 3
POLS 1 American Government............................................... 3
LBCC 81 Organizing for Econ & Soc Justice............ 3
Additional graduation requirements

Second Semester
Course
LBCC 70B Who Built America? From Reconstruction to the Present ................................. 3
LBCC 93A Workers & Unions in Lit & the Arts or LBCC 93D Wrk Tales: Labr Drama Workshop or LBCC 98A Beg Labor Heritage Chorus and LBCC 98B Inter Labor Heritage Chorus and LBCC 98C Adv Labor Heritage Chorus........ 3
SPCH 1A Elements of Public Speaking...................... 3
Additional graduation requirements

Third Semester
Course
LBCC 100 Racial Conflict & Class Solid in Amer....... 3
WKEX 303 Gen Career Work Exp-Service Learning Internship.............................. 3
Additional graduation requirements

Total Units ................................................................. 24
**Labor and Community Studies electives:** LBCS 15, 72, 74, 78A, 78B, 78C, 85, 88, 96C, 103

**Recommended electives:** ASAM 20; BIO 20; BCST 104; CDEV 93; ECON 25, 30; ENGL 55, 57; HLTH 221; HIST 12A/B, 15A/B, 21, 41A/B, 45; IDST 36, 37, 45, 80, 81; JOUR 21; LALS 11; POLS 12, 22, 25; PSYC 22/23; TH A 17

**Certificate Curricula**

The programs of study for the Certificates of Accomplishment in Labor and Community Studies prepare students for advocacy careers and for lives as active members of their communities. These programs teach the history of organized labor and social change movements. They teach students how to organize, communicate and motivate. They combine class work with public interest internships and connect students with transfer and career opportunities. The certificates are named for slogans, songs and people from working people’s history.

**Admission.** Enrollment is open to all interested students. College counselors orient students to the programs and help them set up a course of study that is appropriate to their educational needs.

**Credit Certificate Programs**

The Labor and Community Studies Program offers two credit certificate programs. They build on the coursework in the noncredit certificate programs and provide a bridge to the major. Students may enroll in the certificate programs after completing work in the noncredit certificates or they may enter the program at the credit level. Like the major, the credit certificates prepare students for transfer to four-year colleges and for advocacy careers.

### Cesar Chavez Certificate

**Cesar Chavez** (1927-1993) was a civil rights and union leader and first president of the United Farm Workers Union.

This certificate requires the student to complete 12 units of coursework from the following list with a grade of “C” or higher for each course. The student must complete the Level 4 certificate prior to completing the Level 5 certificate.

**Courses Required for the Certificate of Accomplishment in Level 4: The Cesar Chavez Advocacy Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBCS 70A or 70B Who Built America?</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 81 Organizing for Econ &amp; Soc Justice</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 96C Labr Relat in the Modern Am Wrkplce</td>
<td>3</td>
</tr>
<tr>
<td>LBCS 93A Workers &amp; Unions in Lit &amp; the Arts</td>
<td>3</td>
</tr>
<tr>
<td>or LBCS 93D Wrk Tales: Labr Drama Wrkshp</td>
<td>3</td>
</tr>
<tr>
<td>or LBCS 98A Beg Labr Heritage Chorus</td>
<td>3</td>
</tr>
<tr>
<td>and LBCS 98B Inter Labr Heritage Chorus</td>
<td>3</td>
</tr>
<tr>
<td>and LBCS 98C Adv Labr Heritage Chorus</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

**Solidarity Forever/Si Se Puede Certificate**

**Solidarity Forever** is the anthem of the U.S. labor movement. **Si Se Puede,** “Yes We Can!” is the slogan of the United Farm Workers Union.

This certificate requires the student to complete 9 units of coursework from the following list with a grade of “C” or higher for each course. The student must complete the Level 4 certificate prior to completing the Level 5 certificate.

**Courses Required for the Certificate of Accomplishment in Level 5: The Solidarity Forever/Si Se Puede Advocacy Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBCS 100 Racial Confl &amp; Class Solida in Amer</td>
<td>3</td>
</tr>
<tr>
<td>LBCS elective or elective from collaborating dept</td>
<td>3</td>
</tr>
<tr>
<td>WKEX 303 General Career Work Exp-Internship</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>9</td>
</tr>
</tbody>
</table>

**Labor and Community Studies electives:** LBCS 15, 72, 74, 78A, 78B, 78C, 85, 88, 96C, 103

**Recommended electives:** ASAM 20; BIO 20; BCST 104; CDEV 93; ECON 25, 30; ENGL 55, 57; HLTH 221; HIST 12A/B, 15A/B, 21, 41A/B, 45; IDST 36, 37, 45, 80, 81; JOUR 21; LALS 11; POLS 12, 22, 25; PSYC 22/23; TH A 17

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

LBCS 15. **Latin American Workers in the Americas (3)**

Lec-3

Advises: ENGL 92 or ESL 150 or placement in ENGL 93 or 94; or ESL 160

This course bridges Labor and Community Studies and Latin American/Latino/a Studies by comparing the histories and realities of Latin American workers in the U.S. and Latin America. The course traces the parallel histories of Latin American and Latino workers and discusses the ways in which politics, economics and social movements shape their experiences. CSU/UC

Formerly LABR 15.

LBCS 15 = LALS 15

LBCS 70. **Who Built America? (3)**

Lec-3, field trips

A multicultural history of the United States from the perspective of its working people. The economic, social and cultural trends that have shaped American class, race and gender relations. Emphasis on the struggle for justice at work and in society. Special focus on the history and present status of the American labor movement. CSU/UC

Formerly LABR 70.

LBCS 70A. **Who Built America? From the Colonial Era to the Civil War and Reconstruction (3)**

Lec-3, field trips


Formerly LABR 70A.

LBCS 70B. **Who Built America? From Reconstruction to the Present (3)**

Lec-3, field trips

A multicultural, post-Civil War history of the United States from the perspective of its working people. The growth of the railroads, territorial expansion, Native American wars, the wild west and
the Gilded Age. Trusts, trustbusters, an American empire, the Statue of Liberty and Ellis Island. Craft unions, industrial unions, the Progressive movement, the Wobblies and World War I. The Roaring Twenties, the Great Depression, mass unionization, the New Deal and World War II. Cold war, Civil Rights, the Sixties, Asian and Latin American immigration and the global economy. American ideals and American realities. CSU/UC
Formerly LABR 70B.

LBCS 71A-71B. Labor and Politics (1-1)
Lec-1  P/NP available
LBCS 71A. Survey of the history, goals, and organization of unions and workers in the American political process. Underlying philosophies of labor’s political involvement and ability to reflect workers’ political interests. CSU
Formerly LABR 71A.

LBCS 71B. Survey of current organizational structure, strategies and activities of labor and unions in the political arena. Current approaches to issues, campaigns and member involvement. CSU
Formerly LABR 71B.

LBCS 72. Workplace Rights (3)
Lec-3
An overview of the legal frameworks and doctrines governing labor-management relations and the workplace rights of minorities and other employees. Designed to provide practical legal background for the study and practice of labor relations. CSU
Formerly LABR 72.

LBCS 73. Labor Relations and the Collective Bargaining Process (3)
Lec-3
A practical course in the conduct and art of contract negotiations between labor and management. Special attention is given to the structure of bargaining, sources and uses of bargaining power, strategies for successful negotiation of agreements, “table manners,” and the content and language of labor contracts. CSU
Formerly LABR 73.

LBCS 74. Economics for Labor and Community Leadership (3)
Lec-3
A nontechnical examination of how the American economy works. Designed to identify important policy choices in dealing with employment and unemployment, inflation, resources allocation to priority needs, poverty, income distribution, and other major domestic and urban problems. Special attention given to economic forces affecting collective bargaining. CSU
Formerly LABR 74.

LBCS 75. Pension, Health and Welfare Issues (3)
Lec-3  P/NP available
Survey of the major worker security programs including private and public employers and publicly-legislated plans. Working procedures, including coverage, financing, benefit levels, claims procedures, and appeals; analysis of issues requiring change and/or reform. Guest speakers on specialized topics: social security, unemployment insurance, and worker’s compensation. CSU
Formerly LABR 75.

LBCS 76A. Communications for Labor Leadership (3)
Lec-3
How to use language to communicate simply, directly and effectively in union and community activity. Preparation and delivery of speeches. Public relations and media skills, including writing press releases and newsletters. Using video technology and radio preparation of public service announcements. Analysis of propaganda techniques. CSU
Formerly 76A.

LBCS 76B. Advanced Communications for Labor Leadership (3)
Lec-3  P/NP available
A continuation of leadership training with a focus on the psychological aspects of leadership. Techniques in handling social and group conflicts. Time management and internal organizing techniques. Motivating the union member. CSU
Formerly LABR 76B.

LBCS 77. Grievance Machinery and Arbitration (3)
Lec-3
A practical study of grievance handling as a continuation of the bargaining process, leading up to and including arbitration as the final step in resolving grievances. Procedures, skills, responsibilities, and problems involved in handling work grievances. CSU
Formerly LABR 77.

LBCS 78A-78B-78C. Women’s Employment Issues (1-1-1)
Lec-1  P/NP available
These courses may be taken in any sequence.
Repeat: max. 3 units if no subject repeat

LBCS 78A. A survey of women’s work in the past and present. Examines the historical evolution of women’s work lives, the impact of family structure, prevailing notions of “women’s place,” labor market opportunities, and trade union organizations. CSU
Formerly LABR 78A.

LBCS 78B. Current issues facing women workers will be discussed. Topics include pay equity, legal rights of women workers, sexual harassment, combining work and family responsibilities and women’s employment issues. CSU
Formerly LABR 78B.

LBCS 78C. Focus on special problems of selected occupational groups such as clerical workers, health workers and women in non-traditional jobs. CSU
Formerly LABR 78C.

LBCS 79. Health and Safety in the Workplace (3)
Lec-3, field trips  P/NP only
Recognizing, understanding, and controlling work hazards. Principles of industrial hygiene and safety; role of union and collective bargaining activity; medical screening. Analysis of the background, content, and practical impact of both federal and state legislation. A survey of resources/agencies that assist in recognition/control of workplace hazards. CSU
Formerly LABR 79.

LBCS 80. Rights and Discrimination in the Workplace (3)
Lec-3  P/NP available
Overview of employees’ legal rights under federal, state and local law. Analysis of legal remedies available to unorganized workers. Includes anti-discrimination laws (dealing with race, sex, sexual preference, national origin, age, disability, etc.), California State Labor Code, Fair Labor Standards Act, and protections against arbitrary discipline and discharge. CSU
Formerly LABR 80.

LBCS 81. Organizing for Economic and Social Justice (3)
Lec-3, field trips  P/NP available
This class will examine the strategies and tactics of organizing in various social settings including the organizing of workers into modern trade unions. Reviewing legal limitations on workers rights in the United States and the constraints this places on recruiting
members and developing leadership in organizing drives will be emphasized. CSU
Formerly LABR 81.

**LBCS 82. Public Sector Labor Relations (2)**
Lec-2  P/NP available
Covers significant issues affecting public employee relations on the state and local levels. Includes development of public sector unionism, recent collective bargaining legislation, public financing, dispute resolution in the public sector, and lobbying, political action, and community coalition building as strategies for public sector workers. Comparison between public and private sector and within public sector throughout. CSU
Formerly LABR 82.

**LBCS 83. Federal Sector Labor Relations (1)**
Lec-1 P/NP available
An overview of labor-management relations in the federal sector. Includes the statutes affecting federal employees, the procedures and rulings of relevant federal agencies and current issues of concern (lay-offs, contracting out, employee benefits). Discussion of lobbying, political action and public relations techniques for federal employees. CSU
Formerly LABR 83.

**LBCS 84. Building Trades Labor Relations (3)**
Lec-3 P/NP available
Comprehensive overview of labor-management relations in the building and construction trades. Labor law; organizing; bargaining and contract administration; pension fund investment; and combating the two-gate system and growth of double-breasting. Pre-hire agreements, closed shop, prevailing wages, apprenticeship and OSHA standards. CSU
Formerly LABR 84.

**LBCS 85. History of the Labor Movement in San Francisco and the Bay Area (2)**
Lec-2, field trips P/NP available
Survey of the Bay Area labor movement based on written documents and recollections; comparison to labor history in a national context. Analysis of implications of Bay Area history for contemporary challenges. Simple techniques of historical research and oral history; research projects. CSU
Formerly LABR 85.

**LBCS 86. Mediation Skills and Techniques (1)**
Lec-1 P/NP available
An overview of the dynamics of the mediation process. Instruction in the skills and techniques necessary to its practice. Analysis of the potential effectiveness of mediation in a variety of labor-management and community disputes. CSU
Formerly LABR 86.

**LBCS 87. Managing Unions (3)**
Lec-3 P/NP available
A survey of the organizational and leadership skills necessary to today’s union official. Topics include developing an effective organizational structure, managing through planning, motivating members and staff, meeting legal responsibilities, making committees work, building steward systems, using new technology in the union office, resolving conflicts and developing personal leadership skills. CSU
Formerly LABR 87.

**LBCS 88. California Labor History (3)**
Lec-3, field trips P/NP available
The history of California’s working men and women and their quest for justice. Includes Native Peoples and the Spanish conquest, Chinese workers and the railroads, robber barons, general strikes, and Central Valley farmworkers. The history of working Californians of all regions, races, and cultures. CSU
Formerly LABR 88.

**LBCS 89. Advanced Arbitration Techniques and Strategy (1)**
Lec-1 P/NP available
An intensive course on preparing and presenting an arbitration case. Covers gathering evidence, preparing statements, witness utilization, direct and cross-examination techniques, and writing briefs. Develop strategies appropriate to a variety of issues, contractual and discipline. Simulated arbitration cases will be used. CSU
Formerly LABR 89.

**LBCS 90A. Steward Training (1)**
Lec-1 P/NP available
A comprehensive course of study designed for beginning union shop stewards or job site representatives. Roles and responsibilities of stewards including membership recruitment, communications union and members, mediating between workers and supervisors, and contract interpretation and enforcement. CSU

**LBCS 90B. Advanced Steward Training (1)**
Lec-1 P/NP available
Designed for experienced union stewards and representatives. Effective approaches to handling the more complicated and difficult situations facing employee advocates. Resolving worker vs. worker disputes and meeting the needs of problem members. CSU
Formerly LABR 90B.

**LBCS 91-92-93. Special Topics in Labor and Community Studies (1-2-3)**
Lec-1,2,3 P/NP available
Repeat: if no subject repeat
Exploration of topics of current interest in labor and industrial relations. CSU

**LBCS 91A. Worker Participation Programs**
Formerly LABR 91A.

**LBCS 91B. Strikes and Alternative Tactics**
Formerly LABR 91B.

**LBCS 91D. Gay and Lesbian Issues in the Workplace**
Formerly LABR 91D.

**LBCS 91E. Workers Compensation Update**
Formerly LABR 91E.

**LBCS 92A. Unions around the World**
Formerly LABR 92A.

**LBCS 92A. Workers and Unions in Literature and the Arts**
Formerly LABR 93A.

**LBCS 93B. Labor Research and Strategic Analysis**
Formerly LABR 93B.

**LBCS 93C. Labor Heritage Chorus UC**
Formerly LABR 93C.

**LBCS 93D. Work Tales: Labor Drama Workshop**
Formerly LABR 93D.

**LBCS 94-95-96. Selected Topics in Labor Relations (1-2-3)**
Lec-1,2,3, field trips P/NP available
Study of labor relations in various industries, including their history, present status, and current issues. Includes ownership patterns, workplace structure, the changing workforce, management philosophies, unionization, workers’ rights, and current concerns. Labor relations as they affect the economy, society, and culture. CSU
Formerly LABR 94-95-96.
LBCS 94A. Labor Relations in Childcare: History
LBCS 94B. Labor Relations in Childcare: Present Status
LBCS 94C. Labor Relations in Childcare: Current Issues
LBCS 94D. Labor Relations in Workforce Education
LBCS 95A. Labor Relations in Health Services
LBCS 96A. Labor Relations in the Hospitality Industry
LBCS 96B. Labor Relations in the Automotive Industry
LBCS 96C. Labor Relations in the Modern American Workplace
LBCS 96D. Labor Relations in Aircraft Maintenance
LBCS 96E. Labor Relations in Health Care
LBCS 96F. Labor Relations in Broadcasting

LBCS 97. Current Issues in Labor Relations (0.5)
Lec-8 (total hrs) P/NP available

A study of contemporary labor relations issues in various industries. Topics include patterns of ownership, the structure of the workplace, changing work force, management practices, unionization, worker’s rights and special concerns. An introductory analysis of labor relations as they affect the workplace and society. CSU
Formerly LABR 97.

LBCS 97A. History
LBCS 97B. Present Status
LBCS 97C. Current Issues

LBCS 98A. Beginning Labor Heritage Chorus (1)
Lec-3, field trips P/NP available
Repeat: max. 2 units

The beginning study is an introduction to the songs that reflect workers of diverse cultures such as Native American chants, folk and labor ballads, field hollers, Black cowboys, Chicano farm and border songs, Labor Motown, Asian-American work songs and songs of working women’s experiences. CSU/UC
LBCS 98A = MUS 48A

LBCS 98B. Intermediate Labor Heritage Chorus (1)
Lec-3, field trips P/NP available
Repeat: max. 4 units

Intermediate Labor Chorus is designed to further develop choral music techniques and knowledge of labor songs from various periods in American history, as presented in LBCS 98A/MUS 48A. Students will develop more complex choral techniques and repertoire. Increased focus will be on individual achievement and its effect on the progress of the chorus. CSU/UC
LBCS 98B = MUS 48B

LBCS 98C. Advanced Labor Heritage Chorus (1)
Lec-3, field trips P/NP available
Repeat: max. 4 units

Advanced Labor Chorus focuses on the development of a self-directed creative process and autonomy. Building on the concepts, skills and musical material of LBCS 98B/MUS 48B, students will become section leaders, soloists and conductors. CSU/UC
LBCS 98C = MUS 48C

LBCS 100. Racial Conflict and Class Solidarity in America (3)
Lec-3 P/NP available

Historical examination of the experiences of African American, Asian American, Spanish speaking and other minority workers in the 20th century, with special attention to union organizing. CSU/UC
Formerly LABR 100.

LBCS 101. Issues in Workplace Health and Safety (1)
Lec-1 P/NP available

An overview of workplace health and safety hazards and how to control them. Update on recent legal developments. CSU
Formerly LABR 101.

LBCS 102. Computer Skills for Labor and Community Activists (3)
Lec-3, lab-1 P/NP available

This class will help students manage their membership lists, design budgets using spreadsheets, develop interactive communications through e-mail, on-line bulletin boards and list serves, conduct strategic research through the Internet, track grievances using databases, and cost out labor contracts. CSU
Formerly LABR 102.

LBCS 103. Peer Counseling in the Workplace (1)
Lec-1 P/NP available

Training for volunteer peer counselors in the areas of substance abuse, strike and emergency assistance, unemployment, and related workplace problems. Covers information and referral issues as well as communication skills necessary to peer counseling. CSU
Formerly LABR 103.

LBCS 104 A. Work Tales-Beginning Performance Workshop (3)
Lec-3, field trips
Repeat: max. 6 units

Beginning study of the history of labor and community theater. Creating stories of work and working people. Use of writing exercises and improvisation to create monologues and short scenes. Rehearsals and performance of original work. CSU

LBCS 104 B. Work Tales-Intermediate Performance Workshop (3)
Lec-3, field trips
Repeat: max. 12 units

Intermediate study of labor and community theater with a focus on the United States in the Nineteen-Thirties and Nineteen-Sixties. Use of writing exercises and improvisation to create in-depth monologues and complex scenes of working class life. Rehearsal and performance of original work. CSU

LBCS 104 C. Work Tales-Advanced Performance Workshop (3)
Lec-3, field trips
Repeat: max. 12 units

Advanced study of labor and community theater, internationally and in the United States, from the Nineteen-Seventies to today. Working with labor and community organizations to create storytelling theatrical presentations that express their issues and concerns. Advanced performance training. Introductory directing and project leadership training. CSU

NONCREDIT COURSES:

LACR 9802. Worker’s Rights (18 hrs)

An overview of the rights and responsibilities of employees under federal, state and local laws. Topics include wage and hour regulations, workers’ compensation, disability and unemployment insurance, discrimination laws, health and safety protections, and how unions work. Especially designed for current employees and vocational students. Conducted in English, Cantonese or Spanish.

LACR 9805. San Francisco Labor Today - Its Issues (5 hrs)

An overview of the various organizations within the San Francisco labor community. Attitudes of various unions on matters of wage policy, hours, health, pensions and welfare, automation and environmental problems, organizing the unorganized and community issues as they affect working people and the labor movement.


LACR 9806. Shop Steward Training (3 hrs)
Introduction to the roles and functions of the union steward. Legal rights and responsibilities; contract interpretation; effective use of the grievance procedure in contract enforcement. The human relations aspects of dealing with members and supervisors.

LAIR 9801. Collective Bargaining (6 hrs)
Designed to develop skills for effective participation in the negotiation process as conducted under a labor-management contract. Includes philosophy and mechanics of bargaining, as well as current issues facing labor and management negotiations.

LAIR 9807. Immigrant Workers’ Rights (90 hrs)
Overview of immigrant workers’ rights. Topics include: U.S. immigration and labor history, comparison of native country and U.S. work experience, U.S. labor law, workforce diversity, problem solving and community resources. Intermediate language skills to discuss and understand the rights of immigrant and other workers in the U.S. workplace.

LAIR 9809. Labor Relations in Selected Industries (7 hrs)
An in-depth analysis of labor-management relations in selected industries. Includes a discussion of the nature and evolution of the collective bargaining relationship, the laws governing that relationship and workplace issues particular to that industry. Industries to be analyzed include health care, postal and federal sectors, transportation, garment, construction, retail and food service.

Latin American and Latino/a Studies
Office: Science 186
Phone Number: (415) 239-3126
Web Site: www.ccsf.edu/lals

Announcement of Courses

Learning Outcomes
To provide students with scholarly courses which address the social, cultural, historical and political complexity of the emerging Latino/a diaspora and its impact on American culture and values; promote cultural understanding and appreciation for the differences and similarities between various peoples in the Western Hemisphere.

CREDIT, DEGREE APPLICABLE COURSES:

LALS 1. Latino/a Diaspora: The Impact of Latinos Living in the United States (3)
Lec-3, field trips
Advising: ENGL 92 or ESL 160 or placement in ENGL 93 or 94
This course examines the impact of the Latino/a Diaspora on the culture, identity and politics of the United States. It begins with the initial period of Spanish exploration in North America and concludes with current events and issues. The course will emphasize an analysis of the Diaspora’s effect on American systems and institutions. CSU/UC

LALS 10. Latinas in the U.S./VOCES (3)
Lec-3, field trips
The course will examine the lives and experience of Latinas living in the U.S. It will explore the effects that their experiences have on self-esteem. Major social and cultural issues and themes will be discussed and analyzed using a multidisciplinary approach. CSU/UC

LALS 11. Drug Wars in the Americas (3)
Lec-3
The course will introduce the student to the impact of drug production and trafficking and their collective influence on the relationship between Latin America, Mexico and the United States; evaluate past and current U.S. drug policy and initiatives and law enforcement strategies; study the link between transnational organized crime and the drug cartels and the extent of the connection between drug production, drug trafficking, insurgency and terrorism in Latin America and Mexico. CSU/UC

LALS 14. Diego Rivera; Art and Social Change in Latin America (3)
Lec-3, field trips
Mexican muralist Diego Rivera’s work exemplifies the use of art to create and awareness of history and to promote social change in Latin America. This interdisciplinary class will explore the work of Diego Rivera and the Latin American cultural movements that developed to address relevant social and political issues. The class will visit local murals, museums and cultural performances. CSU/UC

LALS 15. Latin American Workers in the Americas (3)
Lec-3
Advising: ENGL 92 or ESL 150 or placement in ENGL 93 or 94; or ESL 160
This course bridges Labor and Community Studies and Latin American/Latino/a Studies by comparing the histories and realities of Latin American workers in the U.S. and Latin America. The course traces the parallel histories of Latin American and Latino workers and discusses the ways in which politics, economics and social movements shape their experiences. CSU/UC

LALS 70. Individual Study in Latin American and Latino/a Studies (1-2-3)
Ind st,10,15; field trips
Repeat: max. 2 times
Supervised group or individual study on topics and issues in Latin American and Latino/a Studies. CSU (UC upon review)

LALS 80-81-82. Special Topics and Issues in Latin American and Latino/a Studies (1-2-3)
Lec-1,2,3; field trips
May not be offered every semester. Specific times, topics, and instructors will be announced in the time schedule, online, in class, and through campus media.
The course provides an interdisciplinary approach to selected topics and issues in Latin American and Latino/a Studies. The focus of this course will vary depending on subject matter which can include art, music, religion, cultural geography, cultural history, ethnic diversity, education, media and health issues, immigration, and socio-political affairs. CSU

ANTH 11. Latin American Cultures and Societies (3)
Lec-3
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and sorcery. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages. CSU/UC

ART 105. Ancient Art and Architecture of Latin America (3)
Lec-3, field trips
A survey of the artistic heritage of Pre-Columbian Mexico, Central and South America. Art 105 explores the themes and beliefs which gave
unity to the art of this part of the world as well as the diverse cultural characteristics which led to the development of regional styles. CSU/UC

**ART 106. Latin American Art History (3)**
Lec-3, field trips  
A survey of the artistic heritage of Latin America from the sixteenth century AD to the present. All art will be discussed from a critical and historical perspective, with regard to formal visual elements of style and the societies, values, and ideas that gave birth to Latin American art. CSU/UC

**HIST 18A-18B. History of Latin America (3-3)**
Lec-3  
HIST 18A not prerequisite to 18B  
A survey of Latin American history, institutions, culture, and art from pre-Colombian times to present. CSU/UC

- **HIST 18A. Survey of Latin American history, institutions, culture and art from pre-Colombian time to colonial time.**
- **HIST 18B. Survey of Latin American history, institutions, culture, and art from colonial time to the present.**

**HIST 20. History of Mexico (3)**
Lec-3  
A survey of the history of Mexico. Examination of indigenous, cultural, psychological, socio-economic, and artistic elements. CSU/UC

**HIST 21. History of the Mexican-American/Chicano (3)**
Lec-3  
Survey of historical processes undergone by the Mexican-American/Chicano from pre-Conquest to the present. Social, political, economic, artistic, and cultural trends. Emphasis on the history of the United States to explain the contemporary status of Mexican-American/Chicanos. CSU/UC

**IDST 70. Architecture and Diversity (3)**
Lec-3, field trips  
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

**MUS 25. Music of Latin America and the Caribbean (3)**
Lec-3, lab-1, field trips  
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

**POLS 8. Political Problems of Latin Americans (3)**
Lec-3  
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin Americans, proposed solutions to these problems, and practical political techniques for achieving such solutions. CSU/UC

**POLS 18. Government and Politics of Latin America (3)**
Lec-3  
The constitutional systems, political processes, and social problems of Latin American nations. CSU/UC

**SPANISH LANGUAGE COURSES:** See Spanish in this section of the catalog.

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**Leadership Development Studies**

Office: Student Union 205  
Phone Number: (415) 239-3212  
Web Site: www.ccsf.edu/stuaaktiv

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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**S L 10. Student Government (1)**
Work-2  
Repeat: max. 4 units
Training in the governance of student activities and representation/advocacy of student concerns. Learning to participate in and chair meetings, allocate funds, and implement agreed upon projects. Students will attend and participate in Associated Student Council meetings, Inter-Club Council meetings, and/or shared governance meetings to receive credit for this course. CSU

**S L 12. Leadership Skills (3)**
Lec-3  
Repeat: max. 12 units
An independent leadership project. CSU

**S L 12A. Leadership Skills: Independent Study (3)**
Ind st-54 hrs  
Repeat: max. 12 units
Leadership styles, functions and approaches will be discussed and evaluated. CSU

**LDST 101. Foundations of Leadership (3)**
Lec-3  
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. CSU

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**Learning Assistance**

**Office:** Rosenberg 207  
**Phone Number:** (415) 452-5502  
**Web Site:** www.ccsf.edu/learnassist

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**General Information**

The mission of the Learning Assistance Department is to provide a supportive environment that promotes active learning and encourages collaboration among members of our diverse community. Toward this goal, we assist students in achieving their academic, vocational, and personal goals through our academic-support program offerings: college success courses and workshops, peer-led small groups, student-centered peer and professional tutoring, and an open-access computer lab.

**Learning Outcomes**

Learning Assistance Department students learn to apply a variety of
active learning strategies to their personal growth and values, academic study skills, critical and creative reasoning proficiency, tutoring abilities, and career exploration and development.

CREDIT, DEGREE APPLICABLE COURSES:

LERN 10. Introduction to Tutoring (1)
Lec-1 P/NP only
PREREQ.: ACCEPTANCE INTO A CCSF PEER TUTORING PROGRAM
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
An introduction to the theories and methods of effective tutoring. Tutoring responsibilities, lesson planning, study skills, questioning and modeling techniques, cultural awareness, subject area tutoring, and problem-solving. CSU

LERN 11. Advanced Tutoring (1)
Conf-1 P/NP only
PREREQ.: COMPLETION OR CONCURRENT ENROLLMENT IN LERN 10
Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
Individualized training in subject matter tutoring techniques as presented by the Learning Assistance Center Coordinator or an instructor of a specific course or program. There will be weekly problem-solving conferences with an instructor by arrangement. Minimum one hour per week of regularly scheduled, instructor supervised tutoring will be arranged for each student. CSU

LERN 12A-12B-12C. Tutoring Work Experience (1-2-3)
Conf-1, work-3, 6, 9 P/NP only
PREREQ.: COMPLETION OR CONCURRENT ENROLLMENT IN LERN 10
Repeat: The content of this course varies. Students may re-enroll without repeating subject matter. Each course may be repeated a max. of 3 times. Total credit is limited to 12 semester hours no more than 3 units per semester. Designed for students who wish to tutor in the Learning Assistance Center, other tutorial programs, or classrooms.
Individualized training in subject matter tutoring techniques as presented by the Learning Assistance Center Coordinator or an instructor of a specific course or program. Weekly problem-solving conference with instructor will be arranged for each student. Students will also receive a minimum of 3 hours per week of regularly scheduled, instructor supervised, tutoring per unit. CSU

LERN 21A-21B. College Success for Intermediate ESL Levels (1-1)
Lec-1.5 (9 wks) P/NP available
Designed for students currently enrolled in ESL 42 through 68. LERN 21A is not a prerequisite to LERN 21B.

LERN 21A: Organization, time management, goal setting, concentration, listening skills, note-taking strategies, decision-making strategies, and learning styles. CSU

LERN 21B: Textbook study systems, memory techniques, examination preparation, and test taking strategies. CSU

LERN 50. College Success (3)
Lec-3 P/NP available
Not open to students who have completed IDST 50
A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. Life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem-solving, and creative thinking. Emphasis on the attainment of life-long success in academic, professional and personal development. CSU/UC
LERN 50 = IDST 50

LERN 51. College Success Basics (1)
Lec-1 P/NP only
This brief course introduces students to basic college success strategies: goal setting and time management, memory and concentration, lecture notetaking, textbook studying and test taking. CSU

LERN 52A-52B. Specific Study Strategies (0.5-0.5)
Lec-9 (total hrs) P/NP only
Repeat: max. 1.5 units ea.
LERN 52A not prerequisite to 52B.
This brief intensive course increases student success by introducing study strategies particular to a targeted academic discipline, or course or section within a discipline, or study skill area. CSU

LERN 53. Test Prep: Standardized Exams (0.5)
Lec-8 P/NP only
Repeat: max. 1.5 units
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing.

LERN 53A. Test Prep: Standard Exams-CBEST English
LERN 53B. Test Prep: Standard Exams-CBEST Math
LERN 53C. Test Prep: Standard Exams-CSET English
LERN 53D. Test Prep: Standard Exams-CSET Math
LERN 53E. Test Prep: Standard Exams: Ability to Benefit
LERN 53F. Test Prep: Standard Exams-CAHSEE English
LERN 53G. Test Prep: Standard Exams-CAHSEE Math

LERN 55. Successful Online Learning (1)
Lec-1 P/NP available
Technology and study skills necessary to succeed in online courses. Includes online course navigation, course-related computer competency, self-directed learning, online communications, and study skills for online learning. Especially for students new to online study and students who have been unsuccessful in online courses in the past. CSU

LERN 60. Career Success and Life Planning (3)
Lec-3 P/NP available
An in-depth guide to career decision-making and career change and their impact on lifelong learning. Topics include self-assessment, assessment of the world of work, evaluation of options, and the creation of a career action plan. Focus is on the role of career development in contributing to a satisfying life. Helpful to people considering a career change or undecided about a college major. CSU/UC

LERN 61. Orientation to Career Success (1)
Lec-1 P/NP available
Constructing career success through integrating values, skills, and interests with an understanding of the emerging world of work. Topics include self-assessment, on-line and other career resources, and the construction of a plan for exploring career options. Appropriate for new college students as well as continuing students. CSU Formerly LERN 40.

LERN 62. Successful Job Search Techniques (1)
Lec-1 P/NP available
A comprehensive job search course that addresses skills assessment, generating employment options, hard copy and electronic resources and job postings, research techniques, traditional resumé types as well as keyword scannable resumés and cover letters, and interview
techniques. Emphasis on techniques to sustain healthy motivation for job search network and development throughout life. CSU
Formerly LERN 41.

**LERN 63. Career Counseling for Work Experience (1)**
Lec-3 P/NP available

**COREQ.: CONCURRENTLY WORKING IN A PAID OR UNPAID POSITION**
Repeat: max. 3 units

The seminar provides support and skill building experiences for students currently working in paid or unpaid positions. The content addresses workplace objectives, and interpersonal, communication and problem solving skills and their work site application. CSU
Formerly LERN 42.

**LERN 64. Financial Planning for Academic/Career (1)**
Lec-3 P/NP only

Critical analysis and practical application of topics related to career and financial planning as they relate to success in college. This course will provide students with financial planning and management tools for academic and career success. Appropriate for new and continuing college students.

**NONCREDIT COURSES:**

**LERN 1000. Supervised Tutoring (0)**

Tutoring and learning assistance activities outside of class. A learning assistance course to assist students in achieving course objectives, or improving learning, study, or computer skills. Students work with faculty-recommended, trained and supervised tutors, and must have a referral to receive tutoring.

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**Lesbian, Gay, Bisexual, and Transgender Studies**

Office: Cloud 126
Phone Number: (415) 239-3876
Web Site: www.ccsf.edu/glst

*Formerly: Gay, Lesbian and Bisexual Studies*

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

**GLST 5. Introduction to Lesbian, Bisexual, Gay and Transgender Studies (3)**
Lec-3, field trips P/NP available

This introductory course examines a broad range of contemporary gay, lesbian, bisexual and transgender issues in various contexts including bio-medical, sociological, political, racial and sexual. Additionally, students have the opportunity to develop critical thinking skills and practical academic skills vital for further progress in the program. Students leave the course with practice in essay writing, exam preparation, literature analysis and become familiar with academic resources available to them through local archives, libraries and the Internet. CSU/UC

**GLST 10. Lesbian and Gay Culture and Society (3)**
Lec-3 P/NP available

Distinct styles in dress, manner, and taste have played a central role in the development of lesbian and gay community, identity and culture. This course examines significant styles from leather to lipstick and from drag to disco and assesses the evolution of sensibility and identity in various lesbian and gay cultures and communities. CSU

**GLST 11. History of Homosexuality in Film (3)**
Lec-3 P/NP available

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

**GLST 12. Homosexuality in Recent Cinema (3)**
Lec-3 P/NP available

Examines significant issues in the contemporary cinematic representation of queer sexualities inside and outside of commercial cinema. Defines narrative expressed in each form. Films screened progress from multimillion dollar Hollywood representations of queerness which reflect social prejudices to alternative productions made outside of commercial constraint. The language of film theory and recent writings from a queer studies perspective aid in developing anuage for discussing the way cinema both challenges and reinforces societal values. CSU/UC
Formerly FILM 21B.

**GLST 15. From Greece to Stonewall: Queer Writers, Lives, and Worlds (3)**
Lec-3 P/NP available

Examines LGBT writers, lives, friendship networks, and salon cultures from ancient Greece and Rome and pre-Colombian Indigenous cultures of the Americas through pre-World War II Europe and 1950s America. Explores expatriates and travelers, American writers and artists. From Sappho to Carson McCullers; from Oscar Wilde to the Beat Generation. CSU/UC

**GLST 20. Lesbians and Gays in Modern American Culture: The Homosexualization of American Art (3)**
Lec-3 P/NP available

Lesbian and gay American artists of the late 19th and 20th centuries and their influences on modern art. This course analyzes the contribution of lesbian and gay artists—and the poets, dancers and writers with whom they associated—on the development of American art. It seeks to restore the specifically lesbian or gay voices of some of the most talked about figures in American cultural history from Thomas Eakins to Jasper Johns against the background of the lesbian and gay movement. CSU/UC

**GLST 21. Issues in Lesbian Relationships (3)**
Lec-3 P/NP available

An exploration of the historical, cultural, and psychological forces that impact lesbian relationships. Examination of the stages relationships go through with an emphasis on the issues of intimacy, commitment, and the sociological repercussions of homophobia and minority status on the lesbian dyad. The complexity of legal, political, and multicultural influences and ramifications will also be explored. CSU

**GLST 24. Gay Male Relationships (3)**
Lec-3 P/NP available

Examines the dynamics of gay male relationships. Provides historical and theoretical perspectives on the impact of homophobia on gay relationships. Provides students with practice in clear communication and conflict resolution in male dating, bonding, and developing lasting relationships. CSU
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- **GLST 25. The Lesbian and Gay Avant-Garde of the Fifties: Hot Art/Cold War (3)**
  - Lec-3, P/NP available
  - This course examines major works of art, music, dance, photography, poetry, and film from the Fifties and early Sixties. In considering the work of artists as diverse as John Cage, Louise Nevelson, and Andy Warhol, it analyzes the importance of lesbian and gay figures within the avant-garde and the significance of their contributions to American culture during this repressive period. CSU/UC

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

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

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

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

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

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

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

- **GLST 76. Supporting LGBT Families in ECE (3)**
  - Lec-3
  - **Advis: CDEV 67**
  - Analysis of issues and challenges faced by lesbian, gay, bisexual and transgender parents and their children in early childhood settings and exploration of the role of early childhood educators and programs in creating inclusive environments. CSU/UC

- **GLST 77. Queer Creative Process (3)**
  - Lec-3, field trips, P/NP available
  - Within the context of Queer/LGBT-identity, original art work is explored. Genres included: fiction/non-fiction writing, writing for performance, comedy and film/video. The creative process, peer critiques and analysis, as it relates to Queer-identity and societal reception, form the course’s core. CSU/UC

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

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

- **BIO 15. The Biology of HIV (2)**
  - Lec-2, field trips, P/NP available
  - Introductory survey of the biology of human immunodeficiency virus (HIV) and AIDS. The life cycle of HIV and retroviruses; HIV transmission, epidemiology, immunology, and pathogenesis; and HIV prevention and treatment. CSU/UC

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

- **ENGL 56A-C. Selected Topics in Gay and Lesbian Literature (3-3-3)**
  - Lec-3, P/NP available
  - **Prereq.: ENGL 96 or placement in ENGL 1A**
  - *No part of the ENGL 56 series is prerequisite to any other part.* Selected topics in gay and lesbian literature focusing on specific chronological, generic, thematic, biographical, or national cultural structures. CSU/UC

  - **ENGL 56A.** The International Scene
  - **ENGL 56B.** Contemporary Fiction
  - **ENGL 56C.** American Classics
HLTH 20. Maintaining Sexual Well-Being (2)
Lec-2  
P/NP available
A holistic approach to cultivating, maintaining, and balancing male and female sexual energies; investigation into the current role of sexual health with an emphasis on prevention and risk assessment and development of skills to put this knowledge into practice; all aspects of sexually transmitted diseases including AIDS. CSU

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

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

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

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

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

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

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

Liberal Arts and Sciences

The Liberal Arts and Sciences degree is designed for students who wish to have a broad knowledge of arts and sciences plus additional knowledge in an “Area of Emphasis.” This degree can be a good option for students planning to transfer to the university as it provides the flexibility for students to satisfy both general education and lower division major requirements for specific universities while meeting associate degree requirements at the same time. For more detailed information on transfer requirements, students should speak with a counselor and refer to www.ASSIST.org.

To complete the requirements for the Associate in Arts or Associate in Science for this degree, a student must:

- Complete the CCSF General Education requirement (18-24 units).
- Complete 18 units in one “Area of Emphasis” from those outlined below.

Each course used to meet this requirement must be completed with a grade of “C” or higher (or “Credit” or “Pass” if the course was taken on a “credit/no credit” or “pass/no pass” basis). Where appropriate, courses in the “area of emphasis” may also be counted for a General Education area.

- Complete all other CCSF graduation requirements (i.e., math, GPA, residency, and unit requirements).

AREAS OF EMPHASIS

Arts and Humanities Emphasis

Associate in Arts in Arts and Humanities

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. Students pursuing this area of emphasis must take at least one course in the arts and at least one course in humanities. Students should meet with a counselor to select appropriate courses.

Arts:
African American Studies 51, 55;
Architecture 21, 29A, 31A, 31B, 32, 34;
Asian Studies 11;
Cinema 18, 21, 23A;
Design 105;
Fashion 55;
Gay, Lesbian and Bisexual Studies 20, 25, 77;
Latin American and Latino/a Studies 14;
Photography 50A, 50B;
Physical Education 3, 5A, 5B, 5C, 30, 33;
Speech 38;
Theatre Arts 1, 3A, 17, 50, 101, 104, 105, 200

Humanities:
African American Studies 30, 35, 40, 50, 51, 60;
American Civilization 11A, 11B;  
American Studies 5;  
Asian American Studies 6, 10, 30, 35;  
Asian Studies 12;  
Broadcast Electronic Media Arts 106;  
Classics 35;  
French 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 5, 10A, 10B, 10C, 10D, 10E, 11A, 11B, 39A, 39B, 39C, 41, 42;  
Gay Lesbian & Bisexual Studies 11, 12, 15, 75;  
German 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 11A, 11B, 39A, 39B;  
Humanities 7, 8, 11, 12, 20, 25, 35, 41A, 41B, 48;  
Interdisciplinary Studies 14, 23, 27A, 27B, 29, 36, 37, 38, 42, 44, 45, 47, 100A;  
Italian 1, 1A, 1B, 2, 2A, 2B, 3A, 3B, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B, 41;  
Japanese 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 10A, 10B, 10C, 10D, 15A, 15B, 41;  
Latin American and Latino/a Studies 1;  
Philippine Studies 30;  
Philosophy 2, 4, 25A, 25C;  
Pilipino 1, 2, 10A, 10B, 10C, 39A, 39B;  
Women’s Studies 10  

Note: See online catalog for an updated list of courses.

Communication Emphasis

Associate in Arts in Communication

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively.

English 1A 1B, 1C;  
English as a Second Language 79;  
Philosophy 2, 4, 40;  
Speech 1A, 2, 3, 4, 6, 11, 12, 20

Note: See online catalog for an updated list of courses.

Science and Mathematics Emphasis

Associate in Science in Science and Mathematics

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations. Students pursuing this area of emphasis must take at least one course in science and at least one course in mathematics. Students should meet with a counselor to select appropriate courses.

Science:

Anatomy 14, 25;  
Anthropology 1;  
Astronomy 1, 4, 14, 16, 17, 18, 19, 20;  
Biology 9, 11, 20, 30, 32, 32L, 40, 41L 101A, 101B;  
Botany 10;  
Genetics 10, 11, 15;  
Geography 1, 1L;  
Geology 10, 10L, 11, 18, 21;  
Interdisciplinary Studies 9, 10C;  
Microbiology 10, 12;  
Oceanography 1, 1L;  
Paleontology 1;  
Physical Science 11, 12A;  
Physics 2A, 2AL, 2B, 2BL, 4A, 4AL, 4B, 4BL, 4C, 4CL, 4D, 4DL, 10, 10L, 40, 41;  
Physiology 1, 12;  
Psychology 1B;  
Zoology 10

Mathematics:

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

Note: See online catalog for an updated list of courses.

Social and Behavioral Sciences Emphasis

Associate in Science in Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences (see below). Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate. Students pursuing this area of emphasis must take at least one course in the social sciences and at least one course in the behavioral sciences. Students should meet with a counselor to select appropriate courses.

Behavioral Sciences:

Administration of Justice 59, 67;  
African American Studies 30, 31;  
Anthropology 2, 3, 3AC, 4, 5, 8, 11, 12, 15, 19, 20, 25;  
Asian American Studies 8, 27, 35, 40, 42;  
Broadcast Electronic Media Arts 101, 103, 105;  
Child Development 53, 67, 97;  
Gay, Lesbian and Bisexual Studies 5, 10, 30, 50, 60;  
Health 221;  
Interdisciplinary Studies 10D, 17, 37, 40, 45;  
Labor Studies 78C;  
Latin American and Latino/a Studies 10;  
Philippine Studies 20;  
Physical Education 13;  
Psychology 1, 2, 10, 11, 12, 16, 21, 22, 23, 25, 26, 40;  
Sociology 1, 2, 25, 30, 35;
Who complete the curriculum satisfactorily may find advantages should assume entry level library work early in their studies. Those as employment in the field is competitive, students are encouraged to augment study with courses from other college departments such as office systems, graphics, or computer networking and communications technologies.

The curricula in Library Information Technology aims to meet the needs of individuals seeking paraprofessional employment or advancement in a library or related information service agency; or those seeking an introduction to libraries and information services in anticipation of further study in library science.

The associate degree major complements requirements for graduation from the college, while the program leading to a certificate is designed for individuals transferring to a senior college or already possessing an academic degree.

Admission. Enrollment is open to all interested students.

Course of Study. The course of study includes instruction in library organization and services; standard reference materials; supervision; computer applications; the acquisition, processing, and cataloging of print and non-print materials, legal, medical and business resources, and practical experience in a library or resource center. Students are encouraged to augment study with courses from other college departments such as office systems, graphics, or computer networking and communications technologies.

Employment. As employment in the field is competitive, students should assume entry level library work early in their studies. Those who complete the curriculum satisfactorily may find advantages when taking civil-service examinations with federal, state, county, and city agencies.

Degree Curriculum

The associate degree program is designed as an academic major for students satisfying requirements for graduation from City College. Students completing general education requirements must complete 18 units (12 core and 6 elective units) in Library Information Technology with a cumulative grade of C or higher (2.00 grade-point average). General education, elective and advised courses will be selected according to the student’s educational and occupational objectives.

Library Information Technology Major

Courses Required for the Major in Library Information Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBR 51 Intro to Libraries and Library Materials</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 55A Cataloging and Classification</td>
<td></td>
</tr>
<tr>
<td>LIBR 55B Library Technical Processes</td>
<td></td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td></td>
</tr>
<tr>
<td>Electives (6 units minimum)</td>
<td></td>
</tr>
<tr>
<td>LIBR 53 Information Resource Services</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 58A Legal Resources</td>
<td>1</td>
</tr>
<tr>
<td>LIBR 58B Medical Resources &amp; Libraries</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 58C Business Resources &amp; Libraries</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 59 Library Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

Recommended: MABS 60 or WDPR 391A; and advised relevant courses in other college departments.

Certificate Curriculum

The certificate program is designed for students transferring to a senior college, or for those who already hold academic degrees.

A certificate of accomplishment will be awarded for completing 17 units (12 core units and minimum 5 elective units) in Library Information Technology with a cumulative grade of C or higher (2.00 grade-point average). Elective and/or additional advisory courses will be selected according to each student’s educational and occupational objectives.

Library Information Technology Certificate

Courses Required for the Certificate of Accomplishment in Library Information Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>LIBR 51 Intro to Libraries and Library Materials</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 55A Cataloging and Classification</td>
<td></td>
</tr>
<tr>
<td>LIBR 55B Library Technical Processes</td>
<td></td>
</tr>
<tr>
<td>LIBR 56 Computers in Libraries</td>
<td></td>
</tr>
<tr>
<td>Electives (5 units minimum)</td>
<td></td>
</tr>
<tr>
<td>LIBR 53 Information Resource Services</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 57 Internet Research Strategies</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 58A Legal Resources</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: See online catalog for an updated list of courses.
LIBR 58B Medical Resources & Libraries ............... 2
LIBR 58C Business Resources & Libraries ............... 2
LIBR 59 Library Work Experience ......................... 3
Total Units ............................................... 17

Recommended: MABS 60 or WDPR 391A; and advised relevant courses in other college departments.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

LIBR 51. Introduction to Libraries and Library Materials (3)
  Lec-3
  An introduction to information media; functions and organization of libraries and learning resource centers; research tools; arrangement of books and files. Development of basic research skills to provide background essential for the library technician and the general student. CSU

LIBR 53. Information Resource Services (2)
  Lec-2
  Prereq.: LIBR 51
  The study of the role of the Library Technician in the Public Service sector of the information industry. Manual and online circulation systems, statistical design and compilation, inventory control, reserve desk maintenance, supervision, personnel problem solving, the information desk, interviewing techniques, shelving, paging, design of information displays, and computer maintenance of records. CSU

LIBR 55A. Cataloging and Classification (3)
  Lec-3
  Prereq.: LIBR 51
  Advise: MABS 38 or WDPR 391A
  The study of cataloging and classification of information resources, including books, periodicals, audiovisual, computer software, CD-ROM and Internet materials. The manual process of cataloging materials and the online network systems for copy cataloging. Use of the Dewey and Library of Congress classification schemes. CSU

LIBR 55B. Library Technical Processes (3)
  Lec-3
  Prereq.: LIBR 51
  Advise: MABS 38 or WDPR 391A
  A continuation of LIBR 55A. The study of the applied aspects of technical services. Acquisitions; bibliographic verification and control; serials; bindery preparation; Interlibrary Loan; repair and maintenance of resources; library automation; and basic bookkeeping and budgeting techniques. CSU

LIBR 56. Computers in Libraries (3)
  Lec-3
  Prereq.: LIBR 51
  Advise: MABS 38 or WDPR 391A
  Hands-on experience with microcomputers, accessing computer databases and microforms as used in information and resource centers. CSU

LIBR 57. Internet Research Strategies (2)
  Lec-2
  P/NP available
  The Internet as a research tool. Use Internet access tools to identify appropriate sources for a given topic. Formulate search strategies and retrieve information. Compare information found on the Internet with that found in other library sources. CSU

LIBR 58A. Legal Resources and Libraries (1)
  Lec-1
  The study of the use of legal research tools. The use of printed resources and computerized search techniques is stressed. CSU

LIBR 58B. Medical Resources and Libraries (2)
  Lec-2, field trips
  The study of the use of library medical research tools and medical libraries for the library technician or student entering the health or medical fields. The use of printed, online, CD-ROM and Internet search techniques is stressed. CSU

LIBR 58C. Business Resources and Libraries (2)
  Lec-2
  The study of the use of business research resources and corporate, academic and public business collections. The use of print and computer accessed information is stressed. CSU

LIBR 59. Work Experience in Library Information Technology (3)
  Conf-1, work-10
  Prereq.: LIBR 51, 53, 55A, 55B, 56 OR APPROVAL OF LIBR WORK EXPERIENCE COORDINATOR
  Repeat: max. 6 units
  Supervised practice in local libraries; weekly conference for evaluation and discussion of the experience. CSU

LIBR 90. Topics in Library Technology (0.5 ea.)
  Lec-9 (total hrs)
  P/NP only
  Repeat: May vary
  Lectures, demonstrations, group discussions, and hands-on experiences pertaining to the duties of library/media personnel. Subject varies according to demand and timeliness. CSU

LIBR 90A. MARC Records and the Online Catalog.

Library Information Skills

LIS 10. Use of Information Resources (1)
  Lec-1
  P/NP available
  Advise: ESL 150 or placement in 160
  Students gain understanding of the variety of information research tools and resources available in libraries and on the web, and how to effectively search for, evaluate, and cite information sources. Ethical and legal uses of information are also covered. CSU/UC

Life Science

See Biological Sciences

Mathematics

Mathematics 309
Office: Batmale 756
Phone Number: (415) 239-3478
Web Site: www.ccsf.edu/math

Announcement of Courses

For “Business Mathematics” see “Business”.
A student new to the City College Mathematics Program should first take the appropriate placement exam(s), then consult with a mathematics advisor or counselor before enrolling in a mathematics course.
To enroll in a particular mathematics course, a student must have satisfied the prerequisites for that course.

**CREDIT, NON-DEGREE APPLICABLE COURSES:**

**MATH E1. Basic Mathematics (Individualized) (2)**
Conf-2 P/NP only

*Not open for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH E3 or EX.*

Fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems.

Formerly MATH E.

**MATH E3. Basic Mathematics (Lecture/Group) (3)**
Lec-3, conf-2 P/NP only

*Not open for credit for students who have achieved a satisfactory score on the City College placement examination in mathematics or who have passed MATH E1 or E.*

Fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems.

Formerly MATH EX.

**MATH R. Basic Math and Prealgebra Workshop (2)**
Conf-3 P/NP only

*Coreq.: MATH E1, E3, or MATH 835
Repeat: max. 8 units*

A workshop designed to help students concurrently taking Basic Mathematics or Prealgebra. Basic Mathematics topics include: fundamental concepts and processes of arithmetic, translation of English statements to arithmetic statements, and solution of applied problems. Prealgebra topics include: order of operations, signed numbers, integer exponents, simple equations and formulas, basic geometrical concepts of length and area, calculator usage, estimation, and number sense; introduction to probability and statistics; applications.

**MATH S. Elementary Algebra Workshop (2)**
Conf-4 P/NP only

*Coreq.: MATH 840
Repeat: max. 8 units*

Fundamental operations on integers, rational numbers, polynomials, and algebraic expressions; linear and quadratic equations; linear inequalities; integer exponents and square roots; graphing; systems of equations; and applications.

**MATH T. Applied Geometry Workshop (2)**
Conf-3 P/NP only

*Coreq.: MATH 850
Repeat: max. 8 units*

Standard results of geometry; calculations involving lines, triangles, polygons, circles, and solids; emphasis on applications.

**MATH U. Intermediate Algebra Workshop (2)**
Conf-3 P/NP only

*Coreq.: MATH 860
Repeat: max. 8 units*

Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, circles, parabolas; introduction to functions and graphs; introduction to exponential and logarithmic expressions; applications.

**CREDIT, DEGREE APPLICABLE COURSES:**

**MATH 835. Prealgebra (3)**
Lec-3, conf-2

*Prereq.: MATH E1 or E or E3 or EX or BSMA G, H, or J; or

**MATH 840. Elementary Algebra (3)**
Lec-5

*Prereq.: MATH E1 or E or E3 or EX or MATH 835; OR Placement in MATH 840
Not open for credit for students who have passed MATH 855.*

Fundamental operations on integers, rational numbers, polynomials, and algebraic expressions; linear and quadratic equations; linear inequalities; integer exponents and square roots; graphing; systems of equations; and applications.

**MATH 850. Applied Geometry (2)**
Lec-3

*Prereq.: MATH 840; OR Placement in MATH 850
Not open for credit to students who have passed MATH 855.*

Standard results of geometry; calculations involving lines, triangles, polygons, circles, and solids. Emphasis on applications.

**MATH 855. Geometry (3)**
Lec-5

*Prereq.: MATH 840; OR Placement in MATH 855
Prereq.: MATH 840; or Placement in MATH 855*

Lines, triangles, circles, polygons, geometric constructions, space geometry. Emphasis on proving theorems and on the logical structure of geometry.

**MATH 860. Intermediate Algebra (4)**
Lec-4, conf-1

*Prereq.: MATH 840; or Placement into MATH 860
Advise: MATH 850 or 855*

Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, circles, parabolas; introduction to functions and graphs; introduction to exponential and logarithmic expressions; applications.

**MATH 70. Mathematics for Liberal Arts Students (3)**
Lec-3

*Prereq.: MATH 860 or Placement in MATH 70
Advise: ENGL 90 or ESL 72 or 150 or Placement in ENGL 92 or ESL 160*

Concepts of mathematics for students with non-technical goals. Range of topics from various branches of mathematics. The role of mathematics in modern society. CSU

**MATH 75. Mathematical Analysis for Business (3)**
Lec-3

*Prereq.: MATH 92 or 860
Prereq.: MATH 92 or 860
Linear, quadratic, algebraic, exponential, and logarithmic functions with applications to business and economics; interest and ordinary annuity problems; introduction to differential and integral calculus of one variable with applications to business and economics. CSU/UC
MATH 80. Probability and Statistics (4)
Lec-4
PREREQ.: MATH 92 or 860

MATH 90. Advanced Algebra (4)
Lec-4, conf-1
PREREQ.: MATH 860 and MATH 850 or 855; OR PLACEMENT IN MATH 90
Not open for credit to students who have passed MATH 92.
Geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; linear systems and matrices; topics in discrete mathematics. CSU/UC

MATH 92. College Algebra (5)
Lec-5
PREREQ.: MATH 840 and MATH 850 or 855; OR PLACEMENT IN MATH 92
Recommended for students with strong mathematics capabilities. Not open for credit to students who have passed MATH 90.
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, and circles; geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; linear systems and matrices; topics in discrete mathematics. CSU

MATH 95. Trigonometry (3)
Lec-3
PREREQ.: MATH 92 or 860; AND MATH 850 or 855
Students completing MATH 860 should also complete MATH 90 before taking MATH 95.
Circular (trigonometric) functions, identities, and equations; graphs of circular functions; arcfunctions (inverse trigonometric functions); triangles; complex numbers. CSU

MATH 97. Precalculus (5)
Lec-5
PREREQ.: MATH 95; AND MATH 90 or 92; AND MATH 850 or 855
An intensive, comprehensive review for students who have successfully completed trigonometry and advanced algebra but need review before beginning a calculus course.
Polynomials and rational expressions; radicals and rational exponents; complex numbers; equations and inequalities; distance formula, lines, and circles; geometric transformations and conic sections; real functions and their graphs; one-to-one and inverse functions; roots of polynomials; circular (trigonometric) functions, identities, and equations; graphs of circular functions; arcfunctions (inverse trigonometric functions); triangles; linear systems and matrices; topics in discrete mathematics. CSU/UC

The Mathematics Department offers two calculus sequences:
(1) The sequence MATH 110A-B-C is designed for majors requiring a strong foundation in calculus, for example, mathematics, physical science, computer science, and engineering.
(2) The sequence MATH 100A-B is designed for majors requiring exposure to calculus, for example, business, social science, and some life sciences.
NOTE: Calculus requirements vary depending on the transfer institution and the intended major. Students should consult the CCSF Transfer Center or their intended transfer institution to determine which calculus sequence fulfills their needs.

MATH 100A. Short Calculus I (3)
Lec-3
PREREQ.: MATH 95; AND MATH 90 or 92; AND MATH 850 or 855
Lines, algebraic functions, exponential functions, logarithmic functions, limits, derivatives, and integrals, with applications. CSU/UC

MATH 100B. Short Calculus II (3)
Lec-3
PREREQ.: MATH 100A
Calculus of trigonometric functions, techniques of integration, Taylor polynomials, multivariable calculus, and differential equations, with applications. CSU/UC

MATH 110A. Calculus I (4)
Lec-4, conf-1
PREREQ.: MATH 95; AND MATH 90 or 92; AND MATH 850 or 855
Limits, continuity, differentiation, applications of differentiation, and an introduction to integration. CSU/UC

MATH 110B. Calculus II (4)
Lec-4, conf-1
PREREQ.: MATH 110A
Applications of integration, techniques of integration, numerical integration, indeterminate forms, improper integrals, parametrized curves, polar coordinates, infinite sequences and series, and power series. CSU/UC

MATH 110C. Calculus III (4)
Lec-4, conf-1
PREREQ.: MATH 110B
Space vectors, vector functions and space curves; partial differentiation; scalar and vector fields, vector differential operators; multiple integration, Jacobians; line integrals, path independence, and scalar potentials; surface integrals; theorems of Green, Stokes, and Gauss. CSU/UC

MATH 115. Discrete Mathematics (3)
Lec-3
PREREQ.: MATH 110B or 100B
Set theory, logic, relations and functions, mathematical induction and recursion, combinatorics, discrete probability, trees and graphs, analysis of algorithms, algebraic structures. Emphasis on topics of interest to computer science students. CSU/UC

MATH 120. Linear Algebra (3)
Lec-3
PREREQ.: MATH 110C
Systems of linear equations, matrix algebra, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors. CSU/UC

MATH 125. Differential Equations (3)
Lec-3
PREREQ.: MATH 110C

MATH 130. Linear Algebra and Differential Equations (5)
Lec-5
PREREQ.: MATH 110C
Systems of linear equations, matrix algebra, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors; ordinary differential equations, existence and uniqueness of solutions, linear differential equations, systems of differential equations, series
solutions, Laplace transforms, Fourier series, partial differential equations. CSU/UC

MATH 199. Special Topics in Mathematics (3)
Lec-3 P/NP available
Prereq.: Varies with course content
Repeat: max. 9 units
The content of this course varies. CSU(UUC upon review)

Military Science

The University of San Francisco is part of the Consortium of San Francisco Colleges and Universities. Students attending a member of the consortium may enroll in a Military Science course at the University of San Francisco under that agreement at no cost. Full credit will be given by City College of San Francisco to fully enrolled students. Specific inquiries about this program should be directed to the Professor of Military Science, University of San Francisco.

Multimedia Studies

See Graphic Communications Department

Music

Office: Art 209
Phone Number: (415) 239-3641
Web Site: www.ccsf.edu/music

Announcement of Courses

All music students are encouraged to enroll in at least one of the Music Department performing groups each semester. Knowledge of music fundamentals and the ability to read music are recommended for many music theory, instrumental and vocal training, and performance courses. Where a music course has a sequential prerequisite, check with the Department Chair for skill demonstration equal to the prerequisite.

CREDIT, DEGREE APPLICABLE COURSES:

Music Theory

The MUS 2A-2B-2C-2D series is a four-semester comprehensive theory program for music students which will transfer as fulfillment of the first two years of lower-division music theory requirements. The MUS 1A-1B, 3A-3B series is a two-semester ear-training and harmony program for music students which will transfer as fulfillment of one year of lower-division music theory requirements.

MUS 1A-1B. Musicianship (2-2)
Lec-3, lab-1, field trips P/NP available
Advise: MUS 4 or demonstration of exit skills
Repeat: max. 4 units ea.
Development of skills in sight reading, ear training, and notation through the study of scales, intervals, and simple songs. CSU/UC

MUS 2A-2B. Comprehensive Music Theory (5-5)
Lec-5, lab-1, field trips P/NP available
Advise: MUS 4 or demonstration of exit skills
May be taken in any sequence.
The first half of a four-semester comprehensive approach to the chronological study of music theory. Covers music in the style of the medieval, renaissance and baroque eras. Daily sessions involve modal, contrapuntal or harmonic studies and exercises, ear training and musical analysis with the goal of integrating these studies in reference to historical periods. Extensive written assignments are required. CSU/UC

MUS 2C-2D. Comprehensive Music Theory (5-5)
Lec-5, lab-1, field trips P/NP available
Advise: MUS 4 or demonstration of exit skills
May be taken in any sequence.
The second half of a four-semester comprehensive approach to the chronological study of music theory. Covers music in the style of the classic, romantic and modern eras. Daily sessions involve modal, contrapuntal or harmonic studies and exercises, ear training and musical analysis with the goal of integrating these studies in reference to historical periods. Extensive written assignments are required. CSU/UC

MUS 3A-3B. Harmony (3-3)
Lec-3, lab-1, field trips P/NP available
Advise: MUS 3A: MUS 4 or demonstration of exit skills
A music-writing course based on traditional harmony, including linear and vertical analysis. CSU/UC

MUS 4. Music Fundamentals (2)
Lec-3, lab-1, field trips P/NP available
Repeat: max. 4 units
An introduction to basic skills in music, including staff notation, rhythm notation, intervals, scales, chord construction, sight reading, and ear training. CSU/UC

MUS 5A-5B. Composition (3-3)
Lec-3, field trips P/NP available
Advise: MUS 5A: MUS 3A or demonstration of exit skills
Study of the principles of musical composition through analysis and creative writing. Pieces may be composed for piano and/or small instrumental and/or vocal ensembles. CSU/UC
# Instrumental and Vocal Training

**MUS 6A. Elementary Classical Guitar (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 4 or demonstration of exit skills*  
*Repeat: max. 2 units*  
No prior experience with the guitar necessary. The student must provide a guitar.  
An introduction to the music and technique of the acoustical guitar.  
A foundation with emphasis on classical techniques. Some review of musical theory. CSU/UC

**MUS 6B. Intermediate Classical Guitar (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 6A or demonstration of exit skills*  
*Repeat: max. 4 units*  
A continuation of MUS 6A. Further study of acoustical guitar theory, technique, and repertoire with emphasis on classical guitar. CSU/UC

**Music 7 Series**  
(The letter after the 7 indicates the instrument, not the sequence.)  
*The Music Department recommends that students enrolling in any of the courses in the MUS 7 series enroll concurrently in appropriate music performance courses such as concert band (MUS 16), stage band (MUS 46), pep band (MUS 47), orchestra (MUS 15), string ensemble (MUS 20), brass ensemble (MUS 18), or woodwind ensemble (MUS 17).*

**MUS 7C. Cello (1)**  
Lec-3, field trips  
**P/NP available**  
*Repeat: max. 4 units*  
An exploration of the elements of cello playing, including bowing concepts and techniques, tone production, and left-hand techniques. Open to beginners as well as to others at any level of proficiency. CSU/UC

**MUS 7P. Percussion (1)**  
Lec-3, field trips  
**P/NP available**  
*Repeat: max. 4 units*  
The study and technique of playing various percussion instruments. CSU/UC

**MUS 7T. Brass (1)**  
Lec-3, field trips  
**P/NP available**  
*Repeat: max. 4 units*  
Basic brass techniques for intermediate or advanced players. Embouchure problems, breathing methods, and tone production. CSU/UC

**MUS 7V. Violin and Viola (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 4 or demonstration of exit skills*  
*Repeat: max. 4 units*  
Violin or viola training for beginning, intermediate, and advanced players. CSU/UC

**MUS 7W. Woodwind (1)**  
Lec-3, field trips  
**P/NP available**  
*Repeat: max. 4 units*  
The study and techniques of playing various woodwind instruments. CSU/UC

**MUS 8A-8B. Jazz and Other Popular Piano Styles (1-1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 6A or demonstration of exit skills*  
A study of basic jazz, rock, gospel, blues, and folk piano techniques. CSU/UC

**MUS 9A. Beginning Piano (2)**  
Lec-3, lab-1, field trips  
**P/NP available**  
*Repeat: max. 4 units*  
Piano studies for the beginner, including playing through reading, elementary theory, beginning ear training, and an historical view of keyboard instruments and their music. CSU/UC

**MUS 9B. Intermediate Piano (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 9A or demonstration of exit skills*  
*Repeat: max. 4 units*  
A continuation of piano training for beginning, intermediate, and advanced pianists. CSU/UC

**MUS 9C. Keyboard Harmony (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 9A or demonstration of exit skills*  
*Repeat: max. 4 units*  
The development of harmonic keyboard skills through the study and practice of chord structures, progressions, and sight reading techniques. CSU/UC

**Music 10 Series**  
*The Music Department recommends that students enrolling in the MUS 10 series should enroll concurrently in a choral-performing group (MUS 12 or 14) or Music Theatre Workshop (MUS 44).*

**MUS 10A. Beginning Voice (1)**  
Lec-3, field trips  
**P/NP available**  
*Repeat: max. 2 units*  
Study of the basic techniques of tone production, breathing, and related skills in interpreting vocal music of various periods and styles, including popular. CSU/UC

**MUS 10B. Intermediate Voice (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 10A or demonstration of exit skills*  
*Repeat: max. 4 units*  
A continuation of vocal training for intermediate and advanced singers. Emphasis on the development of vocal techniques and the interpretation of songs of various styles and periods. CSU/UC

**Performance Courses**

**MUS 11. Guitar Workshop (1)**  
Lec-3, field trips  
**P/NP available**  
*Advise: MUS 6A or demonstration of exit skills*  
*Repeat: max. 4 units*  
An opportunity for guitarists to learn and to play ensemble music from all stylistic periods—Renaissance, Baroque, Classical, Romantic, and especially twentieth century. An opportunity to play in guitar duos, trios, quartets, and, when possible, with other instruments. CSU/UC

**MUS 12. Choir (1)**  
Lec-3, field trips  
**P/NP available**  
*Repeat: max. 4 units*  
Study and performance of fine choral music, sacred and secular, from all periods of music history. CSU/UC
MUS 22A-22B-22C. History of Music in Western Culture (3-3-3)
Lec-3, lab-1, field trips  P/NP available
*May be taken in any sequence.*
An intensive critical survey of musical styles in Western culture studied chronologically. Emphasis on works and composers representative of differing styles and periods and on various cultural contexts from which they emerged. CSU/UC

MUS 22A. Medieval and Renaissance music: early Christian chant to 1600
MUS 22B. Baroque and Classical music: the seventeenth and eighteenth centuries
MUS 22C. Nineteenth Century Romanticism: Beethoven to Mahler

*For music of the twentieth century, see MUS 28.*

MUS 23. Jazz History, Musical Traditions of the African American (3)
Lec-3, lab-1, field trips  P/NP available
Lectures, discussions, assigned reading, and listening designed to explore the musical heritage of the African American, including spirituals, work songs, blues, jazz, gospel, opera, and symphony. Interaction of these with traditional American and European music. CSU/UC

MUS 24. Music of East Asia (3)
Lec-3, lab-1, field trips  P/NP available
A cross-cultural, comparative survey of both historical and recent developments in the music of China, Japan, and Korea, including the relationship of East Asian music to other aspects of East Asian cultures—philosophy, religion, theater, and dance. CSU/UC

MUS 25. Music of Latin America and the Caribbean (3)
Lec-3, lab-1, field trips  P/NP available
Survey of Latin American and Caribbean music. Music as a form of communication and as a social and cultural force in the Americas. CSU/UC

MUS 26. Music in American Culture (3)
Lec-3, lab-1, field trips  P/NP available
A survey of music generated by America’s diverse populations including Latino, African American, Hawaiian, Native American, Cajun and Puerto Rican. CSU/UC

MUS 27A. Music Appreciation (3)
Lec-3, lab-1, field trips  P/NP available
The development of increased musical awareness in the listener. A study of musical elements, forms, and styles through listening, lectures, readings, and discussions. CSU/UC

MUS 27B. Musical Awareness (3)
Lec-3, lab-1, field trips  P/NP available
*MUS 27A is not prerequisite for MUS 27B.*
Repeat: max. 9 units
Detailed study of selected larger musical forms such as the opera, symphony, concerto, and chamber works. Assigned listening and readings. CSU/UC

MUS 27C. Music and Queer Identity (3)
Lec-3, field trips  P/NP available
Examination of the question of how music encodes “queerness” by focusing on various musical styles and musical performers that have become significant for the lesbian, gay and bisexual community. CSU/UC

MUS 27R. The History of Rock and Popular Music (3)
Lec-3, lab-1, field trips  P/NP available
The History of Rock and Popular Music is a survey of the origin, major trends, musical forms, styles and genres of rock and popular

Music Surveys

MUS 21. Traditional African Music (3)
Lec-3, field trips  P/NP available
A survey of the function of traditional music in Africa and how it is organized as an integral part of everyday activity. Emphasis is on practical application. CSU/UC
music from 1945 to the present day. The course will focus on historical and cultural influences that shaped the music as well as the impact of electronic technology. Attention will be given to those artists and groups who have proven to be of the most enduring significance. CSU/UC

**MUS 27T. Exploring the World of Music (2)**
Lec-1.5, field trips  P/NP available
Designed to develop an understanding and recognition of musical elements and forms while promoting a broad international cultural music awareness. The series allows students to examine theories on the origins of music making and the role of music in all cultures. Music structure will be studied with an emphasis on how music inspires human emotion, activity, romance, religion and play. CSU/UC

**MUS 28. Contemporary Music (3)**
Lec-3, lab-1, field trips  P/NP available
Study of the music of the twentieth century through analysis of their means and methods, recordings illustrating the types of music under discussion and creative projects involving graphic scores, tapes and new instruments. CSU/UC

**MUS 29. Electronic Music (3)**
Lec-3, lab-1, field trips  P/NP available
A practical study of the means by which electronic music is created, its compositional techniques, and the uses to which it may be put. CSU/UC

**MUS 30. Electronic Music Laboratory (2)**
Lec-3, lab-3, field trips  P/NP available
**PREREQ.: MUS 29**
**Repeat: Max. 8 units**
Further practical study of the technical aspects of electronic music, including compositional techniques of synthesis, multitrack recording and digital sequencing. CSU/UC

**MUS 31. Digital Music Studio (3)**
Lec-3, lab-2, field trips  P/NP available
**PREREQ.: MUS 30**
**Repeat: max. 6 units**
Practical study of the digital music studio, including the functions of hardware and software tools for composition, sequencing, notation, and digital audio recording. Creation and editing digital music files and exploration of current practical applications of the medium. CSU

**Other Music Performance Courses**

**MUS 41. African Drumming Ensemble (1)**
Lec-3, field trips  P/NP available
**Repeat: max. 4 units**
The content of this course varies. Students may re-enroll without repeating subject matter. African drumming studies and performance of music integral to everyday life in Africa. A review of the function of traditional music in Africa. CSU/UC

**MUS 42. Jazz, Pop, Gospel Choir (1)**
Lec-3, field trips
**Repeat: max. 4 units**
Study and performance of popular, gospel, or jazz and swing choir arrangements with rhythm section. CSU/UC

**MUS 43. Labor Heritage Chorus (1)**
Lec-3, field trips  P/NP available
**Repeat: max. 4 units**
Study and performance of labor songs from various periods in American history. Songs that reflect workers of diverse cultures, such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, labor Motown, Asian American work songs and working women’s rap. CSU/UC

**MUS 44. Music Theatre Workshop (3)**
Lec-6, field trips  P/NP available
**Repeat: max. 9 units**
An opportunity for students interested in musical theatre to study, rehearse, and participate in performances of musical works for the stage. Equal emphasis given to the musical and dramatic elements involved in such productions. For staged, public performances, roles may be assigned subject to audition. CSU/UC

**MUS 45. Early Music Performance Workshop (2)**
Lec-3, lab-1, field trips  P/NP available
**Repeat: max. 8 units**
An investigation of musical performance styles from the late Middle Ages through the Baroque. Students work and perform in an area of their choice. CSU/UC

**MUS 46. Stage Band (1)**
Lec-3, field trips  P/NP available
**Repeat: max. 4 units**
Reading, preparation, and playing of music arranged for dance bands, with emphasis on jazz. CSU/UC

**MUS 47. Pep Band (1)**
Lec-3, field trips  P/NP available
**Repeat: max. 4 units**
Rehearsal band for music of all popular styles. Performances at various athletic events. CSU/UC

**MUS 48A. Beginning Labor Heritage Chorus (1)**
Lec-3, field trips  P/NP available
**Repeat: max. 2 units**
The beginning study is an introduction to the songs that reflect workers of diverse cultures such as Native American chants, folk and labor ballads, field hollers, Black cowboy songs, Chicano farm and border songs, Labor Motown, Asian-American work songs and songs of working women’s experiences. CSU/UC

**MUS 48B. Intermediate Labor Heritage Chorus (1)**
Lec-3, field trips  P/NP available
**PREREQ.: LBCS 98A/MUS 48A**
**Repeat: max. 4 units**
Intermediate Labor Chorus is designed to further develop choral music techniques and knowledge of labor songs from various periods in American history, as presented in LBCS 98A/MUS 48A. Students will develop more complex choral techniques and repertoire. Increased focus will be on individual achievement and its effect on the progress of the chorus. CSU/UC

**MUS 48B = LBCS 98B**

**MUS 48C. Advanced Labor Heritage Chorus (1)**
Lec-3, field trips  P/NP available
**PREREQ.: LBCS 98B/MUS 48B**
** Repeat: max. 4 units**
Advanced Labor Chorus focuses on the development of a self-directed creative process and autonomy. Building on the concepts, skills and musical material of LBCS 98B/MUS 48B, students will become section leaders, soloists and conductors. CSU/UC

**MUS 48C = LBCS 98C**
MUS 50. Music Rehearsal and Performance (1)
Lec-3 P/NP available
Coreq.: ENROLLMENT IN A MUSIC INSTRUMENTAL TRAINING OR PERFORMANCE COURSE
Repeat: max. 4 units
An opportunity for students who are enrolled in music courses requiring extra performance and rehearsal hours to receive credit for their work. CSU/UC

Nursing, Registered
Office: Cloud 340
Phone Number: (415) 239-3218
Web Site: www.ccsf.edu/rn

Announcement of Curricula

General Information
1. Individual Nursing Courses are not open for enrollment.
2. Prerequisites must be completed prior to filing of enrollment application.
3. At present, qualified applicants are admitted per lottery.
4. Applicants who have been accepted into the RN program will be required to take MABS 25 (Keyboarding) concurrently with the first nursing course or take a Challenge Test. Dates of the Challenge Test will be made available to all qualified entering students.
5. Students will be conditionally admitted to the R.N. Nursing program. These students will be required to submit to a background screening check.
6. Students will be required to take ATI TEAS or submit previous ATI TEAS scores (or equivalent)

Learning Outcomes
1. Prepare student to take NCLEX-RN.
2. Qualify for entry level positions of RN in health facilities and agencies.
3. Ability to deliver effective nursing care to the patient by utilizing their acquired skills in problem solving and leadership.

Degree Curriculum
The Associate in Science curriculum in Nursing is accredited by the California Board of Registered Nursing (BRN). Students who complete the course of study in accordance with City College requirements are eligible to take the National Council Licensure Examination of Registered Nurses (NCLEX-RN). Those who pass the NCLEX-RN are qualified for entry-level positions of R.N. in health facilities and agencies.

NOTE: The licensing process for becoming a registered nurse in California is under the jurisdiction of the BRN (Board of Registered Nursing). The BRN requires disclosure of all misdemeanors and felony convictions for all license applicants and disclosure of all disciplinary actions taken against a license applicant who already has a practical nurse, vocational nurse or other professional license. Fingerprinting is also required.

Course of Study. The Nursing course of study includes instruction in applied nursing science and related life sciences, and clinical experience in San Francisco Bay Area cooperating clinical settings.

The required course of study for Nursing includes courses that may also satisfy certain general education requirements.

Associate in Science Degree. The Nursing curriculum, supplemented by general education courses, is designed so that students may satisfy the requirements for graduation from City College with the degree of Associate in Science. It is required that all students who wish to enroll in the Nursing Program take the CCSF placement test in Algebra.

Enrollment. Enrollment in the Nursing Program follows the City College policy of equal educational opportunity. Because of facility and staffing limitations, as well as health and safety requirements, not all students who wish to enroll in the Nursing Program can be accommodated. Selection from among students who are eligible to enroll is made once a year for Fall and Spring semester.

Requests for information regarding enrollment:
Can be found online: www.ccsf.edu/RN
OR
Enrollment Committee
Nursing Department, C340
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dates for Filing Required Enrollment Forms. See website or contact Nursing Department at C340 for current filing dates.

Expenses. Students should expect to incur expenses of approximately $2500 covering the two years of nursing curriculum. This does not include expenses that may relate to non-nursing classes. The expenses related to nursing classes include the cost of required books, uniforms, and individual equipment.

Enrollment to the Program. Because of facilities and staff limitations, 50 new students may be enrolled in the Nursing Program each semester. Nursing enrollment form available online. Please check Filing Date. To be considered for enrollment, students must satisfy certain academic prerequisites. The following is a summary of the academic requirements for enrollment in the Nursing Program/courses. Please see website: www.ccsf.edu/RN

1. a. Complete the following prerequisite courses: No in progress courses will be considered
   Anatomy 25
   Physiology 1 or 12
   Microbiology 12
   English 1A
   Math 840 or placed into Math 860
   Science courses must have been completed within the last 7 years at the time of enrollment to the Nursing program.
   b. Must have an overall GPA of 2.5 in science and English 1A.

2. An applicant can repeat only one of the science courses. More than one (1) repetition of any of the science courses will disqualify the applicant. Repetition of a science course is defined as repeating a course due to a previous grade of “D”, “F” or “N”. Students may satisfy the above course prerequisites at other institutions, but the courses and grades must be verified prior to consideration for enrollment.

3. File with the Office of Admissions and Records a completed application for admission to City College. No person may attend nursing classes unless he/she is properly admitted to the College.

4. a. If you have taken English 1A and Algebra 840 or higher at
CCSF, you must submit official transcript with your application which includes your final grade in English 1A and Algebra 840 or higher.
b. If you have never taken any college math at any college, you must take the CCSF Math Placement test and score at math 860 or higher. Submit test result with nursing application.
c. Test waivers for English and Algebra are only for nursing applicants who have satisfied CCSF placement test requirements through external sources such as other colleges attended or (SAT, AP) scores. Bring proof (test score or transcripts) to the Matriculation office, Colan Hall, Rm. 204 to obtain the waiver. This waiver must accompany your Nursing application.
5. File a completed enrollment form for the Nursing Program. Contact Nursing Department for filing dates.
6. Official transcript in a sealed envelope must be submitted with the enrollment form.
7. Previous ATI TEAS (or equivalent). ATI TEAS will also be administered to those by lottery.

Health and safety requirements. Nursing courses require students to practice nursing skills in the classroom and in cooperating clinical settings. For health and safety reasons, those accepted into the program must demonstrate through a recent, complete medical examination that they are able to participate in the program, have been tested for tuberculosis, and that they have received the following immunizations: rubella, rubella, varicella, mumps, hepatitis B, and current Tetanus immunization (less than 10 years). Enrollees must also provide verification of cardiopulmonary resuscitation basic life support, Health Care Provider certification. Verification of these requirements must be received by the Nursing Department prior to the first day of class. Some hospitals may require students assigned to their hospital to submit to background check and drug screen.

Admission of LVNs, transfer nursing students and RN requirements for BRN of California:

1. LVNs with current, valid California licenses who have been accepted into the Nursing Program through the usual enrollment process may be given advance placement based on space availability and passing grade of Fundamental Challenge exam. Please contact the Department Chairperson for further information and counseling.
2. LVN nurses who wish to take the 30-unit option program must have a current, valid California LVN license and must have completed Microbiology 12 and Physiology 1 or 12 with a grade of C or higher. Students who qualify for this option should make an appointment with the Nursing Department Chairperson for additional information. 30 unit option placement is on a space available basis.
3. a. Transfer students from other accredited RN nursing programs are considered for enrollment in the Nursing Program. Acceptance is based on equivalent professional nursing education, general education courses and space availability. Transfer students must meet the same enrollment requirements and nursing policies as all students entering the program.
b. Il transfer applicants must have a letter from their previous school of nursing director that states that student was in good standing at the time of withdrawal.
4. RNs who need specific courses required by the BRN for the NCLEX-RN examination should contact the Department Chairperson for additional information. Enrollment is on a space available basis only.

Credit by Examination. All nursing courses are challengeable. Consideration for challenge will be based on previous education and/or experience on an individual basis.

Academic Probation and Dismissal. The failure of a nursing student to satisfactorily demonstrate mastery of required knowledge, skills, or abilities that may jeopardize the safety and welfare of others. Depending on the nature of the performance that demonstrates the lack of necessary knowledge, skills, or abilities, students may be placed on clinical probation or may be subject to academic dismissal prior to the end of the semester.

All City College students, including Nursing students, are subject to the Rules of Student Conduct, and must conform their behavior to appropriate standards, both during theory classes and during clinical experiences at cooperating clinical settings.

Nursing Major

A. NURSING COURSES

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 50 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 50A Pharmacology in Nursing Part I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 50L Nursing Skills Lab</td>
<td>1</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS 50B Pharmacology in Nursing Part II</td>
<td>2</td>
</tr>
<tr>
<td>NURS 51 Basic Medical Surgical Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 51L Intermediate Nursing Skills</td>
<td>1</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>NURS 53 Maternal and Newborn Care</td>
<td>6</td>
</tr>
<tr>
<td>NURS 55 Psychosocial Nursing</td>
<td>6</td>
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</tbody>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>NURS 54 Nursing of Children</td>
<td>6</td>
</tr>
<tr>
<td>NURS 56 Adv Medical Surgical Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 58 Trends &amp; Issues in Nursing</td>
<td>1</td>
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</table>

B. ADDITIONAL COURSES REQUIRED BY THE BOARD OF REGISTERED NURSING (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>PSYC 1 Gen Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1 Intro Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1A Elements of Public Speaking</td>
<td></td>
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<tr>
<td>or SPCH 4 Group Communication</td>
<td></td>
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<tr>
<td>or SPCH 11 Basic Public Speaking</td>
<td></td>
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<tr>
<td>or SPCH 12 Fundamentals of Oral Communication</td>
<td></td>
</tr>
<tr>
<td>or ESL 79 Advanced Speaking &amp; Pronunciation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total ............................................... 52

These courses meet the California Board of Registered Nursing Requirement for Licensure and must be completed prior to taking the R.N. Licensure Examination (NCLEX).

Students who have a baccalaureate degree from a regionally accredited institution may receive the Associate in Science Degree in Nursing by completing the Nursing program prerequisite courses and the courses listed above. No additional General Education coursework is required.
Board of Registered Nursing. All students should familiarize themselves with all requirements for taking the NCLEX-RN. Completion of the Nursing Department curriculum does not guarantee passage of the NCLEX-RN or eligibility for a California RN license.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

NURS 50. Fundamentals of Nursing (6)
Lec-3, lab-18
PREREQ.: ADMISSION TO THE RN NURSING PROGRAM WITH SUCCESSFUL COMPLETION OF ALL PREREQUISITES LISTED ON THE APPLICATION AND IN THE CATALOG; AND MABS 25 OR DEMONSTRATION OF MABS 25 EXIT SKILLS
COREQ.: NURS 50A AND 50L
Introduction to nursing fundamentals, principles of care common to all patients, and basic medical-surgical concepts with application of theory and practice of skills in the clinical area. This course lays the foundation for successive nursing courses. The clinical experience is designed to be concurrent with theory. CSU

NURS 50A. Pharmacology in Nursing Part I (2)
Lec-2
COREQ.: NURS 50 AND 50L
Provides an overview of drug classification and then a focus on specific drug therapies related to the integumentary, endocrine, and central nervous systems, sensory organ inflammation, immunity and cancer. Emphasis on nursing implications of drugs, i.e. administration, pharmacologic effects, clinical uses and adverse effects. CSU

NURS 50B. Pharmacology in Nursing Part II (2)
Lec-2
COREQ.: NURS 51 AND 51L
Focuses on specific drugs used in the management of cardiovascular, respiratory, gastrointestinal, neurological, urinary, reproductive, psychiatric and peripheral nervous system disorder. Emphasis on nursing implications of drugs, i.e. administration, pharmacologic effects, clinical uses, and adverse effects. CSU

NURS 50L. Nursing Skills Laboratory (1)
Lab-3
COREQ.: NURS 50 AND 50A
Designed to assist students in the development of psychomotor and cognitive skills involved in the performance of selected nursing procedures. The use of the modular approach provides an opportunity for the student to work independently and/or in small groups. CSU

NURS 51. Basic Medical-Surgical Nursing (6)
Lec-3, lab-18
PREREQ.: NURS 50, 50L, AND 50A
COREQ.: NURS 50B AND 51L
Designed to acquaint students with individuals experiencing dysfunction of the cardiac, vascular, respiratory, digestive, liver pancreas, biliary tract, kidney, urinary tract and male reproductive organs. Emphasis on nursing process and integrating principles of nutrition, pharmacology, pathophysiology, psychosocial and biological sciences. Students are assigned to care for patients in acute and nursing home units. CSU

NURS 51L. Intermediate Nursing Skills (1)
Lab-3
COREQ.: NURS 51 AND 50B
This course assists the registered nursing student to develop psycho-motor and cognitive skills involved in the performance of selected complex nursing procedures. Students will learn in small groups and independently, assigned both in the nursing and computer lab. Emphasis is placed on patient safety, nursing process, physical assessment, legal aspects and detailed nursing documentation. CSU

NURS 53. Maternal and Newborn Care (6)
Lec-6, lab-18 (8/9 wks)
PREREQ.: NURS 51 AND 55 IF TAKEN FIRST IN SEQUENCE OF 3RD SEMESTER NURSING COURSES
NURS 53 and 55 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.

NURS 54. Nursing of Children (6)
Lec-6, lab-18 (8/9 wks)
PREREQ.: NURS 51 AND 55 (AND 56 IF TAKEN FIRST IN THE SEQUENCE OF FOURTH SEMESTER NURSING COURSES)
NURS 54 and 56 are half-semester courses required in the fourth semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department.

NURS 55. Psychosocial Nursing (6)
Lec-6, lab-18 (8/9 wks)
PREREQ.: NURS 51 AND 53 IF TAKEN FIRST IN SEQUENCE OF 3RD SEMESTER NURSING COURSES
NURS 55 and 53 are half-semester courses required in the third semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department. The study and investigation of the etiology, dynamics, nursing care and therapeutic modalities for persons with psychological dysfunction, and the understanding of mental health in relation to patient education, growth and development. Emphasis is placed on the interpersonal and problem-solving processes used in the care of all patients. CSU

NURS 56. Advanced Medical-Surgical Nursing (6)
Lec-6, lab-18 (8/9 wks)
PREREQ.: NURS 53
NURS 56 and 54 are half-semester courses required in the fourth semester of students enrolled in the curriculum in Nursing. The sequence in which students will take these courses will be determined by the Nursing Department. Introduction of advanced theories from nutrition, pharmacology, psychosocial and biological sciences, with the integration of cultural diversity essential to prepare the student nurse to apply the nursing process, utilizing Maslow’s Hierarchy of Needs theory to provide care for the adult patient experiencing major health alterations in the acute care settings and community environments. Care of the older adult in acute and non-acute care settings. Emphasis
Home Health Aide/Nurse Assistant Certificate

Graduates of this 18 week full time program will be highly qualified for entry-level positions as health care providers. They are qualified for positions in acute care and convalescent facilities as well as home care agencies and out-patient clinics. Critical thinking concepts and principles will serve as a framework for studying the nursing and behavioral sciences within a health promotion/risk reduction, multicultural based curriculum.

Program Authorization: This program is approved by the California State Department of Health Services. Successful completion qualifies the graduate to: 1) take the Nurse Assistant Competency Examination to obtain State Certification for practice; 2) obtain Home Health Aide Certification without further examination.

NOTE: The Department of Health Services, Nurse Assistant Certification Division requires fingerprinting and disclosure of misdemeanor and felony convictions for all applicants.

Enrollment Procedure: Applicants must take a placement test, attend a program orientation, and meet all program prerequisites. Enrollees must be in good physical and mental health and be over 18 years of age.

Admission Requirements:

1. Completion of ENGL L or ESL 140 or placement in ENGL 90 or ESL 150.
2. A physical examination
3. Immunizations: Hepatitis B, Rubella, Varicella, Mumps, and T.B.
4. Current CPR certification
5. Department of Health Services Applications ($15 Fee)
6. DHS Application for Criminal Background Check ($32 Fee)

Successful completion of the following courses require an average final grade of “C” or higher (2.00 grade point average) to qualify for a Certificate of Accomplishment.

Courses Required for the Certificate of Accomplishment in Home Health Aide/Nurse Assistant

Course | Units
-------|-------
VOCN 23 Nurse Assistant: Convalescent Care | 6
VOCN 24 Home Health Aide | 5
VOCN 25 Nurse Assistant/Acute Care | 3
Total Units | 12

Vocational Nursing Certificate

The program of study for the Certificate of Achievement in Vocational Nursing is designed to prepare students for employment in acute care facilities, clinics, long-term care facilities, physician offices, home care, and health centers.

Admission. Enrollment is open to all interested students who are in good physical and mental health, and over 17 years of age.

TO BE ADMITTED TO THE PROGRAM APPLICANTS MUST:

1. Be a graduate of the 12th grade in high school or its equivalent (ie., GED, High School Proficiency Examination).
2. Attend mandatory program orientation at De Avila site. Application to the program will be handed out during the orientation. Program orientation is valid for one year.

3. File with the Vocational Nursing Department a completed application for admission to City College (for dates, see “Calendar of Instruction”).

4. Apply for admission to the program for the Fall semester between February 15 and May 1, and for the Spring semester, between September 15 to November 1.

5. Take the City College placement tests in English and Mathematics.

6. On the basis of the placement tests and counseling or course work, demonstrate eligibility for ENGL 93 or completion of ESL 160 and MATH 840.

7. Applicants must submit official transcripts.
   a. High school transcripts must show proof of completion of the 12th grade. Transcripts must be submitted in keeping with the application deadline.
   b. Applicants who are accepted in Vocational Nursing and who wish to receive credit for prior nursing education courses completed must submit official transcript within application deadline.

8. Admission of Certified Nurse Assistant, Board Challenge transfer students.
   a. State of California CNA certificate and completion of a CNA program from a credit-granting college within the previous 5 years qualifies a student for at least 4 units.
   b. Transfer students from other accredited L.V.N. or R.N. programs are accepted in the CCSF Vocational Nursing Program. Acceptance is based on equivalent nursing education and availability of space.
   c. Board challenge applicants who need required courses for state boards should contact the vocational nursing office.
   d. Credit may not be given toward satisfying the Vocational Nursing course requirement, for courses completed 5 or more years prior to application for admission.

9. Complete the following prerequisites within 5 years prior to enrollment with a C or higher in each class starting with Fall Semester 2006:
   Anatomy and Physiology course 3 units (e.g., VOCN 41E or ANAT 14, or ANAT 25, and PHYS 1 or 12)

Credit by Examination. Applicants who qualify for admission into the Vocational Program and who have had health training courses in the military, psychiatric technician and certified nurse assistants graduates from noncredit programs who wish to receive credit, or advanced placement should contact the vocational nursing office for additional information. Admission is based on space available only.

Students may obtain the Certificate of Achievement in Vocational Nursing by completing the following courses with a grade of C or higher.

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Courses Required for the Certificate of Achievement in Vocational Nursing

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 41A Fundamentals of Voc Nursing</td>
<td>4</td>
</tr>
<tr>
<td>VOCN 41B Basic Medical/Surgical Nursing</td>
<td>7</td>
</tr>
<tr>
<td>VOCN 41C Basic Medical/Surgical Skills Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>VOCN 41D Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 42A Adult Medical Surgical Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>VOCN 42B Adult Medical/Surgical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>VOCN 42C Adult Medical/Surgical Skills Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>VOCN 42D Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>VOCN 42E Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 43A Concepts in Comm Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>VOCN 43B Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>VOCN 43C Pediatric Nursing</td>
<td>3</td>
</tr>
<tr>
<td>VOCN 43D Adv Medical Surgical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>VOCN 43E Adv Medical/Surgical Skills Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>VOCN 43F Child Growth and Development</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>44.5</strong></td>
</tr>
</tbody>
</table>

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Geriatric Home Aide Noncredit Certificate

**Program Goal.** The Geriatric Home Aide program has been designed to prepare students to enter the home care field by providing job specific training for assistance to elderly persons in their own homes.

**Admission Requirements.** Placement test score of 6.0 in reading and math; good physical and mental health. For more information call 561-1912.

**Length of Program.** 4 Weeks, 26 hours per week.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 9981 Geriatric Home Aide (Nutr)</td>
<td>11/4</td>
</tr>
<tr>
<td>VOCN 9982 Geriatric Home Aide</td>
<td>15/4</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>104</strong></td>
</tr>
</tbody>
</table>

**Requirements for Completion.** Completion of required courses with C grade or higher in each course; 95% attendance.

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**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 22EX. CNA-LVN Bridge (3)</td>
<td>Lec-3, lab-2</td>
</tr>
<tr>
<td><strong>P/NP only</strong></td>
<td></td>
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<tr>
<td><strong>PREREQ.: ELIGIBILITY FOR LICENSED VOCATIONAL NURSING PROGRAM</strong></td>
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</tbody>
</table>

The course provides an introduction to information and skills helpful to the pre-nursing student. Course content includes theory and practice in learning and test taking strategies, critical thinking, medical terminology and communication. CSU

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours/Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOCN 23. Nurse Assistant: Convalescent Care (6)</td>
<td>Lec-5, lab-7</td>
</tr>
</tbody>
</table>

Integration of basic nursing concepts and skills the nursing assistant must master in order to give safe and competent patient care. Communication and interpersonal skills, infection control, safety
and emergency procedures, promoting patient independence, patient/resident rights, basic nursing skills, personal care skills, mental health and social service needs, care of the cognitively impaired, basic restorative services. Clinical experience in long term care nursing facilities. CSU

**VOCN 24. Home Health Aide (3)**  
Lec-3 (40 hour State Approved course)  
**Prerequisites:** VOCN 23 or a CURRENT CA NURSE ASSISTANT CERTIFICATE  
Duties of the nursing assistant in the home setting including liability, safety, infection control, housekeeping chores, food management, laundry, and record keeping. Successful completion leads to State Certification as a Home Health Aide. CSU

**VOCN 25. Nurse Assistant/Acute Care (3)**  
Lec-5, lab-16 (6 wks)  
**Prerequisites:** VOCN 25  
Critical thinking concepts and principles serve as the framework for the application of advanced nursing skills and procedures essential to meeting the physical, psychological, and social needs of the medical/surgical patient. The student will be introduced to the causes of disease; the body’s response to disease; and the diagnosis, treatment, and prevention of disease. The nursing process will be utilized to develop: 1) assessment, decision-making, and problem-solving skills; 2) effective interview techniques; and 3) time management and prioritizing strategies. CSU

**VOCN 41A. Fundamentals of Vocational Nursing (4)**  
Lec-4, lab-1  
**Prerequisites:** VOCN 41E  
**Corequisites:** VOCN 41B, 41C, and 41D  
Provides an introduction to basic patient care in the hospital setting with a focus on the following core components of Vocational Nursing: the nursing process, legal aspects of nursing, medical terminology, therapeutic communication, basic bedside nursing care, client teaching, infection control and basic needs assessment. CSU  
Formerly VOCN 33C.

**VOCN 41B. Basic Medical/Surgical Nursing (7)**  
Lec-4, lab-18  
**Prerequisites:** VOCN 41A  
**Corequisites:** VOCN 41C  
Presents theory content with concurrent clinical practice. Systems focus includes the musculoskeletal, integumentary, and gastrointestinal systems. Nursing care of the geriatric client is emphasized to promote understanding of the core concepts of basic medical-surgical nursing: health and illness, culturally competent and age-appropriate nursing care. CSU  
Formerly VOCN 33E.

**VOCN 41C. Basic Medical/Surgical Skills Lab (.5)**  
Lab-2  
Introduction to basic medical-surgical assessment skills as well as the nursing skills commonly practiced for clients with integumentary, musculoskeletal and gastrointestinal disorders. CSU  
Formerly VOCN 33D.

**VOCN 41D. Pharmacology (3)**  
Lec-3  
Introduction to the basic concepts of pharmacology for the vocational nursing student. Basic principles of pharmacology, medication calculations, preparation, administration and storage are emphasized. CSU  
Formerly VOCN 33A.

**VOCN 41E. Anatomy and Physiology (3)**  
Lec-3  
Introduction to the basic concepts of anatomy and physiology for the vocational nursing student. Emphasis is placed on the organization of the body, basic structures, physiological processes, and the structure and function of the body systems. CSU  
Formerly VOCN 33F.

**VOCN 42A. Adult Medical Surgical Nursing I (5)**  
Lec-2, lab-9  
**Prerequisites:** VOCN 41A-41E  
Presents theory content with concurrent clinical practice. System focus includes hematologic, immune cardiovascular, and respiratory systems. Core concepts include: care of the surgical patient, pain management, and fluid and electrolyte balance. CSU  
Formerly 34B.

**VOCN 42B. Adult Medical Surgical Nursing II (5)**  
Lec-2, lab-9  
**Prerequisites:** VOCN 41A-41E  
Presents theory content with concurrent clinical practice. System focus includes neurological, endocrine, genitourinary and reproductive systems. CSU  
Formerly VOCN 35B.

**VOCN 42C. Adult Medical/Surgical Skills Lab (.5)**  
Lab-2  
**Prerequisites:** VOCN 41A-41E  
Presents the nursing skills commonly practiced for clients with hematologic lymphatic, cardiovascular, respiratory, neurological, endocrine, genitourinary and reproductive disorders. CSU  
Formerly VOCN 34E.

**VOCN 42D. Mental Health Nursing (2)**  
Lec-2  
**Prerequisites:** VOCN 41A-41E  
Introduction of the basic concepts of mental health nursing for the vocational nursing student with a focus on the current therapeutic interpersonal processes and problem solving techniques helpful in identification and treatment of the mental health disorders which may be present in acutely ill medical/surgical patients. CSU  
Formerly VOCN 35A.

**VOCN 42E. Nutrition (3)**  
Lec-3  
Introduction of the basic concepts of nutrition for the vocational nursing student. Provides knowledge of normal and therapeutic nutrition to serve as a basis for decision-making in providing nursing care. Nutrition is integrated into patient care with emphasis on aspects of disease prevention. CSU  
Formerly VOCN 34G.

**VOCN 43A. Concepts in Community Health Nursing (2)**  
Lec-1, lab-3  
**Prerequisites:** VOCN 42A-42E  
Introduction to community health nursing: home health care, long-term care, rehabilitative and hospice care, as well as disaster nursing. CSU  
Formerly VOCN 35C.

**VOCN 43B. Maternity Nursing (4)**  
Lec-3, lab-5  
**Prerequisites:** VOCN 42A-42E  
Presents the principles and practice of obstetrical nursing, with an emphasis on the scope of practice of the Vocational Nurse. Individualized, culturally appropriate nursing care for the new
mother and neonate are examined. CSU
Formerly VOCN 34C.

**VOCN 43C. Pediatric Nursing (3)**
Lec-2, lab-5  
**PREREQ.:** VOCN 42A-42E  
Presents the principles and practice of nursing care of children from birth to 18 years old. Health maintenance, disease prevention and common childhood abnormalities are emphasized. CSU  
Formerly VOCN 34D.

**VOCN 43D. Advanced Medical Surgical Nursing (4)**
Lec-3, lab-5  
**PREREQ.:** VOCN 42A-42E  
Presents theory content with concurrent clinical practice with a focus on current therapeutic treatment modalities and nursing management for advanced medical/surgical patients. Core concepts include: care of the oncology patient; leadership and management; and career development. CSU  
Formerly VOCN 35B.

**VOCN 43E. Advanced Medical/Surgical Skills Lab (.5)**
Lab-2  
**PREREQ.:** VOCN 42A-42E  
Presents the nursing skills commonly practiced in maternity and pediatric nursing as well as the client with advanced medical-surgical disorders. CSU  
Formerly VOCN 35D.

**VOCN 43F. Child Growth and Development (1)**
Lec-1  
Presents basic concepts of normal growth and development from birth through adolescence. The growth and developmental theories proffered by Abraham Maslow, Eric Erickson, and Jean Piaget will be examined. The impact of age-appropriate nursing interventions will be discussed. CSU  
Formerly VOCN 34F.

**NONCREDIT COURSES:**

**VOCN 9120. Care of Developmentally Disabled (21 hrs)**
Prepares students to care for developmentally disabled clients living at or in a home. Familiarization with the special needs of developmentally disabled clients. Training in skills at meeting those needs.

**VOCN 9174. Care of the Alzheimer Patient (21 hrs)**
Prepares students to care for Alzheimer clients and other adults with brain disorders in their homes. Students learn about (1) behavioral changes, (2) how to manage problem behavior, and (3) planning for long term care.

**VOCN 9189. Care Of The AIDS Patient (24 hrs)**
Prepares certified nursing assistants and other caregivers for provision of appropriate care for AIDS patients in institutional settings, community-based hospices and private homes.

**VOCN 9194. Home Health Aide-Theory/Special (120 hrs)**  
**Advis: ESLN 3500**  
Principles of personal care for the adult and geriatric client requiring home care. Emphasis for students re-entering the job market and those with Cantonese/Mandarin bilingual skills. Certification by the State of California upon successful completion of theory and clinical components.

**VOCN 9195. Home Health Aide-Clinical/Special (50 hrs)**  
**Advis: ESLN 3800**  
Clinical application of theory prepares the individual to render home care to the adult and geriatric client. Designed for re-entry students and those with Cantonese/Mandarin bilingual skills. Certification by the State of California upon successful completion of theory and clinical components.

**VOCN 9200. Licensed Vocational Nurse Refresher (455 hrs)**  
**PREREQ.:** ELIGIBILITY FOR ENGL 93 OR 94 OR ESL 160 OR 82; LVN LICENSE OR RN LICENSE  
A comprehensive review of the principles and practices of Licensed Vocational Nursing including a State Board Review Program.

**VOCN 9981. Geriatric Home Aide(Nutrition) (44 hrs)**
Prepares graduates to provide cooking, shopping and cleaning services for ambulatory elderly clients in their own home setting. Includes dietary needs of geriatric and AIDS patients, cultural foods, cooking demonstrations, and safe sanitation practices.

**VOCN 9982. Geriatric Home Aide (60 hrs)**
Prepares graduates to care for ambulatory elderly clients in their own home setting. Includes the needs of the clientele and the skills necessary to meet these needs. Information essential to secure employment in the home care field.

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**Oceanography**

*See Earth Sciences listings.*

**Older Adults**

**Office:** Mission  
**Phone Number:** (415) 920-6021  
**Web Site:** www.ccsf.edu/olad

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**Announcement of Courses**

**General Information**

The Older Adults Department offers free classes at forty sites around San Francisco for anyone fifty-five years old or better. In addition to the classes listed below, we offer computer classes in collaboration with the Business Department. For further information, please call 920-6021.

**NONCREDIT COURSES:**

**General Classes**

**OLAD 7000. Senior Adventures (90 hrs)**
A full-day program of diverse activities that may include lectures, crafts, music, exercise, discussions, service projects, field trips, holiday celebrations, and opportunities to learn various new skills.

**OLAD 7006. Understanding Changing Times (36 hrs)**
Activities focus on personal, social, political, and wellness issues; field trips may be included.

**Health**

**OLAD 7200. Exercise and Relaxation Techniques (36 hrs)**
Some of these classes offer T’ai Chi Chuan instruction in the thirty-seven-posture Yang form that promotes relaxation, balance, coordination, and good health. Other classes present modified hatha yoga, body mechanics, back care, breathing, meditation and flexibility exercises.
OLAD 7205. Wellness Exercises (18 hrs)
Moderate exercises designed for either older adults with limited physical abilities or those who are re-introducing themselves into a physical fitness program. The T’ai Chi Chuan sections of this class emphasize proper body alignment, stances, and coordination, using the principles of the art to promote relaxation and health.

OLAD 7209. Mind-Body Health (36 hrs)
A discussion and practice class for improving one’s health through an understanding of the impact of thoughts, emotions, and attitudes on the body. Practice sessions involve gentle exercises based on T’ai Chi.

OLAD 7210. Medical Options for Older Adults (45 hrs)
A survey of western and alternative medical models incorporating exercises in breathing and stretching and journal keeping, as well as a peer support group. There are guest lecturers in acupuncture, massage, chiropractic, and hypnotherapy. The objective is to enable students to become more active and knowledgeable participants in their own health care.

OLAD 7211. Memory and Mental Fitness for Older Adults (36 hrs)
Older adults discover and practice memory and mental fitness techniques in practical and creative ways. Learn how memory works, and what factors affect how well our brain functions. Students discover and use their own learning style to improve their ability to retain and retrieve information.

OLAD 7212. Aging and Social Relations (36 hrs)
Research has shown that social engagement is a key to healthy aging. Learn what research and practice have uncovered about different aspects of social relations in later life, such as intergenerational/cross-generational activities, family relations, civic engagement, intimacy, care giving, and death and grieving. Discover free and low-cost opportunities for social engagement, including intellectual, social and physical activities in and around San Francisco.

**Personal Enrichment**

OLAD 7300. Art for Older Adults (45 hrs)
Open to beginning and advanced students. Using oil paints or watercolors, students will study and work to develop different painting techniques through a series of exercises. Students will receive individual instruction on how to mix colors, work from still life material, work from landscapes and eventually work from live models. Students provide their own materials.

OLAD 7301. Arts and Crafts for Older Adults (45 hrs)
A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: painting, drawing, color theory, composition rendering, batik, tie-dye, macrame, block printing, ceramics, metal crafts, leather, and weaving.

OLAD 7303. Figure Drawing - Older Adults (54 hrs)
Studio class in drawing the human figure from a live model. For beginners to professionals. Pencil, charcoal, ink, and watercolors. Field trips will be included in the program to study and evaluate other artists’ works.

OLAD 7307. Music Appreciation for Older Adults (36 hrs)
Study of and familiarization with the music of western civilization. Students are introduced to a sampling of music from ballets, operas, and symphonies.

OLAD 7309. Theater Appreciation for Older Adults (54 hrs)
Students read plays, attend performances, and develop critical skills in review discussions. The history of theater, elements of dramatic literature, and production techniques.

OLAD 7310. Stitchery for Older Adults (45 hrs)
Patchwork, Hawaiian quilting, trapunto, cross stitches, embroidery stitches. Projects include two pillows, a small quilt, embroidery on a garment, a purse, and construction of a bound book.

OLAD 7313. Art Appreciation - Older Adults (36 hrs)
Introduction to art, painting and sculpturing from the Lascaux cave paintings to modern day artists. Topics include: biographies and personalities of various artists; different art styles; the basic elements of art; the basic periods of art history and their characteristic styles along with the reasons such styles were developed.

OLAD 7316. Life Sculpture for Older Adults (72 hrs)
Older adults learn sculpture in a supportive studio atmosphere. Students work primarily in clay from a live model.

**Writing and Literature**

OLAD 7400. Journal Writing for Older Adults (36 hrs)
Development of writing skills through journal keeping. Students acquire insight and awareness by the practice of writing techniques such as creative exercises, dialogues and monologues, stories, description, letters, memoirs, and poetry.

OLAD 7401. Writers’ Workshop for Older Adults (45 hrs)
Develop writing skills in a peer support group. Students may choose to work on prose and/or poetry and read their work in class. Learning how to respond to writing, guided creative exercises and assignments, sentence and story structure.

OLAD 7402. English - Women’s Literature (54 hrs)
Survey of works by and about women, including novels, short stories, essays, biography, and poetry. Development of reading and critical thinking skills. Each semester focuses on either American or international authors.

OLAD 7403. Modern Literature - Older Adults (45 hrs)
Survey of modern literature, including novels, short stories, essays, biography, and poetry. Development of reading and critical thinking skills. Each semester focuses on different cultures and themes.

OLAD 7406. Intergenerational Storytelling (36 hrs)
Examine techniques of storytelling including developing original ideas and themes and enhancing presentational practice through vocal modulation, gestures, and memory exercises. Students present and rehearse different stories each week. The course encompasses mutual critiques, field trips, guest storytelling speakers, and presentations to children and older adults in community based organizations.

OLAD 7410. Life Review for Older Adults (45 hrs)
This course gives each participant an opportunity to reflect on his/her past, consider how past occurrence have influenced his/her present, and look at how the past and present might shape his/her future. It uses non-traditional approaches (i.e., thematic, rather than chronological) to reminisce and review students’ own lives. Opportunities to be creative, to share, and to learn about oneself and others in a supportive environment are created.

**Paleontology**

See Earth Sciences listings.
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PHST 10. Independent Study (3)
Ind st-15 P/NP available
Independent reading and research in Philippine Studies. The student is required to submit an essay or project on a topic that the instructor has approved in advance. This project must have strong relevancy within the area of Philippine Studies and meets the student's own educational resources and needs. CSU (UC upon review)

PHST 20. The Filipino Family (3)
Lec-3 P/NP available
A survey of adaptation to internal and external forces of change that have buffeted and changed the modern Filipino family. Description and analysis of traditional and contemporary Filipino family systems as they respond to the nature and changes within the larger Philippine society and culture. CSU/UC

PHST 30. Philippine Society and Culture Through Film (3)
Lec-3 P/NP available
An examination of Filipino/Philippine films for expressions of various cultural themes and socio-political influences on the Filipino experience; includes: the use and meaning of language for Filipinos, images of Filipinos, interpersonal relations, isolation, sex roles, “The Filipino Dream,” immigration, and bicultural alienation. CSU/UC

ANTH 15. Philippine Culture and Society (3)
Lec-3 P/NP available
The development of Philippine culture and the impact of Western civilization on the people; emphasis on the ways of life in Philippine cities and barrios. Tribal cultures. CSU/UC

ASAM 8. Filipino American Community (3)
Lec-3 P/NP available
Description and analysis of Filipino American community problems from a sociological viewpoint. Cultural shock and other problems of adaptation of Filipino immigrants considered in light of the car-ryover from Filipino culture and psychology. CSU/UC

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

HIST 36. History of Southeast Asia (3)
Lec-3 P/NP available
A survey of the history of southeast Asia, with emphasis on the post World War II developments and events. CSU/UC

HIST 37. History of the Philippines (3)
Lec-3 P/NP available
The historical and cultural growth of the Philippines, including the development of national culture, political and social institutions, and foreign relations. CSU/UC

HIST 39. The United States Presence in the Western Pacific Rim: An Introduction (3)
Lec-3 P/NP available
A survey course on the evolution of US interests, expansion and foreign policies in the Western Pacific Rim area, specifically the countries in East Asia and Southeast Asia. CSU/UC

IDST 36. Poetry for the People (3)
Lec-3 P/NP available
An interdisciplinary poetry course which explores the poetry of African Americans, Latino(a)s, Asian Americans, and Native Americans, including poetry by incarcerated people and by poets of all sexual orientations. Use of tapes, recordings, films, poetry readings, and discussions, close readings, guest lectures and performances to 1) identify poetry that is accessible to the general community and 2) develop strategies and various media for making poetry available to diverse communities. CSU/UC

IDST 37. Racial and Ethnic Groups in the United States - A Comparative Survey (3)
Lec-3
An interdisciplinary survey of the history, culture, problems, and conditions of American ethnic minorities and the effects of racism, prejudice and discrimination on emerging minority groups in the United States. CSU/UC

IDST 40. Introduction to Contemporary Issues in the Filipino Community (3)
Lec-3, field trips P/NP available
Students identify and critically analyze contemporary social, political, economic, educational, and cultural issues that are important and significantly affect the life of the Filipino American community. Issues include the following areas: defining Filipino and Filipino American identity, immigration and acculturation, socioeconomic status, employment, racial and ethnic diversity, gender, political empowerment, education, and emerging patterns of the Filipino family. CSU/UC

IDST 42. Philippine Humanities (3)
Lec-3 P/NP available
Appreciation and critical evaluation of Filipino philosophy, literature, art, music, and dance for the purpose of developing an aesthetic sense and cultural acceptance. Exposure to the best of these forms through readings, recordings, films, and field trips. CSU/UC

PILIPINO LANGUAGE COURSES: See Pilipino in this section of the catalog.

POLS 47. Government and Politics of Southeast Asia (3)
Lec-3 P/NP available
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. CSU/UC

PSYC 22. Psychology of Race and Ethnic Relations (3)
Lec-3 P/NP available
Not open to students who are enrolled in or who have completed PSYC 23.
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

Except for PHIL 12B, philosophy courses may be taken in any order. Both PHIL 2 & 4 are recommended as introductory courses.

PHIL 2. Introduction to Philosophy: Moral and Political Philosophy (3)
Lec-3
An examination of such questions as: Are value and moral judgments only the conventional prejudices of society or are there conditions under which value judgments can be rationally defended? If there are such grounds, what are they? If not, what consequences, if any, follow from ethical skepticism? Can value judgments about individuals or societies be justified on rationally acceptable grounds? CSU/UC

PHIL 4. Introduction to Philosophy: Knowledge and Its Limits (3)
Lec-3
The tools and techniques of philosophical reasoning: reading argumentative prose; analyzing conceptual models; writing critical essays. Problems of knowledge: the criteria of reliable knowledge; the formulation and justification of beliefs; the sources and limits of knowledge; beliefs about the physical world, the past and future, and other minds. Critical standards applied to related metaphysical issues: theism, mind and self-identity, determinism. CSU/UC

PHIL 12A. Symbolic Logic (4)
Lec-5
PREREQ.: MATH 860 OR 92, OR PLACEMENT IN MATH 90, OR 2 YRS. HIGH SCHOOL ALGEBRA, OR DEMONSTRATION OF MATH 860 EXIT SKILLS
The study of logical relationships (consistency, equivalency, and entailment) by way of models and procedures in a symbolic system. The concept of proof and the demands of formal proofs. Methods of demonstrating logical relationships, including truth tables, derivations in sentence and predicate logic, and semantic interpretations. The relation between conventional languages and symbolic encodings. A selection of related theoretical topics, including proofs of soundness and consistency for the calculus, and elementary set theory. CSU/UC

PHIL 12B. Symbolic Logic (3)
Lec-3
PREREQ.: PHIL 12A
Semantic interpretations and the predicate calculus; identity; metatheorems; proofs of completeness, consistency and soundness; axiomatics; formalized theories; the history of logic. CSU/UC

PHIL 25A. Ancient Philosophy (3)
Lec-3
The origins of the philosophical-scientific tradition. Early attempts at rational explanations of the natural world. Socrates and the foundations of moral criticism. Plato: his articulation of the problems of knowledge, and contributions to moral and political theory. Aristotle: his organization of scientific inquiry, formulation of ethical theory, and development of the science of logic. The philosophic tradition after Aristotle. CSU/UC

PHIL 25C. Modern Philosophy through Kant (3)
Lec-3
The philosophical tradition from the Renaissance to the nineteenth century. Emphasis on new models of human knowledge and human nature formulated in reaction to scientific and social revolutions. Positions of thinkers such as Descartes, Hume and Kant on basic questions such as “Can anything be known with certainty?”, “Are there any justifiable moral principles?”, “Is there any purpose to existence?” CSU/UC

PHIL 40. Logic: An Introduction to Critical Thinking (3)
Lec-3
P/NP available
A course in practical reasoning. How to distinguish between reasons that are rational and those that are not. Methods of evaluating arguments that will lead to the truth. CSU/UC

PHIL 51-52-53. Selected Topics in Philosophy (1-2-3)
Lec-1,2,3
Repeat: if no topic repeat
Investigation of a broad range of ideas, issues, figures, and movements. CSU

Photography

General Information

The City College of San Francisco’s Photography Department is one of the oldest and largest programs in the country, with over two dozen courses and thirty-plus instructors. We offer a broad choice of classes from History and Aesthetics of Photography, Advanced B&W Darkroom Techniques, and Advanced Studio Lighting to Photoshop, Mixed Media and Business Practices of Photography. Our faculty and staff consist of experienced professionals who create an environment that encourages creativity, technical aptitude, and critical thinking. Whether your interest is as a fine artist, commercial photographer, or enthusiast, we will provide the means and guidance that will help you achieve your goals. Students who plan to continue as photography majors at the university are advised to review major requirements specific to their transfer university on www.assist.org.

Learning Outcomes

Students will be able to:

- Use the traditional tools and techniques of photography
- Develop skills in evolving digital technologies
- Apply concepts and aesthetics to create and evaluate photo-
graphic images

- Satisfy academic transfer requirements to institutions of higher learning

**Career Opportunities**

- Commercial Photography
- Portrait Photography
- Fine Art Photography
- Editorial Photography
- Documentary Photography
- Photographic Retouching
- Photo Assisting
- Digital Imaging

**Photography Major**

*Associate in Science Degree with Major in Photography.* The program is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements receive the Associate in Science degree in Photography if they complete the program of study with a B minus (2.75 grade-point average) or higher. The program adviser of the Photography Department will help students who desire to plan special programs of study.

**Courses Required for the Major in Photography**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PHOT 50A or 50B History &amp; Aesthetics of Photo</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 51 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 53 Photographic Design and Concepts</td>
<td>2 or 3</td>
</tr>
<tr>
<td>PHOT 80 or DSGN 101 Design Fundamentals</td>
<td>2</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHOT 55 Color Theory of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 81A Inter. Black &amp; White Photo</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 83 View Camera Techniques</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 85A Beginning Lighting Techniques</td>
<td>4</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHOT 60A Beginning Photoshop</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 85B Adv. Studio Lighting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 93 Editorial Photography</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 95A Beginning Color Printing</td>
<td>4</td>
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**Fourth Semester**

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>PHOT 81B Adv. B+W Darkroom Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 90 Portraiture</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 99 Business Practices of Photography</td>
<td>3</td>
</tr>
<tr>
<td>Photography elective</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units** ........................................... 46-47

**Elective Courses**: In choosing electives, students should take at least two units from the following list of courses. Students should select electives in consultation with their program adviser.

PHOT 52, 57, 60B, 67, 80, 82, 86, 89, 95B, 101-104, 118, 130.

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**Collaborative Design Certificate***

The 17-unit certificate program in Collaborative Design provides students with a strong foundation in multidisciplinary approaches to design and collaboration.

*See Interdisciplinary Studies section of the Catalog.

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**Announcement of Courses**

**Photography**

**CREDIT, DEGREE APPLICABLE COURSES:**

**PHOT 50A. History and Aesthetics of Photography (4)**

Lec-4, field trips P/NP available

Illustrated lectures on the achievements of important photographers. Designed to stimulate visual thinking and creative problem solving. Visits to museums, films and slide lectures. CSU/UC

**PHOT 50B. History and Aesthetics of Photography Since 1945 (4)**

Lec-4, field trips P/NP available

History of photography since 1945, highlighting achievements of important photographers. Designed to stimulate visual thinking and creative problem solving. Topics covered are: avant garde, surrealism, symbolism, fictional photographs, structuralists, post-modernism, pop art, current uses of landscape images, contemporary color, and photography's interactions with modern painting, video, performance and computer. Visits to museums and galleries. CSU/UC

**PHOT 51. Beginning Photography (3)**

Lec-3, lab-3, field trips P/NP available

A basic course introducing photographic capture, processing and output practices. Introduction to small format cameras including both film and digital; exposure calculations, film and digital capture, scanning, digital printing, and presentation techniques. This course explores both the technical and aesthetic aspects of photography. CSU/UC

**PHOT 52. Photographers and Their Images (1)**

Lec-1 P/NP available

Repeat: max. 2 units

Professional photographers present and discuss their work in both
PHOT 53. Photographic Design and Concepts (2)
Lec-3, lab-1, field trips  P/NP available
Prereq.: PHOT 51 or Demonstration of Exit Skills
Design and concept elements necessary for the formulation of photographic images; communication and expression of photographic ideas; exploration of conceptual and formal design of photography. CSU

PHOT 55. Color Theory of Photography (3)
Lec-3, field trips  P/NP available
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advis: Completion/concurrent enrollment in PHOT 53
Basic principles of photographing with slide film; special demands of color technique; color relationships; light qualities; kinds of films; class demonstrations; critiques of color transparencies. CSU

PHOT 57. Photography for the Web (3)
Lec-3, lab-1  P/NP available
Prereq.: PHOT 51 and MMSP 120 or Demonstration of Exit Skills
Coreq.: MMSP 130
Introduction to the role of photography in multimedia. Beginning digital imaging, image acquisition, and the production process. Emphasis on the application of these skills integrated with other digital media. Using these techniques, students will explore conceptually the use of photographic images in multimedia. Includes lab assignments and demonstrations of hardware and software necessary for the contemporary photographer to succeed in the electronic age. CSU

PHOT 60A. Beginning Photoshop (2)
Lec-2, lab-1, field trips  P/NP available
Prereq.: GRAH 25 or CS 100M or MMSP 120 or Demonstration of Exit Skills
Advis: PHOT 51
A beginning level lecture/lab course introducing the student to Photoshop. Technical aspects of digital photography will be emphasized. This emphasis includes demonstration of the software and hardware necessary for a photographer to succeed in the contemporary photographic marketplace. Students will complete lab exercises in class as well as assignments to be completed outside of class time. CSU

PHOT 60B. Intermediate Photoshop (3)
Lec-2, lab-3, field trips  P/NP available
Prereq.: PHOT 51, 60A; and DSGN 101 or GRAH 21 or Demonstration of Exit Skills
An intermediate level lecture/lab course for students to expand their capabilities in Photoshop. Intermediate techniques in the manipulation, alteration and enhancement of digital photography will be emphasized. This in-depth exploration of the digital photograph will provide the student with skills to create their own expressive images and explore the various electronic methods of output. Students will integrate the technical resources that are available to them in preparation for a rapidly changing field. Class demonstrations, projections and critiques of student work will be used. Students will complete lab exercises in class. CSU

PHOT 67. Digital Negatives for Darkroom Printing (3)
Lec-3, lab-1  P/NP available
Prereq.: PHOT 51 and PHOT 60A
Advis: PHOT 81A, PHOT 86
Creation of film negatives from digital files for use in a traditional darkroom. Students will perfect their negatives in the digital realm, output them using digital techniques and then print them using traditional, historical and alternative printing methods in the darkroom. CSU

PHOT 80. Outdoor and Ambient Light Photography (3)
Lec-3, lab-1, field trips  P/NP available
Prereq.: PHOT 51
Advis: DSGN 101
A hands-on, how-to-course in managing natural light. Emphasis is on outdoor and existing light; designed to relate lighting to photographic aesthetics and visual communication. CSU

PHOT 81A. Intermediate Black and White Photography (3)
Lec-3, lab-3, field trips  P/NP available
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advis: PHOT 53
Emphasis on black and white exposure control and darkroom technique using small and medium format cameras. Includes camera filters, push processing, more advanced darkroom controls, greater speed and responsiveness to subject matter, and a deeper understanding of photographic theory and its application. CSU

PHOT 81B. Advanced Black and White Darkroom Techniques (4)
Lec-3, lab-3, field trips  P/NP available
Prereq.: PHOT 81A and DSGN 101 or Demonstration of Exit Skills
Repeat: max. 6 units
An intensive exploration of the controls and materials of the black and white photographic process. Emphasis on fine printing, optimization of the negative and archival processing procedures, and an analysis of films, papers and developer combinations. CSU

PHOT 82. Zone System Techniques (3)
Lec-3, lab-3, field trips  P/NP available
Prereq.: PHOT 81A and DSGN 101 or Demonstration of Exit Skills
Repeat: max. 8 units
A study of the integration of aesthetics, calibration of camera and exposure meter to film, calibration of film to photographic printing papers, development of film for specific lighting conditions, printing and other techniques associated with the Photographic Zone System required for assignments. The production of a fine portfolio of images using the Zone System for presentation to clients or galleries and museums. CSU

PHOT 83. View Camera Techniques (2)
Lec-2, lab-1, field trips  P/NP available
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advis: PHOT 53, 55, and 85A (concur.)
An exploration of the Photographic Zone System through use of special light metering, processing, and fine printing techniques. A study of the integration of aesthetics, calibration of camera and exposure meter to film, calibration of film to photographic printing papers, development of film for specific lighting conditions, printing and other techniques associated with the Photographic Zone System required for assignments. The production of a fine portfolio of images using the Zone System for presentation to clients or galleries and museums. CSU

PHOT 85A. Beginning Lighting Techniques (4)
Lec-3, lab-3, field trips  P/NP available
Prereq.: PHOT 51 or Demonstration of Exit Skills
Advis: PHOT 53, 55, 83, and DSGN 101 (concur.)
Through demonstration and hands-on experience students explore the basic and technical use of ambient, tungsten and electronic flash illumination as it is used in photography. Students will work with a variety of lighting equipment and accessories. CSU

PHOT 85B. Advanced Studio Lighting Techniques (4)
Lec-4, lab-2, field trips  P/NP available
Prereq.: PHOT 55, 85A, and DSGN 101 or Demonstration of Exit Skills
Advis: PHOT 83
Advanced lighting techniques with an emphasis on electronic strobe
and mixed lighting techniques as used in advertising and product
photography. Emphasis on client-photographer relationships, solv-
ing photographic problems imaginatively, and building a quality
portfolio. CSU

PHOT 86. Mixed Media and the Photographic Image (3)
Lec-2, lab-3, field trips P/NP available
Prereq.: PHOT 81A and DSGN 101 or Demonstration of Exit Skills
Advis: PHOT 53
Repeat: max. 6 units
An exploration of the photographic image, exposing students to the
concept of manipulation of the original to reveal forms of expres-
sion which are unattainable through straight photography. Emphasis
will be given not only to established non-silver processes, but also
to the integration of more contemporary mediums. CSU

PHOT 89. Large Format Transparency (3)
Lec-1, lab-3
Prereq.: PHOT 83 and 85A or Demonstration of Exit Skills
Advis: PHOT 55
Repeat: max. 6 units
An advanced, large format transparency (4x5) course with emphasis
on color principles carried to further refinement and practical applica-
tions in studio and location photography. Special emphasis on
product, interior and exterior photography, solving mixed lighting
problems, utilization of special effects, and the building of a profes-
sional portfolio for job applications and presentations. CSU

PHOT 90. Portraiture (4)
Lec-3, lab-3 P/NP available
Prereq.: PHOT 85A and DSGN 101 or Demonstration of Exit Skills
Advis: PHOT 83
Introduction to photographing people utilizing tungsten, strobe, and
daylight, with an emphasis on creating as well as interpreting the
personality. Use of multiple lighting techniques in the studio and on
location. Working successfully with subjects. Analysis and applica-
tion of lighting techniques for social portraiture, including wedding,
school, yearbook, family, and executive portraiture. CSU

PHOT 93. Editorial Photography (2)
Lec-2, lab-1, field trips P/NP available
Prereq.: PHOT 81A and DSGN 101 or Demonstration of Exit Skills
Techniques leading to a creative treatment of typical editorial
assignments, including use of several format cameras, variable
lenses, multiple electronic flash and typical effects essential to qual-
ity storytelling pictures. Students produce a portfolio including fea-
ture news, publicity, public relations, and feature story photographs. CSU

PHOT 95A. Beginning Color Printing (4)
Lec-3, lab-3, field trips P/NP available
Prereq.: PHOT 55 or Demonstration of Exit Skills
Exploration of color negative printing through an understanding of
exposure, color films and papers, processing, color temperature and
color theory. Sensitometry and densitometry as they apply to color neg-
ative printing. Emphasis on the aesthetics of color photography. CSU

PHOT 95B. Intermediate Color Printing (4)
Lec-3, lab-3 P/NP available
Prereq.: PHOT 95A or Demonstration of Exit Skills
Repeat: max. 8 units
Refinement of techniques learned in PHOT 95A emphasizing pro-
fessional color output. Students produce color prints from color
transparencies, negatives and internegatives. Methods include
masking techniques when necessary. Explorative techniques such
as combination printing, instant print material, collage, and painting
with light. A specific color project will be completed that should be of the
quality to be included in the students' portfolio for employment. CSU

PHOT 99. Business Practices of Photography (3)
Lec-3 P/NP available
A course for both commercial and fine art photographers who want
to run successful businesses. Topics include writing a business plan,
marketing and self-promotion, freelance skills, using computers,
legal issues, pricing and estimating, taxes, insurance, and copyright.
CSU

PHOT 101-102-103-104. Selected Topics in Photography
(1-2-3-4)
Lec-1,2,3,4 and/or lab-2,3,6, field trips P/NP available
Prereq.: As required for topic
Selected topics in photography will be explored through lectures,
laboratory or studio demonstrations and exercises, field trips, class
discussions, film, video, and/or television leading to a critical
analysis and/or practical understanding and application of the topic
or skill set under consideration. CSU

PHOT 101B. Hand Tinting Photographs
PHOT 101C. Self Portraiture
PHOT 101D. Landscape Photography
PHOT 101E. Informal Portraiture
PHOT 101F. Polaroid and Emulsion Transfer
PHOT 101G. Pinhole Photography
PHOT 101H. Digital Negatives for Black and White Contact
Printing

PHOT 102A. Architectural Photography (2)
Lec-2, lab-1, field trips P/NP available
Prereq.: PHOT 85A or Demonstration of Exit Skills
Advis: PHOT 55, 83
Repeat: max. 4 units
The process of documenting buildings and other structures in
their environments. Interiors and exteriors of domestic places are
photographed for architectural applications. Topics specifically
related to issues of architectural photography include: perspective
control, use of different format cameras, filtration for incompat-
ible light sources, attention to detail, and daylight effect on form.
The role of the relationship of photographer to designer will be
examined. CSU

PHOT 102B. Documentary/News Photography (2)
Lec-2, lab-1, field trips P/NP available
Prereq.: PHOT 81A and DSGN 101 or Demonstration of
Exit Skills
Advis: PHOT 55
An exploration of photojournalism and documentary photogra-
phy as applied to newspaper and magazine work, photo essay
assignments and book projects. Legal and business issues,
including fund raising and grant writing to support extended
projects. Captioning and writing text to accompany photo-
graphic work. Mastering of story format using a variety of
photo equipment and materials including location lighting, avail-
able light photography with high speed films, color transparency
materials, and developing and printing in Black and White. CSU

PHOT 118. Independent Study (2)
Ind-st-10 P/NP available
Prereq.: PHOT 85B and either 81B or 95A or Demonstration of
Exit Skills
Repeat: max. 4 units
Work on an independent photographic project having significant learning value in photography and acceptable to both the student and the instructor. Projects may be in photographic research, photographic criticism, computer imagery, or any other photographic performance area. CSU

PHOT 130. Portfolio Production (3)
Lec-3, lab-3, field trips P/NP available
Repeat: max 4 units
PREREQ: DSGN 101 and PHOT 81B or 85B or 90 or 93 or 95A
Students will produce a portfolio to begin the process of preparing them for a professional photography career, photographic gallery exhibition, or transfer to a four-year institution. The class will address technical and aesthetic issues as well as portfolio presentation and marketing strategies. CSU

PHOT 501A. Photography for the Enthusiast (2)
Lec-2 P/NP available
Repeat: max 4 units
A basic course introducing photography and camera use to the general enthusiast. Introduction to small format cameras, color films, elementary lighting, and the aesthetics of photography. CSU

Announcement of Curricula
Certificate Curricula
Dance
The curriculum for the Dance Certificate will allow students to develop the skills required to pursue careers in dance performance and dance education. The Dance Program provides comprehensive studies including history and theory, choreography, and technique and performance. To meet diverse students need various options are available. Additional electives such as: anatomy, Health Education, music, theatre arts, African American, and Latin American studies support the student’s development.

All students need to meet with a faculty member for an entrance interview and approval of courses. The Certificate requires completion of 17 units, including 2 units of intermediate or advanced level technique, which can be completed in two semesters. The cumulative GPA must be at least 3.0. At least 12 units need to be completed at CCSF. Students wishing to use equivalent courses from other universities are responsible for providing supporting documentation in a timely manner. When a student seeks additional certificates, only 7 core units will not need to be repeated in option 1 or 2; the remaining 10 units, (8 units of electives and 2 additional units of production or repertory) must be from other classes. For option 3 or 4, 4 to 5 core units need not be repeated; the remaining 12 or 13 units must be from other classes.

For further information call 452-5353, or visit the website at www.ccsf.edu/pe/Dance_Department/dance_department.html.

Option 1 - Classical Dance Performance Certificate

Courses Required for the Certificate of Accomplishment in Classical Dance Performance

Courses in Workshop and Theory (9 units)
Course Units
P E 3 Dance Composition ........................................... 3
P E 30 Dance History – Western Culture .......................... 3
P E 564 Dance Conditioning .......................................... 1
P E 17A-B Dance Production or P E 18A-B Dance Repertory 1 or 2

Technique Electives (4 units)
P E 526A-B Modern Dance ........................................... 1-1
P E 526C or 626B Adv or Intensive Modern .......................... 2
P E 504A-B Ballet .....................................................1-1
P E 504C or 604B Adv or Intensive Ballet .......................... 2
P E 569 Pointe Technique .......................................... 1
One unit technique from Option 2, 3, or 4 .......................... 1

Electives (4 units)
ANAT 14 Intro to Human Anat & Physiology ....................... 4
TH A 200 Theatre Production ........................................... 3
TH A 101C Beginning Acting ........................................... 3
TH A 1 Introduction to Theatre ............................................. 3
MUS 4 Music Fundamentals ............................................. 2
NUTR 51 Nutrition and Culinary Arts ................................ 2
One unit technique from Option 2, 3, or 4 .......................... 1

Total Units ............................................................. 17

Option 2 - African Heritage Performance Certificate

Courses Required for the Certificate of Accomplishment in African Heritage Performance

Courses in Workshop and Theory (9 units)
P E 3 Dance Composition ........................................... 3
P E 30 Dance History – Western Culture .............................. 3
P E 17A-B Dance Production or P E 18A-B Dance Repertory 1 or 2
P E 564 Dance Conditioning .......................................... 1

Technique Electives (4 units)
P E 523A-B Jazz Dance ..................................................... 1-1
P E 500A-B African Haitian Dance .................................. 1-1
P E 541A-B Tap Dance ....................................................1-1
P E 573A-B Hip-Hop Dance ............................................. 1
One unit technique from Option 1, 3, or 4 .......................... 1

Electives (4 units)
ANAT 14 Intro to Human Anat & Physiology ....................... 4
AFAM 55 From Funk to Hip Hop ........................................... 3
HUM 48 African Amer Music, Art, and Lit .......................... 3
MUS 23 Jazz Hist, Musical Trad of the Afr Am ..................... 3
MUS 21 Traditional African Music ..................................... 3
One unit technique from Option 1, 3, or 4 .......................... 1

Total Units ............................................................. 17

Physical Education and Dance
Office: Wellness113
Phone Number: (415) 239-3411
Web Site: www.ccsf.edu/pe
### Option 3 - Social and Folk Dance Performance Certificate

**Courses Required for the Certificate of Accomplishment in Social and Folk Dance Performance**

**Courses in Workshop and Theory (8 units)**
- P E 12 Analysis of Folk and Social Dance .......... 2
- P E 3 Dance Composition or P E 30 Dance History-Western Culture ........... 3
- P E 564 Dance Conditioning ........................................ 1
- P E 5A-B Folk Dance Production ................................. 1-2
- P E 25A-B Ballroom Dance Prod & Comp............. 1-2
- P E 578 Argentine Tango Production......................... 1

**Technique Electives (5 units)**
- P E 518A-B International Folk Dance............... 1-1
- P E 535A-B Ballroom Dance ................................ 1-1
- P E 560A-B Beg.-Interm. Latin American Dance .... 1-1
- P E 570A-B-C Swing Dance Forms ....................... 1-1
- P E 576A-B-C Argentine Tango ......................... 1-1
- P E 577 Argentine Tango Follower’s Technique .... 1

One unit from Option 1, 2, or 4 ................................. 1

**Electives (4 units)**
- ANAT 14 Intro to Human Anat & Physiology .......... 4
- TH A 3A Intro to Make-up & Costume Design ...... 3
- TH A 1 Introduction to Theatre .......................... 3
- MUS 4 Music Fundamentals .................................. 2
- MUS 25 Music of Latin Amer & the Caribbean .. 3
- ANTH 3 Intro to Soc & Cultural Anth or ANTH 11 Latin Amer Cultures & Societies .. 3

One unit technique from Option 1, 2, or 4 ......... 1

**Total Units ......................................................... 17**

### Option 4 - Dance Aerobics and Fitness Certificate

**Courses Required for the Certificate of Accomplishment in Dance Aerobics and Fitness**

**Courses in Workshop and Theory (7 units)**
- P E 8 Intro to Fitness & Training .................. 3
- P E 3 Dance Composition or ANAT 14 Intro to Human Anat & Phys... 3 or 4
- P E 564 Dance Conditioning ................................. 1

**Technique Electives (6 units)**
- P E 50A-B-C Fitness Center Super Circuit .......... 5-1-2
- P E 579 Boxercise ............................................. 1
- P E 567 Dance Aerobics ....................................... 1
- P E 558A Aerobic Fitness ..................................... 1
- P E 562 Body Sculpting ....................................... 1
- P E 565 Step Aerobics ......................................... 1
- P E 573A-B Hip-Hop Dance ................................. 1-1
- P E 554A-B Yoga .................................................. 1-1
- P E 654B Intensive Yoga ......................................... 2

One unit technique from Option 1, 2, or 3 ........ 1

**Electives (4 units)**
- P E 9A Fit or Fat: Exercise and Diet ................. 2

**Total Units .......................................................... 17**

### Announcement of Courses

The following physical education courses are activity courses: P E 50 and all courses 400 through 600.

**CREDIT, DEGREE APPLICABLE COURSES:**

**P E 3. Dance Composition (3)**
Lab-10  P/NP available
Repeat: max. 9 units
A dance class that expands and explores movement techniques. Improvisation and choreographic structures are presented for student study. Culminates with a studio demonstration or theatre performance. CSU/UC

**P E 4. Basic Movement (2)**
Lec-1, lab-3  P/NP available
Repeat: max. 8 units
Defines general movement vocabulary and employs movement studies that develop skills needed for successful participation in physical activities, particularly dance. CSU/UC

**P E 5A-5B-5C. Folk Dance Production (1-2-3)**
Lab-2, 4, 6  P/NP only
Repeat: combination max. 3 times
Performance of intermediate-advanced level folk dance arrangements for theatrical production. CSU/UC

**P E 6. Prevention and Care of Athletic Injuries (3)**
Lec-2, lab-2  P/NP available
Introduces injuries commonly experienced by competitive athletes, discusses conditioning and evaluation methods used to identify and prevent injuries, and the basic management approaches used to treat injuries. Includes clinical experience and laboratory learning. CSU/UC

**P E 7. Coaching and Officiating (3)**
Lab-3  P/NP available
Develops and augments student’s knowledge of coaching and officiating in three selected sports. CSU/UC

**P E 8. Introduction to Fitness, Training and Human Performance (3)**
Lec-3
Overview of fitness, fitness assessment, training and human performance, including cellular adaptations to exercise, the physiological basis and scope of training, principles of training and training factors, components of training, training states, recovery methods and philosophy of training. CSU

**P E 9A. Fit or Fat: Exercise and Diet (2)**
Lec-2  P/NP available
Comparison of obesity theories, current weight loss methods and associated technology. Determine and track change in fitness levels, plan a fitness program, and participate in a variety of exercises to promote an active lifestyle, emphasizing weight loss. CSU

**P E 10. Appreciation and Analysis of Individual and Team Sports (2)**
Lec-2  P/NP available
Emphasis on systems of play, strategy, rules, training programs,
organizational procedures, and background for both spectators and
participants. CSU/UC

10A. Aquatics sp
10B. Baseball sp
10C. Basketball fa
10D. Football fa
10E. Individual sports; badminton, bowling, fencing, golf, and
tennis sp
10F. Soccer fa
10G. Track and Field sp

P E 11. Analysis of Fastpitch Softball (2)
Lec-1, lab-3 P/NP available
Repeat: max. 8 units
Demonstrates and analyzes the individual offensive and defensive
skills required in fastpitch softball, as well as identifying offensive
and defensive team strategies necessary for successful game play.
CSU

P E 12. Folk, Ballroom, and Square Dance Activities Analysis (2)
Lec-2 P/NP available
Advise: P E 518A and/or P E 535A
Repeat: max. 8 units
Analysis and performance of past and present ballroom, folk and
square dances. Dance notations and directions will be compiled and
employed. CSU/UC

P E 13. Sport and Society (3)
Lec-3
An introduction to the sociology of sport, to discuss and analyze
issues about sports as a part of society. The history of sport, com-
petition, children’s programs, deviance, aggression, coaches in the
sport experience, gender, ethnicity, social mobility, the economy,
the media, and politics in sports. CSU

P E 14. Women’s Fitness and Aging - A New Paradigm (3)
Lec-3, field trips P/NP available
Investigation of a new paradigm for women’s fitness and active
aging which recognizes the revolutionary impact fitness has on
women’s longevity. Additional topics include body image and fit-
ness, physical activity’s contribution to brain health, and the devel-
opment of fitness action plans to enhance women’s lives before,
during, and after midlife. CSU/UC

P E 15. Workplace Ergonomics (2)
Lec-2, field trips P/NP only
Overview of anatomy and body mechanics and how design and place-
ment of commonly used objects influences productivity and safety.
Students will learn to assess and develop a workspace based on sound
ergonomic principles, working within individual budgetary constraints,
to help prevent some common workplace injuries. CSU

P E 17A-17B-17C. Dance Production (1-2-3)
Lab-2,5,7 P/NP only
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Participation in theatre disciplines such as lighting, sound, stage
management, set design and costumeing: development of choreo-
graphing and performing skills to be used in a theatre or studio
dance production. CSU/UC

P E 18A-18B-18C. CCSF Repertory Dance Company (1-2-3)
Lab-3,6,9, field trips P/NP available
Repeat: combination max. 3 times
This course is designed as a touring dance company. Students
will learn dance works from faculty and guest choreographers.
Touring venues include CCSF, San Francisco high schools, San
Francisco Bay Area colleges, local theatres, and public events.
Includes workshops on performance techniques and lectures on
choreographic theory. CSU/UC

P E 19. Movement Improvisation (1)
Lab-2 P/NP available
Repeat: max. 4 units
Movement Improvisation is a non-traditional approach to dance.
Emphasis will be placed on improvisational movement techniques
that integrate drama, comedy, music, vocal art forms and various
choreographic techniques. Individual projects and group collabora-
tions will be created by the students for performances at some
unconventional sites. CSU/UC

P E 22A-22B. Swing Dance Production (1-2)
Lab-2,4 P/NP only
Prereq.: P E 570C
Repeat: combination max. 3 times
Swing styles, including Lindy, West Coast, Balboa, Shag, and Blues
styles and forms will be examined through demonstration and
practice. Emphasis will be on the effective presentation of patterns.
CSU/UC

P E 24A-24B. Salsa Dance Production (1-2)
Lab-2,4 P/NP only
Prereq.: P E 560B
Repeat: combination max. 3 times
Various salsa styles and techniques leading to group or solo perfor-
mancesses will be learned. Styles and formations, including rueda, will
be examined through demonstration and practice. Emphasis will be
on the effective presentation of patterns. CSU/UC

P E 25A-25B-25C. Ballroom Dance Production and Competition
(1-2-3)
Lab-3,6,9 P/NP only
Advise: PE 535B
Repeat: combination max. 3 times
Courses may be taken in any sequence.
Performance of past and present ballroom dance choreographies in a
theatrical or competitive setting. CSU/UC

P E 30. Dance History - Western Culture (3)
Lec-3 P/NP available
Lectures, readings, films and discussions on theory and development
of dance from its evolution in anthropological sources to
20th century contemporary dance. This survey history course will
touch on the historical basis of dance and will emphasize the his-
tory of classical ballet, American/European modern dance, African-
Haitian dance and the American idioms of tap and jazz. CSU/UC

P E 33. Black Tradition in American Dance (3)
Lec-3 P/NP available
Advise: ENGL 94
This course examines the use of the African American dance
aesthetic by performers, dancers, choreographers, historians, and
dance theorists, from the 19th century through 21st century, as they
crea-ted and contributed to the idioms of modern, jazz, ballet, street
vernacular and traditional African based dance forms in the United
States. CSU/UC

P E 50A-50B-50C. Fitness Center Super Circuit (0.5-1-2)
Lab-4,2,4 P/NP only
Repeat: combination max. 3 times
The super circuit located in the Fitness/Wellness Center utilizes an
interactive fitness network system providing feedback to the user
with an emphasis on proper use of free weights, strength equipment

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and interval training on cardio machines and individualized fitness programs to promote strength, muscle toning and cardiac fitness. CSU/UC

**P E 52. Interactive Fitness (2)**

Lab-4 P/NP only
The Super Circuit allows students to improve fitness levels utilizing pulse/heart rate monitors, strength training and flexibility exercises. Students will learn to create a balanced lifelong exercise program using circuit training techniques to develop cardiovascular fitness, muscular strength and endurance, and flexibility. CSU/UC

**P E 70. Intramural Competition (0)**

Competition in individual and team sports under game conditions; emphasis on coeducational participation. Students may compete individually or as members of teams representing clubs or special interest groups, but always subject to supervision and to the approval of the instructor. CSU

**P E 253A-253B-253C. Swim Conditioning (.5-1-2)**

Lab-16, 32, 64 total hrs P/NP only
**PREREQ.: PE 540 or SATISFACTORY DEMONSTRATION OF SPECIFIC SWIMMING SKILLS**
This course is for students who wish to workout and improve techniques of swimming strokes. Class utilizes a tailored workout comprised of various drills, aerobic and anaerobic swim sets and exercises to demonstrate the value of swim fundamentals and training, making swimming easier by becoming more efficient. CSU/UC

**Intercollegiate Athletics for Men (3)**

Lab-10 P/NP available
**PREREQ.: ATHLETIC CLEARANCE (ELIGIBLE BY RULES OF THE CACC AND MEDICAL CLEARANCE VERIFIED BY A PHYSICIAN)**
Repeat: max. 12 units
Course numbers, activities and semesters as indicated below
Instruction for competition and participation in the Coast Conference of the California Association of Community Colleges (CACC). CSU/UC

- **P E 400.** Baseball sp
- **P E 401.** Basketball fa, sp
- **P E 402.** Cross-country fa
- **P E 403.** Football fa
- **P E 405.** Soccer fa
- **P E 407.** Tennis sp
- **P E 408.** Track and Field sp

**Intercollegiate Athletics for Women (3)**

Lab-10 P/NP available
**PREREQ.: ATHLETIC CLEARANCE (ELIGIBLE BY RULES OF THE CACC AND MEDICAL CLEARANCE VERIFIED BY A PHYSICIAN)**
Repeat: max. 12 units
Course numbers, activities and semesters as indicated below
Instruction for competition and participation in the Coast Conference of the California Association of Community Colleges (CACC). CSU/UC

- **P E 450.** Soccer fa
- **P E 451.** Badminton sp
- **P E 453.** Tennis sp
- **P E 455.** Basketball fa, sp
- **P E 456.** Track and Field sp
- **P E 457.** Softball sp
- **P E 458.** Volleyball fa
- **P E 459.** Cross-country fa
- **P E 460.** Judo Competition sp

**P E 461. Men’s/Women’s Intercollegiate Swimming (3)**
Lab-10, field trips P/NP available
Repeat: max. 12 units
Instruction for competition and participation in Men’s / Women’s Intercollegiate Swimming within the Coast Conference of the California Association of Community Colleges (CACC), emphasizing skills, fundamentals and strategies. CSU

**P E 500A-500B-500C. African-Haitian Dance (1-1-1)**

Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced study of African- Haitian Dance as a vehicle to understand and appreciate the impact and manifestation of the African Culture in the Caribbean and North America. CSU/UC

- **P E 500A.** Beginning
- **P E 500B.** Intermediate
- **P E 500C.** Advanced

**P E 501A-501B. Archery (1-1)**

Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning and intermediate archery. Emphasis on skills, official rules, etiquette, safety, methods of shooting and scoring. CSU/UC

- **P E 501A.** Beginning
- **P E 501B.** Intermediate

**P E 503A-503B. Badminton (1-1)**

Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning and intermediate badminton; its history, rules, skills and playing strategies. CSU/UC

- **P E 503A.** Beginning
- **P E 503B.** Intermediate

**P E 504A. Beginning Ballet (1)**

Lab-2 P/NP available
Repeat: **P E 504A-504B-504C combination max. 3 times**
Introduction to the theory and practice of beginning ballet technique and vocabulary. Application of basic technical ballet vocabulary at the barre and in center practice. CSU/UC

**P E 504B. Intermediate Ballet (1)**

Lab-2 P/NP available
Repeat: **P E 504A-504B-504C combination max. 3 times**
A continuation of the theory and practice of classical ballet with an emphasis on intermediate ballet technique and vocabulary. Application of intermediate ballet vocabulary at the barre and in center practice. CSU/UC

**P E 504C. Advanced Ballet (2)**

Lab-4 P/NP available
Repeat: **P E 504A-504B-504C combination max. 3 times**
A continuation of the theory and practice of classical ballet with an emphasis on advanced ballet technique and vocabulary. Application of advanced ballet vocabulary at the barre and in center practice. CSU/UC

**P E 505A-505B-505C. Baseball (1-1-1)**

Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate and advanced baseball. Analysis and practice of the fundamental skills, techniques, and theories of baseball through active participation. Lessons and drills designed to improve and increase awareness of the skills involved in playing baseball. CSU/UC
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Repeat</th>
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<td>P E 505C</td>
<td>Advanced</td>
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**P E 506A-506B-506C. Basketball (1-1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced basketball; emphasis on skill, agility, body conditioning and endurance. CSU/UC
- P E 506A. Beginning
- P E 506B. Intermediate
- P E 506C. Advanced

**P E 509. Body Building (1)**
Lab-2 P/NP available
Repeat: max. 4 units
Physical development and muscle toning through weight training. CSU/UC

**P E 512. Corrective Physical Education (1)**
Lab-2 P/NP available
Repeat: max. 4 units
An adaptive exercise class designed to meet specific rehabilitative needs for people with chronic or temporary disabilities, especially those with muscular/skeletal and/or mild/moderate neurological conditions. Body awareness and conditioning techniques are presented to improve body alignment, increase muscular strength and flexibility, and release muscular tension. CSU/UC

**P E 513A-513B-513C. Fencing (1-1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced fencing; emphasis on building, judging, directing, scoring, parries, ripostes, and fencing with electrical equipment. CSU/UC
- P E 513A. Beginning
- P E 513B. Intermediate
- P E 513C. Advanced

**P E 518A-518B International Folk Dance (1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
In 518A, performance of beginning partner and non-partner folk dances from around the world; 518B continues with intermediate level material. CSU/UC
- P E 518A. Beginning
- P E 518B. Intermediate

**P E 519A-519B-519C. Football (1-1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
Introduces the fundamentals of touch football, emphasizes skills, ability, conditioning, endurance, technique, schematics and emphasizes drills which will augment the teaching of technical skills. CSU/UC

**P E 520A-520B-520C. Golf (1-1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced golf. Demonstrates basic skills needed to play a round of golf; emphasizes principles of the full swing, the chip, the putt, basic rules of play, golf etiquette and golf terminology. CSU/UC
- P E 520A. Beginning
- P E 520B. Intermediate
- P E 520C. Advanced

**P E 523A-523B-523C. Jazz Dance (1-1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced jazz dance techniques, patterns, routines, choreography, and improvisation. CSU/UC
- P E 523A. Beginning
- P E 523B. Intermediate
- P E 523C. Advanced

**P E 524A-524B-524C. Judo (1-1-1)**
Lab-2 P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced judo. Instruction and practice in the basic skills of the sport of Judo. Terminology, etiquette along with throwing and grappling techniques, with integration of various Katas (forms) and Randori (free exercise). CSU/UC
- P E 524A. Beginning
- P E 524B. Intermediate
- P E 524C. Advanced

**P E 525. Lifeguard Training (1)**
Lab-2 P/NP available
Prereq.: P E 540C or demonstration of P E 540C exit skills
Repeat: max. 4 units
Training in life guarding (no beach) situations; recognizing and preventing life threatening situations. American Red Cross Life Guarding Certificate granted upon successful completion. CSU/UC

**P E 526A-526B-526C. Modern Dance (1-1-1)**
Lab-2, 4 P/NP available
Advise for P E 526B: P E 526A
Advise for P E 526C: P E 526B
Repeat: combination max. 3 times
Beginning, intermediate and advanced dance techniques. Emphasis on body movement through modern dance, improving alignment, muscular endurance, flexibility, coordination, musicality, performance technique, and dance vocabulary appropriate to training. Includes improvisation and choreography. Techniques explored: Graham, Hawkins, Cunningham, Limon, Horton, and Dunham. CSU/UC
- P E 526A. Beginning
- P E 526B. Intermediate
- P E 526C. Advanced

**P E 527A-527B-527C. Physical Fitness (1-1-1)**
Lab-2 P/NP available
Repeat: max. combination 4 units
Physical fitness classes at all levels are scheduled to help students fit a vigorous and satisfying period of exercise into a pattern for future use. The aim is to help students gain insight into their own personal aptitudes and abilities and also motivate students to explore their own range of movement in terms of agility, flexibility, strength, and endurance. CSU/UC
- P E 527A. Beginning
- P E 527B. Intermediate
- P E 527C. Advanced

**P E 528. Running and Conditioning (1)**
Lab-2 P/NP available
Repeat: max. 4 units
Principles and practices of conditioning the body with emphasis on aerobic (cardiovascular) fitness by increasing endurance through running, increasing the body’s range of motion through stretching and flexibility activities. CSU/UC
P E 529. Saber Fencing (1)  sp
Lab-2  P/NP available
Repeat: max. 4 units
An entry-level course that surveys the sport of saber fencing, the general rules and regulations for governing a bout. CSU/UC

P E 530A-530B-530C. Self Defense (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced methods of self-defense. Instruction and practice in the basic techniques of anticipation, avoiding, and when necessary, protecting oneself from attack. Emphasis is on the avoidance of physical confrontation and the discouragement of an attack. CSU/UC
  P E 530A. Beginning
  P E 530B. Intermediate
  P E 530C. Advanced

P E 534A-534B-534C. Soccer (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced soccer. Emphasis on systems of play, strategy, rules, and training program. CSU/UC
  P E 534A. Beginning
  P E 534B. Intermediate
  P E 534C. Advanced

P E 535A-535B. Ballroom Dance (1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning and intermediate ballroom dance; emphasis on step patterns and dance positions for a complete range of dances. CSU/UC
  P E 535A. Beginning
  P E 535B. Intermediate

P E 536. Softball (1)
Lab-2  P/NP available
Repeat: max. 4 units
Fundamentals of elementary softball; emphasis on development of team offense and defense. CSU/UC

P E 537. Cheer/Dance Squad (2)
Lec-1, lab-4, field trips
Repeat: max. 8 units
Designed to provide the student with information and training in order to create, execute, and perform dance/cheer moves in a competitive/performance setting. CSU/UC

P E 538A. Beginning Waltz Styles and Techniques (1)
Lab-2  P/NP available
Repeat: max. 4 units
Introduction to various waltz styles and techniques will be examined through lecture and practice. Emphasis will be on basic step patterns and dance positions appropriate to each genre, musicality, leading and following techniques, and styling expression. CSU/UC

P E 538B. Intermediate Waltz Styles and Techniques (1)
Lab-2  P/NP available
Advis: P E 538A or 535A
Repeat: max. 4 units
Intermediate Waltz styles and techniques will be examined through lecture and practice. Emphasis will be on intermediate step patterns and sequences appropriate to each genre, musicality, leading and following techniques, and styling expression. CSU/UC

P E 539. Karate (1)
Lab-2  P/NP available
Repeat: max. 4 units
Instruction and training in modern sport karate involving recreational and/or competitive applications of the various empty hand systems. Emphasis on the development of self-control, positive human interaction and the redirection and avoidance of aggression. CSU/UC

P E 540A-540B-540C. Swimming (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced skills of swimming. Emphasis on the progression from the basics of water maneuvering to more advanced swimming techniques. CSU/UC
  P E 540A. Beginning
  P E 540B. Intermediate
  P E 540C. Advanced

P E 541A. Beginning Tap Dance (1)
Lab-2  P/NP available
Repeat: max. 4 units
Introduces the elements of tap vocabulary, explores technique through performance of rhythmic patterns and briefly reviews the history of tap. CSU/UC

P E 541B. Intermediate Tap Dance (1)
Lab-2  P/NP available
Repeat: max. 4 units
Develops more complex tap dance skills, based on the refinement of fundamental technique, vocabulary, rhythmic sensibility and knowledge of tap history. CSU/UC

P E 542A-542B-542C. Tennis (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced tennis. Emphasis on rules, etiquette, basic skills, strokes and footwork, scoring, and strategy. CSU/UC
  P E 542A. Beginning
  P E 542B. Intermediate
  P E 542C. Advanced

P E 543. Track and Field (1)
Lab-2  P/NP available
Repeat: max. 4 units
Instruction for competition and participation in the coast conference of the California Association of Community Colleges (CACC). CSU/UC

P E 545A-545B-545C. Volleyball (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning, intermediate, and advanced volleyball. Emphasis on passing, serving, spiking, and blocking. CSU/UC
  P E 545A. Beginning
  P E 545B. Intermediate
  P E 545C. Advanced

P E 549. Self Defense For Women (1)
Lab-2  P/NP available
Repeat: max. 4 units
Learn physical, psychological and preventive skills to prevent assault and reduce your risk to personal safety. Emphasis on the development of personal power and self-esteem. Physical defense skills are learned and mastered. CSU/UC
P E 552. Racquetball (1)
Lab-2  P/NP available
Repeat: max. 4 units
Fundamentals and principals of racquetball which include the essential skills of the game, the racquetball games (singles, double, “cutthroat”), rules, strategies, training, conditioning and injury prevention. CSU/UC

P E 553. Beginning Yoga movement (1)
Lab-2  P/NP available
Advise: P E 554A
Repeat: max. 4 units
Yoga movement is a dynamic form of yoga that integrates elements of dance while increasing strength and flexibility. Fundamental yoga postures will be sequenced into combinations that include music, spatial design and awareness, energy qualities, and allow for individual creativity and expression. CSU/UC

P E 554A. Beginning Yoga (1)
Lab-2  P/NP available
Repeat: max. 4 units
An introduction to the principles and practice of yoga as a physical discipline of asanas and breathing exercises which achieves integration of body and mind. A presentation of yoga histories, cultural influences, and current yoga trends. CSU/UC

P E 554B. Intermediate Yoga (1)
Lab-2  P/NP available
Repeat: max. 4 units
A continuation of yoga at the intermediate level as a physical discipline of asanas and breathing exercises which achieves integration of body and mind. A continuation of material on yoga histories, cultural influences, and current yoga trends. CSU/UC

P E 554C. Senior and Restorative Yoga (1)
Lab-2  P/NP available
Repeat: max. 4 units
An introduction, especially for senior citizens and people with special needs, to the principles and practices of yoga as a physical discipline of poses and breathing exercises which achieves integration of the body and mind. A presentation of yoga histories, culture and current trends, with an emphasis on the role of the senior citizen in Indian and yoga cultures. CSU/UC

P E 555A-555B. Strength and Circuit Training (1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning and intermediate class in weight conditioning and circuit training with an emphasis on proper use of free weights and interval training (use of the stair master, treadmill and life cycle) to promote strengthening, toning and cardiovascular fitness. CSU/UC

P E 555A. Beginning
P E 555B. Intermediate

P E 557. Walking for Fitness (1)
Lab-2  P/NP available
Repeat: max. 4 units
Principles and practices of conditioning the body with emphasis on aerobic (cardiovascular) fitness by increasing endurance through aerobic walking, and by increasing the body’s range of motion through stretching and flexibility activities. CSU/UC

P E 558A-558B-558C. Aerobic Fitness (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning, intermediate and advanced techniques with emphasis on cardiovascular endurance utilizing physical activity which increases the heart rate to each individual’s target zone. CSU/UC

P E 558A. Beginning
P E 558B. Intermediate
P E 558C. Advanced

P E 559. Water Aerobics (1)
Lab-2  P/NP available
Repeat: max. 4 units
A physical activity performed in the water with emphasis on the achievement and improvement of cardiovascular endurance, encompassing the special advantages of movement in water. CSU/UC

P E 560A-560B. Beginning-Intermediate Latin American Dance (1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Developing skill in such dances as Merengue, Tango, and Salsa, while exploring historical and cultural influences. Recognizing musical styles and development. CSU/UC

P E 560A. Beginning
P E 560B. Intermediate
P E 560C. Advanced
Prereq.: P.E. 560B

P E 561. Stretching and Flexibility Development (1)
Lab-2  P/NP available
Repeat: max. 4 units
A physical activity to develop the body, with emphasis on increasing the overall flexibility and strength of the major muscle groups. CSU/UC

P E 562. Body Sculpting (1)
Lab-2  P/NP available
Repeat: max. 4 units
Introduction to the principles and practices of body sculpting through weight training with hand held weights, dynabands and individual body weight. CSU/UC

P E 564. Dance Conditioning (1)
Lab-2  P/NP available
Repeat: max. 4 units
An introduction to conditioning techniques which promote body awareness, improve body alignment, enhance and expedite dance skills and prevent injury. CSU/UC

P E 565. Step Aerobics (1)
Lab-2  P/NP available
Repeat: max. 4 units
Introduction to the principles and practices of step aerobics through aerobic training: stepping up and down on adjustable platforms, performing in a routine at about 120 steps per minute. CSU/UC

P E 566. Personal Defense and Safety Awareness (1)
Lab-2  P/NP available
Repeat: max. 4 units
Assault prevention and personal defense skills designed to increase safety awareness. Basic physical defense skills are taught with an emphasis on streetwise safety strategies and the psychology of assault prevention. CSU/UC

P E 567. Dance Aerobics (1)
Lab-2  P/NP available
Repeat: max. 4 units
This course is designed to use the dance vocabulary of contemporary street funk, jazz, ballet, modern and traditional African dance to develop, increase and maintain cardiovascular ability, strength, muscular coordination, agility and postural awareness. CSU/UC
P E 568. Walking for Fitness in San Francisco (1)
Lab-2  P/NP available
Repeat: max. 4 units
Principles and practices of walking for fitness by participation in weekly walks throughout the city of San Francisco. CSU/UC

P E 569. Beginning Pointe Technique (1)
Lab-2  P/NP available
PREREQ.: P E 504B OR 504C AND/OR A SCREENING TEST EVALUATING TECHNIQUE
Repeat: max. 4 units
Theory and practice of basic pointe technique which includes a historical review, relevant foot anatomy, selection, preparation, and care of pointe shoes, pre-pointe exercises, elementary pointe vocabulary, and safety guidelines to prevent injury. CSU/UC

P E 570A. Swing Dance Forms (1)
Lab-2  P/NP available
Repeat: P E 570-570B-570C combination max. 4 units
An introductory experience of the popular American social dances known as Swing, and an exploration of the cultural scene that created them. Surveys historical dance varieties and East Coast/West Coast regional differences, as well as the latest trends and styles. CSU/UC

P E 570B-570C. Intermediate/Advanced Swing Dance Forms (1-1)
Lab-2  P/NP available
Repeat: P E 570-570B-570C combination max. 4 units
Intermediate and advanced skills in the popular American dances known as “Swing,” while exploring the cultural scene that created them. CSU/UC

P E 571. Jujitsu (1)
Lab-2  P/NP available
Repeat: max. 4 units
Instruction and practice in the basic skills of Jujitsu. Course will cover the terminology, etiquette along with throwing, grappling, and submission techniques with an emphasis on self-defense techniques. CSU/UC

P E 572. Jujitsu (1)
Lab-2  P/NP available
Repeat: max. 4 units
Instruction and practice in the basic skills of Jujitsu. Course will cover the terminology, etiquette along with throwing, grappling, and submission techniques with an emphasis on self-defense techniques. CSU/UC

P E 573A-573B. Hip-Hop Dance (1)
Lab-2  P/NP available
Repeat: combination max. 4 units
Beginning and intermediate hip-hop dance techniques, patterns, routines, choreography and improvisational group projects/presentations. CSU/UC

P E 574. Culinary and Fitness Walks in San Francisco (1)
Lab-4, field trips  P/NP available
Repeat: max. 4 units
Principles and practices of walking for fitness in local neighborhoods as well as the importance of nutrition and diets as it relates to one’s general health and well-being. CSU/UC

P E 575A-575B-575C. Kung Fu (1-1-1)
Lab-2  P/NP available
Repeat: combination max. 4 units
An introduction to the basic, intermediate and advanced skills and physical training methods derived from the unarmed martial arts of South China (Chuan Fa). CSU/UC

P E 576A-576B-576C. Argentine Tango (1-1-1)
Lab-2, field trips  P/NP available
Repeat: combination max. 4 units
Course covers the social, improvisational form of Argentine tango and an exploration of its culture as manifested in film, visual art and the printed word. Students learn to dance, arranging essential elements of tango vocabulary in an infinite number of ways with different partners. CSU/UC

P E 577. Argentine Tango Follower (1)
Lab-2  P/NP available
Repeat: max. 4 units
Refinement of placement, styling, adornments, lead/follow and musicality in Argentine tango through exercises done at the barre and on the center floor, with and without partners. Focus on the role of the follower in the tango dance. Course highlights the contribution of women in the construction of tango culture past and present. CSU/UC

P E 578. Beginning European Folk Dance (1)
Lab-2, field trips  P/NP available
Repeat: max. 4 units
Performance-oriented course: development, critique and rehearsal of tango sequences for public performance informed by analysis of videotaped footage of professional tango choreography. CSU/UC

P E 579. Boxercise (1)
Lab-2  P/NP available
Repeat: max. 4 units
Boxercise is a conditioning fitness class utilizing aerobic/boxing techniques with an emphasis on cardiovascular and muscular endurance. CSU/UC

P E 580A. Beginning Taekwondo (1)
Lab-2  P/NP available
Repeat: max. 4 units
Instruction and practice in the beginning skills of Taekwondo, the competitive sport skills and rules. Course will include basic kicks, blocks, and punches with an emphasis on self-defense, as well as a presentation in the history, philosophy, terminology, and etiquette. CSU/UC

P E 580B. Intermediate Taekwondo (1)
Lab-2  P/NP available
Repeat: max. 4 units
Instruction and practice in the rules and intermediate competitive sport skills of Taekwondo. Course will include intermediate kicks, blocks, and punches with an emphasis on self-defense, as well as coverage in the history, philosophy, terminology, and etiquette. CSU/UC

P E 581A. Beginning European Folk Dance (1)
Lab-2  P/NP available
Repeat: max. 4 units
Introduction to various European Folk dances. Styles and forms will be examined through demonstration and practice. Emphasis will be on step patterns and dance positions appropriate within and between the nations that comprise the European Union. CSU/UC

P E 581B. Intermediate European Folk Dance (1)
Lab-2  P/NP available
PREREQ.: PE 581A, PE 518A OR DEMONSTRATION OF BEGINNING EXIT SKILLS
Repeat: max. 4 units
Intermediate level of various European Folk dances. Styles and
forms will be examined through demonstration and practice. Emphasis will be on expanding the dance repertoire, to include more complex step patterns, rhythms, and structures appropriate within and between nations that comprise the European Union. CSU/UC

P E 582. Introduction to Feldenkrais" (1)
Lab-2 P/NP available
Repeat: max. 4 units
The Feldenkrais Method° is a body-mind approach to improving movement comfort, function, and physical skill. Emphasis is on applying the unique learning process of the Feldenkrais Method° to improve muscular habits, relieve tension, and refine coordination and performance. Appropriate for restorative needs, plus those of the specialized athlete or artist. CSU/UC

P E 584. Intercollegiate Sport Development (3)
Lab-10 P/NP available
Repeat: max. 9 units
Students will be instructed in sport specific strength and conditioning protocols related to improving muscular strength, power, agility, and speed. Principles of sport specific technical and tactical methodology will be presented. Injury prevention, restoration and recovery will also be addressed. CSU/UC

P E 585. Olympic Weightlifting (1)
Lab-2 P/NP available
Repeat: max. 3 units
Students will be instructed in the proper protocols to successfully execute the Clean and Jerk and the Snatch. Principles of Olympic Weightlifting, training techniques and safety guidelines will be presented. CSU/UC

P E 586. Competitive Powerlifting (1)
Lab-2 P/NP available
Repeat: max. 3 units
Students will be instructed in the proper protocols to successfully execute the Dead Lift, Bench Press, and Squat for maximal strength gains. Principles of Competitive Powerlifting, training techniques and safety guidelines will be presented. CSU/UC

P E 590. Weight Training (1)
Lab-2 P/NP available
Repeat: max. 4 units
Students will be instructed in the proper techniques utilizing free weights and strength training machines in order to develop specific muscle groups. Principles of strength training, various weight training techniques and safety guidelines will be presented. CSU/UC

P.E. 591A. Beginning Contra, Square & Sequence Dance (1)
Lab-2 P/NP available
Repeat: max. 10 units
Introduction to various contra, square & sequence dances. Styles and forms will be examined through demonstration and practice. Emphasis will be on patterns and dance positions appropriate within and between the selected forms. CSU

P E 591B. Intermediate Contra, Square & Sequence Dance (1)
PREREQ: P. E. 591A OR DEMONSTRATION OF BEGINNING EXIT SKILLS

P E 604B. Intensive Ballet (2)
Lab-4 P/NP available
Repeat: max. 8 units
A continuation of the theory and practice of classical ballet with an emphasis on intermediate ballet technique and vocabulary. Application of intermediate ballet vocabulary at the barre and in center practice will be explored. CSU/UC

P E 626B. Intensive Modern Dance (2)
Lab-4 P/NP available
Repeat: max. 8 units
Emphasis on body movement through modern dance improving alignment, muscular endurance, flexibility, coordination, musicality, performance technique, and dance vocabulary appropriate to intermediate training. Improvisation and choreography. Techniques explored include Graham, Hawkins, Cunningham, Limon, Horton and Dunham. CSU/UC

P E 641B. Tap Dance Intensive (2)
Lab-4 P/NP available
Repeat: max. 8 units
Tap Dance Intensive introduces approaches to tap improvisation and choreography as well as further develops and refines intermediate tap dance technique, vocabulary and rhythm. A history of tap and its relationship to Jazz music will be explored in order to provide guidelines for tap improvisation and choreography. CSU/UC

P E 654B. Intensive Yoga (2)
Lec-1, lab-3, field trips P/NP available
Advise: P E 554A or equivalent
Repeat: max. 8 units
A continuation of the theory and practice of yoga, with an emphasis on intermediate yoga poses, combinations and a continuation of breathing exercises and relaxation techniques. Yoga history, culture and tradition will be discussed. CSU/UC

BCST 117. Sports Announcing and Production (3)
Lec-3, lab-3
Repeat: max. 6 units
PREREQ: BCST 115 AND 131 OR 140 OR EQUIVALENT SKILLS
All aspects of sports announcing and production for radio, television, cable, satellite, and the Internet. An exploration of sports coverage history, issues, technology, production, play-by-play announcing, color announcing, and career opportunities. Students will announce and produce live and live-on-tape broadcasts of College sports events. CSU
PHYC 2AC-2BC. Introductory Physics—Calculus Supplement (0.5-0.5)  
Lec-1, conf-0.5 (9 wks)  
Required of some premedical, biology, and architecture students.  
CSU/UC  
PREREQ.: FOR PHYC 2AC: MATH 110A OR 100A; COMPLETION/  
CONCURRENT ENROLLMENT IN PHYC 2A  
PREREQ.: FOR PHYC 2BC: MATH 110B OR 100B; COMPLETION/CON-  
CURRENT ENROLLMENT IN PHYC 2B  
PHYC 2AC. The application of calculus to topics in mechanics,  
fluids, heat and sound.  
PHYC 2BC. The application of calculus to topics in electricity,  
magnetism, light, and modern physics. (spring semester only)  
PHYC 2AL-2BL. Introductory Physics Laboratory (1-1)  
Lab-3  
Required of premedical, biology, and some architecture students  
PREREQ.: FOR PHYC 2AL: COMPLETION/CONCURRENT ENROLLMENT IN  
PHYC 2A  
PREREQ.: FOR PHYC 2BL: COMPLETION/CONCURRENT ENROLLMENT IN  
PHYC 2B  
Laboratory experiments.  
PHYC 2AL. Mechanics, fluids, heat, and sound. CSU/UC  
PHYC 2BL. Electricity, magnetism, and light. CSU/UC  
PHYC 4A-4B-4C-4D. Physics for Scientists and Engineers (3-3-3-3)  
Lec-3, conf-1  
Required of physics, chemistry, and engineering majors planning to  
transfer to the University of California, Berkeley, or into other engi-  
neering or physical science transfer programs.  
PREREQ.: PHYC 4A: HS PHYSICS OR PHYC 41, AND COMPLETION/CON-  
CURRENT ENROLLMENT IN MATH 110B  
PHYC 4B: PHYC 4A, AND MATH 110B;  
PHYC 4C: PHYC 4B; PHYC 4D: COMPLETION/CONCURRENT ENROLL-  
MENT IN PHYC 4C AND MATH 110C  
COREQ.: PHYC 4A: PHYC 4AL; PHYC 4B: PHYC 4BL;  
PHYC 4C: PHYC 4CL; PHYC 4D: PHYC 4DL  
Adviser: PHYC 4D/4DL and Completion/concurrent enrollment in  
PHYC 4C/4CL  
Mathematical development of physics.  
PHYC 4A. Mechanics. CSU/UC  
PHYC 4B. Electricity and magnetism, and AC circuit theory.  
CSU/UC  
PHYC 4C. Waves, geometrical and physical optics, and ther-  
modynamics. CSU/UC  
PHYC 4D. Relativity and quantum mechanics. CSU/UC  
PHYC 4AL-4BL-4CL-4DL. Physics Laboratory for Scientists  
and Engineers (1-1-1-1)  
Lab-3  
Required of physics, chemistry, and engineering majors planning to  
transfer to the University of California, Berkeley, or into other engi-  
neering or physical science transfer programs.  
PREREQ.: PHYC 4AL: COMPLETION/CONCURRENT ENROLLMENT IN PHYC 4A  
COREQ.: PHYC 4BL: PHYC 4B; PHYC 4CL: PHYC 4C; PHYC 4D: PHYC 4D  
Laboratory experiments.  
PHYC 4AL. Mechanics, measurements, fluids. CSU/UC  
PHYC 4BL. Electricity and magnetism; emphasis on oscillo-  
scope measurement techniques. CSU/UC  
PHYC 4CL. Experiments in sound, Fourier analysis, electrical  
oscillations and waves, geometrical and physical optics. CSU/UC  
PHYC 4DL. Laboratory experiments in modern physics. CSU/UC  
PHYC 10. Conceptual Physics (3)  
Lec-3  
A conceptual, almost non-mathematical, introduction to physics  
with demonstrations. Topics from mechanics, properties of matter,  
heat, sound, electricity, magnetism, light, nuclear physics, and  
relativity. Emphasis on topics that lead to a better understanding of  
our technological society and physical environment. CSU/UC  
PHYC 10L. Conceptual Physics Laboratory (1)  
Lab-3  
Required for students enrolled in the curriculum in RADL.  
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN PHYC 10  
Laboratory experiments involving basic physics concepts.  
Emphasis on concept development, data handling, and laboratory  
skills. CSU/UC  
PHYC 40. Elementary Physics (3)  
Lec-3, conf-1  
PREREQ.: TRIGONOMETRY OR COMPLETION/CONCURRENT ENROLLMENT IN  
MATH 95  
Elementary physics, emphasizing problem solving in kinematics,  
forces, energy, momentum, fluids, and electricity. CSU/UC  
PHYC 41. Preparatory Physics (3)  
Lec-3, conf-1  
PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN MATH 110A  
Elementary physics, emphasizing concepts and problem solving  
in kinematics, forces, energy, momentum, fluids, and electricity. CSU/UC  

**Physical Science**

**Announcement of Courses**

**CREDIT, DEGREE APPLICABLE COURSE:**

**P SC 11. Physical Science (3)**  
Lec-3, conf-1  
*Not open to students who have completed a college-level course in  
physics, physical science, chemistry, geology, or astronomy with a  
final grade of C or higher*  
A conceptual, almost non-mathematical, introduction to the physical  
sciences. Topics from physics, chemistry, geology, astronomy,  
oceanography, and meteorology. Emphasis on topics which lead to a  
better understanding of our technological society and physical envi-  
ronment. CSU/UC  

**P SC 12. Physical Science Laboratory (1)**  
Lab-3, field trips  
COREQ.: P SC 11  
Physical Science laboratory intergrates concepts from physics,  
chemistry, and earth science and astronomy. Specific topics are cho-  
sen to explore specialized career paths such as teacher preparation,  
avtomotive science, or radiation technology. CSU  

**P SC 88. Physical Science for Automotive Technology (4)**  
Lec-3, lab-3, field trips  
Physical science course integrating concepts from physics, chem-  
istry, and environmental science into current and future trends in  
avtomechnical technology such as automotive design, diagnostics,  
alternative fuels, batteries and electrical systems. CSU
Announcement of Curricula

Pilipino Certificate

The Certificate of Accomplishment in Pilipino provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 16 units in Pilipino. Each course must be completed with a final grade of C or higher or Pass. At least 10 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in Pilipino

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIL 1 Elementary Pilipino</td>
<td>5</td>
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<tr>
<td>PIL 2 Continuation of Elementary Pilipino</td>
<td>5</td>
</tr>
</tbody>
</table>

Elective Courses

| PIL 10A, 10B, 10C Conversational Pilipino | 3-3-3 |
| PIL 39A, 39B Philippine Lit in Translation | 3-3-3 |

Total Units: 16

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PIL 1. Elementary Pilipino (5)
Lec-5, lab-2, P/NP available
Advisors: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or completion of any City College or university foreign language course.

PIL 2. Continuation of Elementary Pilipino (5)
Lec-5, lab-2, P/NP available
Prereq.: PIL 1 or demonstration of PIL 1 exit skills
Second semester course. Completion of elementary grammar, composition, and reading; continued practice in speaking and understanding Pilipino. CSU/UC

PIL 10A-10B-10C. Conversational Pilipino (3-3-3)
Lec-3, lab-2, P/NP available
Prereq.: For PIL 10B: 10A or demonstration of PIL 10A exit skills
Prereq.: For PIL 10C: 10B or demonstration of PIL 10B exit skills
Intensive instruction and practice in spoken Pilipino. CSU

PIL 39A-39B. Pilipino Literature in Translation (3-3)
Lec-3, P/NP available
Advisors: Eligible for ENGL 1A
Reading and discussion of important works of Philippine literature in English translation. CSU/UC

POLS 1. American Government (3)
Lec-3
An introduction to the institutions, operations, policies, and problems of American government today. Examination of such issues as U.S. Constitutional development; the impact of the President, the Congress, the bureaucracy, and the courts on daily life; civil rights and liberties; the press and the mass media; political parties, lobbies, and citizen action groups; voting and elections; the domestic and foreign policies of the federal government; the problems of state and local government; public administration of and the theories, values, and behavior underlying the American political system. CSU/UC

POLS 2. Comparative Government (3)
Lec-3, P/NP available
A comparative study of the constitutional principles, governmental institutions, and political problems of selected governments abroad. CSU/UC

POLS 3. Political Theory (3)
Lec-3, P/NP available
Various theoretical approaches to politics and basic political problems and proposed solutions to them. An introduction to ways of thinking about politics and to the language and concepts of political theory. CSU/UC

POLS 5. International Relations (3)
Lec-3, P/NP available
An introductory survey of world politics involving a historical and theoretical analysis of the relations among states and international organizations. Contemporary problem-areas and issues in an international arena of conflict and order, such as: American foreign policy; diplomacy and international bargaining; global problems of war and nuclear armament; international finance and the world economy; economic development and the world’s resources; terrorism and human rights; and, on a voluntary basis, student participation in the Model United Nations. CSU/UC

POLS 6. Problems of Political Association (3)
Lec-3, P/NP available
An introduction to modern Western Civilization, from a political perspective, providing an overview of politics from the origins of the nation state to super-power confrontation, with a focus on the triangular relationship of Europe, the U.S., and the U.S.S.R. The nature of government, law, ideology, revolution, and political and economic integration are discussed. CSU/UC

POLS 7. American Politics and the African American Community (3)
Lec-3, P/NP available
American political institutions and their relationship to African Americans. The unique manner in which Black people have had to function both within and outside of the political system. The future of African American politics. CSU/UC

POLS 8. Political Problems of Latin Americans (3)
Lec-3, P/NP available
The relationship between Latin American citizens and American political institutions. Emphasis on the political problems of Latin
POLS 9. Campaigns and Elections (3)  
Lec-3  P/NP available  
Offered spring and fall semesters of general election years  
Survey of the theory and practice of American political campaigns and elections. Emphasis on candidates, their issue positions, strategies and experience; ballot propositions, pro’s and con’s, role and effect of the media, money, polls, and the changing impact of political parties and interest groups. CSU/UC

POLS 10. United States Foreign Policy (3)  
Lec-3  P/NP available  
An introductory course emphasizing the study of current problems and issues in United States foreign policy. Major units of study include the making and carrying out of foreign policy, historical changes in American foreign relations, recent events influencing America’s role as a world power, and future challenges to the United States in international affairs. CSU/UC

POLS 12. Ethnic Politics in the United States (3)  
Lec-3  P/NP available  
This course surveys the contemporary history and role of race and ethnicity in the American political system. Theories of race, migration, and ethnic political patterns are discussed in an integrative, comparative, and multidisciplinary approach. The interplay of ethnic and racial factors in the political process is systematically examined and analyzed in the context of at least three of the following groups: African Americans, Asian Americans, Chicano/Latino, Native Americans, and European Americans. Salient policy issues affecting all groups, such as civil rights, crime, immigration, and employment, are also examined. Meets American Cultures requirement at UC, Berkeley. CSU/UC

POLS 18. Government and Politics of Latin America (3)  
Lec-3  P/NP available  
The constitutional systems, political processes, and social problems of Latin-American nations. CSU/UC.

POLS 20. The Politics and Policies of Cities (3)  
Lec-3  P/NP available  
An analysis of the problems, politics, and policies of American city governments, with special emphasis on the San Francisco Bay Area. CSU

POLS 22. Environmental Politics and Policy (3)  
Lec-3, field trips  P/NP available  
This course examines the politics of environmental issues, including but not limited to, pollution, water quality, air quality, global climate, natural resources, endangered species, environmental justice, and development. The course focuses on the political, economic and social origins of environmental change and degradation and the policy and political activities of environmental movements, government agencies, interest groups, and political parties. The course examines the environmental politics of the United States, other nations comparatively and the global community as a whole, and also examines the theoretical underpinnings of ecological destruction and protection (ecopolitical thought). CSU/UC

POLS 25. Political Action (3)  
Lec-3, field trips  P/NP available  
A practical guide to citizen political participation. Emphasis on institutional possibilities of change as well as the development of political strategies. Practical political experience encouraged. CSU

POLS 30. Voter Education & Mobilization (3)  
Lec-3  P/NP available  
An introduction to non-partisan voter education and mobilization. Students research electoral issues and work on strategies to educate and mobilize fellow CCSF students to vote and participate in the political process. Practical hands-on civic engagement activities and critical reflections on voting and democracy are emphasized. CSU

POLS 35. Governments and Politics of East Asia (3)  
Lec-3  P/NP available  
A survey of political developments and changes in East Asia, with emphasis on the governments and politics of China and Japan. The role of other world powers in this region, including the Soviet Union and the United States. CSU/UC

POLS 41. Independent Studies in Political Science (1)  
Lec-1  Repeat: if no topic repeat, max. 2 units  
An individualized reading or research program. CSU (UC upon review)

POLS 42A-42B-42C-42D. Discussions in Political Science (1-1-1-1)  
Lec-1  P/NP available  
Lectures on varied subjects given by political scientists and practicing politicians (national, state and local). Seminar-type discussions and occasional field trips. CSU (UC upon review)

POLS 43. The Constitution and Individual Rights (3)  
Lec-3, field trips  P/NP available  
A citizen’s civil and criminal rights under the Constitution. Analysis of leading cases and legal principles which protect individual freedom. CSU/UC

POLS 45. Government and Politics of Middle East (3)  
Lec-3  P/NP available  
A survey of political developments and changes in the Middle East, with emphasis on the Arab states and Israel. CSU/UC

POLS 46. American Political Systems (3)  
Lec-3, field trips  P/NP available  
Not designed to satisfy the American history and institutions requirement for the University of California nor for the California State Universities and Colleges.  
No credit for POLS 46 taken after completion of POLS 1  
A survey of the relevant aspects of events and policies that have brought about change at all levels of government on the American scene—local, state, and national. Emphasis on basic political problems and on an analysis and evaluation of the solutions offered historically, with consideration of relationships between California and the United States, as well as consideration of local government in the San Francisco Bay Area. CSU/UC

POLS 47. Government and Politics of Southeast Asia (3)  
Lec-3  P/NP available  
A survey of political developments and changes in Southeast Asian states (the Philippines, Indonesia, Malaysia, Thailand, and Singapore) and such other states as Viet Nam, Laos, Cambodia, and Burma. Internal politics and international relations. CSU/UC

POLS 48. Government and Politics of Africa (3)  
Lec-3  P/NP available  
A survey of political development and change in contemporary Africa, with emphasis on Africa south of the Sahara. Major factors shaping African politics and institutions; ideology, nationalism, colonialism, political groups, and nation-building. CSU/UC
POLS 51-52-53. Selected Topics in Political Science (1-2-3)
Lec-1,2,3 P/NP available
Repeat: if no subject repeat
Selected topics in political science will be explored through lectures, discussions, film, video, and/or television leading to a critical analysis and understanding of the topic under discussion. CSU

POLS 53A. “Tales of the City”: San Francisco Government and Politics

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

PSYC 1. General Psychology (3)
Lec-3 P/NP available
Advise: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
A scientific approach to the study of behavior and mental processes designed for both majors and non-majors. Topics include: research methods, physiology of behavior, sensory systems, learning, memory, life-span development, motivation, emotion, personality, social psychology, abnormal psychology and psychotherapy. CSU/UC

PSYC 1B. Introduction to Biopsychology (3)
Lec-3 P/NP available
PREREQ.: PSYC 1
Exploration of the interaction between behavior and biological factors. Includes heritability of behavior, the nervous system, the endocrine system, the senses, and the biological factors underlying behaviors such as learning and memory, food and sexual motivation, speech, emotions, altered states of consciousness, psychosis, and depression. CSU/UC

PSYC 2. Problems and Methods in Experimental Psychology (3)
Lec-3 P/NP available
PREREQ.: PSYC 1
Primarily for psychology majors, related majors, and students interested in the scientific method.
Introduction to experimental method and design in behavioral science. Designed to develop an understanding of the concepts and logic of experimentation and to develop clear and concise thinking for the evaluation and criticism of information regarding human behavior. CSU/UC

PSYC 4. Forensic Psychology (3)
Lec-3 P/NP available
Advise: PSYC 1; and ENGL 92 or ESL 160 (or placement in ENGL 93 or ESL 170)
Examination of the interface between psychology and law. Many legal issues involve questions that are psychological in nature. Controversies which lie at the intersection of psychology and law are examined, e.g., jury selection, false confessions, polygraph tests, eyewitness testimony, repressed memories, insanity defense, and forensic psychological evaluations. CSU

PSYC 5. Statistics for Behavioral Sciences (4)
Lec-5 P/NP available
PREREQ.: MATH 860 or 92 OR DEMONSTRATION OF THEIR EXIT SKILLS
Advise: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
Not open to students who have completed a course in statistics
Primarily for prospective majors and related majors.
An introduction to data analysis including measurement and research design. Intended for general education and prospective behavioral science majors. Students will examine, interpret, and apply both descriptive (e.g., organization of data, central tendency and variability, linear regression) and inferential statistics (e.g., probability and sampling theory, hypothesis testing, and confidence intervals). CSU/UC

PSYC 9. The Psychology of Stress (3)
Lec-3 P/NP available
Review of research on the causes and consequences of stress along physical, behavioral, emotional and mental dimensions. Emphasis will be placed on practical implications for better managing stress in our lives. CSU

PSYC 10. Abnormal Psychology (3)
Lec-3 P/NP available
Advise: PSYC 1
An examination of the major psychological disorders as described in the latest edition of The Diagnostic and Statistical Manual of the American Psychiatric Association. Diagnostic criteria will be described and explicated, and research, theory and clinical practice will be reviewed to improve understanding of the etiology and most promising treatments of the various disorders. CSU/UC

PSYC 11. Theories of Personality (3)
Lec-3 P/NP available
Advise: PSYC 1
An introduction to the theoretical constructs describing personality, including the ways in which personality is explained, the dynamics that govern human behavior, and the ways in which personality develops. Current research and approaches to understanding personality and consideration of the contributions and limitations of each theory will also be a focus. CSU/UC

PSYC 12. Sport Psychology (3)
Lec-3 P/NP available
Introductory survey of psychological factors that affect participation, effort, skill development and performance level in sport, and how these psychological factors interact with genetic predispositions and social influences. CSU

PSYC 14. Psychology of Shyness and Self-Esteem (1)
Lec-1 P/NP available
An examination of psychological theories and research on the development of shyness and self-esteem. Techniques for reducing shyness and raising self-esteem. CSU

PSYC 15. Assertive Behavior (1)
Lec-1 P/NP available
Emphasis on cognitive-behavioral theories and their application to assertive behavior. Assertiveness techniques in a variety of situations, including communication with family, friends and work associates. CSU

PSYC 17. Psychology of Eating, Food, and Weight (1)
Lec-1 P/NP available
Not open to students who have completed PSYC 41A.
An examination of psychological theories and research on eating,
weight and food. Includes examination of eating disorders, dieting, the diet industry, and weight management. CSU

**PSYC 21. Lifespan Development (3)**
Lec-3 P/NP available
*Advis: PSYC 1*
Examination of psychological theories and research to describe, understand, and explain human development from conception to death. Exploration of the lifelong interaction between nature and nurture. Emphasis on the specific issues we face as we progress through life, such as acquisition of emotional, physical, cognitive and moral skills and the changing balance between dependence and interdependence as we move from infancy to adolescence, adulthood and later life. CSU/UC

**PSYC 22. Psychology of Race and Ethnic Relations (3)**
Lec-3 P/NP available
*Not open to students who are enrolled in or who have completed PSYC 23.*
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. CSU

**PSYC 23. Psychology of Race and Ethnic Relations (3)**
Lec-3 P/NP available
*Prereq.: PSYC 1*
*Not open to students who are enrolled in or who have completed PSYC 22.*
Critical evaluation of the concept of race as a biological, social and cultural construct and examination of psychological aspects of race and ethnic relations. Psychohistorical analysis of the treatment of African Americans, Asian Americans, Mexican/Latino Americans, and Native Americans in the USA. Emphasis on the strengths and unique contributions of these and other groups to the USA. Relevant psychological theories and research are applied to a required research paper on psychological and social problems related to discrimination. CSU/UC

**PSYC 25. Psychology of Sex Differences (3)**
Lec-3 P/NP available
Analysis of sex differences from physiological, psychological, and social perspectives; exploration of areas such as abilities, achievement, aggression, attitudes, including the study of concepts of femininity, masculinity, and androgyny. Designed to increase understandings of personal and professional relationships. CSU/UC

**PSYC 26. Applied Psychology (3)**
Lec-3 P/NP available
Critical exploration of psychological theory and research as it applies to everyday goals and concerns. Emphasis on self awareness, personal growth, and social relationships through examination of such topics as personality development, identity and self-esteem, motivation and personal control, emotions, communication skills, relationship success, career satisfaction, stress management, psychological disorders, and healthy living. CSU

**PSYC 40. Child and Adolescent Psychology (3)**
Lec-3 P/NP available
*Advis: PSYC 1*
Introduction to the psychology of child development from conception through adolescence. Examination of research, theories, and practical information for parents, caretakers, teachers, mental health workers, physicians, and concerned adults. Emphasis on how a child’s development is enhanced, restricted, or distorted; emotional, social and cognitive development at different age/stage levels. Role of heredity and environment on maturation and learning in various areas of behavior. CSU/UC

Lec-1,2,3 P/NP available
*Repeat: if no subject repeat*
Exploration of topics of current interest and innovations in psychology. CSU (UC upon review)

**PSYC 61-62-63. Fieldwork in Psychology (1-2-3)**
Conf-1, work-5,10,15 P/NP only
*Prereq.: PSYC 1 or 26*
*Repeat: max. 6 units*
Work experience in a psychology-related campus placement or a community service agency; guided experience in the application of psychological principles and methods. Primarily for prospective majors and related majors. CSU

## Public Safety
See listings at Administration of Justice and Fire Science Department.

## Radiologic Sciences
**Office: Cloud 239**
**Phone Number: (415) 239-3431**
**Web Site: www.ccsf.edu/dmi**

## Diagnostic Medical Imaging

### Announcement of Curricula

#### Degree Curriculum

The curriculum in Diagnostic Medical Imaging is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with several San Francisco hospital radiology departments.

#### Consideration for Admission to the Curriculum

To be considered for admission to the curriculum, applicants must—

1. Have completed the following prerequisite courses within 7 years prior to application, with a grade of “C” or higher:
   a.) MATH 840 (Elementary Algebra) or placement in MATH 860
   b.) CHEM 32 (for students who have not yet completed PHYS 12) or CHEM 40*
   c.) PHYC 10/10L
   d.) ANAT 25
   e.) ENGL 93 or 94 (or placement in ENGL 96)
2. Complete 40 hours of volunteer service in a hospital Radiology Department. Contact the Diagnostic Medical Imaging (DMI) Office for details.
3. Have at least a 2.0 cumulative grade point average in col-
lege work previously completed.

4. Be in good physical and mental health.

5. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”).

6. Take the College of San Francisco placement tests on the date or dates stated in the notice mailed by the College. All applicants must take the City College placement tests (mathematics, English).

7. Submit an application to the Radiologic Sciences Office. Contact Radiologic Sciences Department for filing deadline dates. (Applications are available in the Radiologic Sciences Office, Cloud Hall, Room 239 and at www.ccsf.edu/dmi).

*Only if PHYS 12 is already completed.

Coeducational Enrollment. Enrollment is open to both men and women.

Health Clearance Requirements. In addition to academic requirements and orientation, enrollment in the Diagnostic Medical Imaging Program is subject to evidence of immunizations per the San Francisco Health Department. In addition, the student must satisfactorily complete a physical examination given by an appropriately licensed health care provider. The forms are available from the Radiologic Sciences office.

Background Check Requirement. A background check will be required by the clinical affiliates. The cost for this will be incurred by the student. Students must complete this background check upon admission to the program.

Instruction in the Major. The course of study includes instruction in radiologic theory and techniques, pathology, patient care, radiation protection, anatomy, physics and physiology. The curriculum is 30 months in length, including two academic years, with a summer session between the first and second semesters, and ending with a clinical internship of 32 weeks. Clinical education in diagnostic medical imaging is taught in the radiology departments of the hospitals affiliated with the College in offering the program. Members of the professional and technical staffs of these departments serve as instructors.

Upon satisfactory completion of the Program and college graduation requirements, the student is awarded the Associate in Science degree. Upon satisfactory completion of the clinical internship in an affiliate hospital, the student is eligible for the Award of Achievement and the ARRT national examination for certification.

Scholarship Requirements. Students who receive a final grade lower than C (75%) in any of the required courses in radiologic technology, are required to repeat the course before proceeding to the next course in sequence. Students whose cumulative grade point average drops below 2.0, will not be allowed to proceed to the next course(s) until the GPA has been raised to 2.0 or higher.

Basis for Disqualification. Students who receive a final grade lower than C (75%) will be allowed to repeat that Diagnostic Medical Imaging (DMI) course. Any further courses with grades lower than C (75%) will be cause for dismissal from the Diagnostic Medical Imaging Program. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

Readmission of Students Disqualified Because of Unsatisfactory Scholarship. Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiology Department Review Committee. As part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the current policy of the Diagnostic Medical Imaging Program, which is available from the Department office.

Associate in Science Degree and Award of Achievement. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements, complete the required courses in the curriculum, including the 32-week clinical internship, with final grades of C or higher, will receive the Award of Achievement in Diagnostic Medical Imaging.

State and National Certification. State certification is required for employment in California. Graduates are eligible for and must take the certification examination given by the American Registry of Radiologic Technologists (ARRT), a national certification board recognized by the Joint Review Committee for Education in Radiologic Technology. All employers require national certification. Upon notification of successful ARRT results, the graduate must apply for certification from the state of California.

Purchase of Uniforms and Clinical Supplies. Students are required to purchase the uniforms required in the courses in radiologic technology. The cost of uniforms and other supplies is approximately $500.

Sequence of Courses. The following sequence of courses is for students starting in the fall. Sequence changes for students starting in the spring. Contact the Radiologic Technology office for further information.

### Diagnostic Medical Imaging Award of Achievement

**Courses Required for the Award of Achievement in Diagnostic Medical Imaging**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td></td>
</tr>
<tr>
<td>DMI 49 Intro to Radiologic Technology</td>
<td>3</td>
</tr>
<tr>
<td>DMI 50A Intro to Med Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RADL 52 Patient Care and Staff Relationships</td>
<td>2</td>
</tr>
<tr>
<td>SPCCH 11, 12 or 1A Basic Public Speaking or Fundamentals of Oral Communication or Elements of Public Speaking</td>
<td>3</td>
</tr>
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**Additional graduation requirements**

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td>Course</td>
<td></td>
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<tr>
<td>DMI 50B Radiologic Phyc and Equip</td>
<td>2</td>
</tr>
<tr>
<td>DMI 51A Radiographic Anat and Position</td>
<td>4</td>
</tr>
<tr>
<td>DMI 51B Radiographic Exposure Factors</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 14 CPR Adv First Aid Emerg Care</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1 or 26 Gen Psyc or Human Relat</td>
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**Additional graduation requirements**

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td></td>
</tr>
<tr>
<td>DMI 62 (seven weeks) Clinical Educ in DMI</td>
<td>2</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 12 Intro to Human Physio</td>
<td>4</td>
</tr>
</tbody>
</table>

__________________________________________________________________________
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

DMI 49. Introduction to Radiologic Technology (3)
Lec-3, field trips
Open to all students who may be interested in a career in Radiologic Technology and required of students accepted into either the Diagnostic Medical Imaging or the Radiation Therapy Technology programs.
History and discovery of uses of medical radiation; careers in radiology; educational preparation for those careers; function of health care units utilizing radiologic technology; associated imaging modalities of radiologic technology; medical ethics for radiologic technologists; sources of radiation; review of simple mathematics crucial for developing radiographic techniques; elementary principles of radiation protection; medical terminology; career advancement and mobility. CSU

DMI 50A. Introduction to Medical Radiography (3)
Lec-2, lab-3, field trips
Prereq.: Admission to the curriculum in Radiologic Technology; completion/concurrent enrollment in DMI 49
Introduction to radiological physics, film exposure and film processing. CSU

DMI 50B. Radiologic Physics and Equipment (2)
Lec-2, lab-2
Prereq.: Completion/concurrent enrollment in DMI 50A
Physics as applied to radiography, fluoroscopy, and radiotherapy. X-ray circuits. The interaction of ionizing radiation with matter. Radiation protection. Equipment used in radiology. CSU

DMI 51A. Radiographic Anatomy and Positioning (4)
Lec-4, lab-3, field trips
Prereq.: ANAT 25, DMI 49, 50A, and RADL 52
Intended to be taken concurrently with DMI 50B and 51B.
Preliminary steps in radiography. Anatomy and positioning of extremities, thorax, vertebral column, pelvic and shoulder girdles, thoracic viscera, abdomen, gastrointestinal, biliary, and genitourinary tracts. CSU

DMI 51B. Radiographic Exposure Factors (2)
Lec-2, lab-1
Coreq.: DMI 50B and 51A
Theoretical and practical application of exposure factors. Emphasis is placed on the students’ ability to analyze the quality of a recorded image and to improve the image. Film critique of experiments and of the department’s film file. CSU

DMI 54. Vascular and Interventional Procedures (2)
Lec-2
Prereq.: DMI 63; completion/concurrent enrollment in DMI 64 or 66
Coreq.: DMI 65 and 66
Emphasis on vascular radiography (including cerebral angiography, abdominal angiography, thoracic aortography, lymphangiography, femoral arteriography, peripheral angiography), related equipment, patient care, interventional radiography, and trends of techniques and equipment in vascular radiography. CSU

DMI 55. Skull Radiography and Research Project (2)
Lec-2, field trips
Coreq.: DMI 62, 64, and 63
Anatomy of the head and facial bones, topical landmarks, radiographic positioning and technical factors, radiographic equipment and usage, pathological conditions, patient care, discussion of CT and MRI imaging of the head. Research/writing project with presentation by each student on a radiographic topic. CSU

DMI 56. Pathology (2)
Lec-2
Coreq.: DMI 62, 64 or 66
Discussion and illustration of the normal variations and abnormal changes because of disease as manifested by X-rays. Description of the modifications of standard and special techniques necessary to obtain adequate diagnostic X-ray studies of the various diseases. CSU

DMI 57. Multiplanar Imaging in Radiologic Sciences (3)
Lec-3
Prereq.: ANAT 25
Coreq.: DMI 63, or RADL 80
Anatomy from multiplanar perspectives as visualized on computed tomography (CT), PET, and MRI. Imaging protocols and treatment planning. Comparative analysis of CT, PET, and MRI.

DMI 62. Clinical Education in Diagnostic Medical Imaging (2) sp, su
Conf-16 sp (7 wks at 40 hrs su)
Prereq.: DMI 51A and 51B
Practical experience in the radiology department of a hospital. Students must perform all radiographic goals as stated in the course objectives. CSU

DMI 63. Intermediate Diagnostic Procedures (2)
Lec-2, lab-1
Coreq.: DMI 62, 64, or 66
Basic theories underlying many diagnostic imaging procedures. Relationship of clinical indications, special precautions, quality assurance, equipment, and positioning. Introduction to the use of computers in radiology. CSU

DMI 64. Clinical Education in Diagnostic Medical Imaging (2) fa, su
Conf-16 fa (7 wks at 40 hrs su)
Prereq.: DMI 62
A continuation of the clinical experience. Students must perform all radiographic goals as stated in the course objectives. CSU

DMI 65. Advanced Imaging Procedures (2)
Lec-2
**PREREQ.: COMPLETION/CONCURRENT ENROLLMENT IN DMI 64 OR 66**
Principles of computed tomography and magnetic resonance imaging, radiography of infants and children (immobilization techniques and alleviation of fear); radiography of the female reproductive system; dynamic imaging. CSU

DMI 66. Clinical Education in Diagnostic Medical Imaging (2)
Conf-16
**PREREQ.: DMI 64**
A continuation of the clinical experience. At the completion of the course, the student must have completed a minimum of 840 clock hours of clinical experience and be able to perform all radiographic goals as stated in the course objectives. CSU

DMI 68. Clinical Education in Diagnostic Medical Imaging (4) fa, sp
Conf-40
**PREREQ.: DMI 66**
Clinical performance of internship objectives. Bi-weekly on-site rotating conferences by the faculty. CSU

DMI 69. Clinical Education in Diagnostic Medical Imaging (4) su
Conf-40
**PREREQ.: DMI 66**
Students commencing internships in the summer will take DMI 69 before 68.
Clinical performance of internship objectives. Bi-weekly on-site rotating conferences by the faculty. CSU

DMI 100. Review of Radiologic Technology (1)
Lec-3.5 (5 wks)
**COREQ.: DMI 68 OR 69**
Designed to prepare students for the certification examination given by the American Registry of Radiologic Technologists and for the examination for certification given by the California Radiation Health Branch. Career planning resources. CSU

DMI 120. Ultrasound Physics and Instrumentation (2)
Lec-2, field trips
Introduction to the physical principles of ultrasound. Analysis of the routine parameters of a diagnostic ultrasound beam; utilization of ultrasound scanners for the production of ultrasound waves used to interact with tissue; biological safety and risks. CSU

DMI 122. Sectional Anatomy for Sonographers (2)
Lec-2, lab-1, field trips
Introduction to the related anatomy and physiology of the abdomen and pelvis as it appears in sagittal, coronal, and transverse sections on ultrasound scans. Emphasis on normal anatomy as visualized on sonograms. CSU

DMI 123. OB/GYN Sonography (2)
Lec-2
Identification of sectional anatomy used in OB/GYN scanning, both normal and abnormal, as it appears in sagittal, coronal, and axial scans. Field trips as required. CSU

DMI 125. Ultrasound Clinical Education (6)
Lab-35
**PREREQ.: HAVE COMPLETED AN ALLIED HEALTH PROGRAM WITH A DIRECT PATIENT-CARE COMPONENT**
**COREQ.: ENROLLMENT IN ULTRASOUND LECTURE COURSE.**
Course is designed to give the student appropriate time in the clinical setting to become adept at scanning, while understanding the principles of quality assurance, patient care and the integration of clinical findings with patient history. CSU

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**Radiation Therapy Technology**

### Announcement of Curricula

#### Degree Curriculum

The Radiation Therapist (R.T.T.) is an essential member of the team responsible for the treatment of malignant diseases. The Option in Radiation Therapy Technology is approved by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901, Tel: (312) 704-5300, and by the California Department of Health, and is offered in affiliation with the Radiation Therapy Department of the University of California Medical Center and several other Bay Area hospitals.

#### Consideration for Admission to the Curriculum:

To be considered for admission to the curriculum, applicants must:

1. Have completed the following prerequisite courses within 7 years prior to application, with a grade of “C” or higher:
   a. MATH 840 (Elementary Algebra) or placement in MATH 860
   b. MATH 850 or 855 (Geometry)
   c. CHEM 32 (for students who have not yet completed PHYS 12) or CHEM 40*
   d. PHYS 40
   e. ENGL 93 or 94 (or placement in ENGL 96)

2. Have at least a 2.0 cumulative grade point average in college work previously completed.

3. Be in good physical and mental health.

4. File with the Office of Admissions and Records a completed application for admission to City College (for dates, see in this catalog the “Calendar of Instruction”).

5. Take the City College of San Francisco placement tests on the date or dates stated in the notice mailed by the College **All applicants must take the City College placement tests** (mathematics, English).

6. Submit an application to the Radiologic Sciences Office.

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*Only if PHYS 12 is already completed.

For application deadline, contact Radiologic Sciences Department.

Applications are available in the Radiologic Sciences Office, Cloud Hall, Room 239 and at www.ccsf.edu/dmi

Applicants who satisfy the preceding requirements will qualify to participate in an orientation session conducted by the faculty of the Radiation Therapy Technology Program to review the requirements and expectations of the program.

#### Health Clearance Requirements.

In addition to academic requirements and orientation, enrollment in the Radiation Therapy Technology Program is subject to evidence of immunizations per the San Francisco Health Department. In addition, the student must satisfactorily complete a physical examination given by an appropriately licensed health care provider. The forms are available from the Radiologic Sciences office.
Background Check Requirement. A background check will be required by the clinical affiliates. The cost for this will be incurred by the student. Students must complete this background check upon admission to the program.

Instruction in the Major. The Option in Radiation Therapy Technology is 26 months in length, including an internship of eight weeks. The course of study includes instruction in the following: radiation therapy techniques, radiobiology, oncology, treatment planning, radiation protection, anatomy, physics, patient care, film processing and exposure factors, elementary positioning, and physiology. Clinical education in Radiation Therapy Technology, a course extending over an academic year, plus two summer sessions, is taught in the radiotherapy departments of the hospitals affiliated with the program. Members of the professional and technical staffs of those departments serve as instructors. Students have the opportunity to rotate to four different major cancer centers. The final summer session is eight weeks in length and may require attendance at a center away from San Francisco.

Scholarship Requirements. Students who receive a final grade lower than C (75%) in any of the required courses in Radiation Therapy technology, are required to repeat the course before proceeding to the next course in sequence. Students whose cumulative grade point average drops below 2.0, will be allowed to proceed to the next course(s) until the GPA has been raised to 2.0 or higher.

Basis for Disqualification. Students who receive a final grade lower than C (75%) in any of the required courses in Radiation Therapy technology, are required to repeat that Radiation Therapy Technology (RTT) course once. Any further RTT grades lower than C (75%), or a grade point average below 2.0, will be cause for dismissal from the Radiation Therapy Technology Program. Students may be disqualified prior to the end of the semester should they receive a grade lower than C in their clinical performance. Students may be suspended or dismissed for excessive absences either on campus or at the clinical affiliate, according to the attendance policy, or for other reasons consistent with College policy, as set forth in the Catalogue under General Information.

Readmission of Students Disqualified Because of Unsatisfactory Scholarship. Students who have been disqualified from continuing in the curriculum because they received a final grade lower than C and who desire to be readmitted must submit a new application to the Radiologic Sciences Department Review Committee. As part of the procedure, the Committee will meet with the applicant prior to making a decision. The Committee will base its recommendations on the current policy of the Radiation Therapy Technology Program, which is available from the department office.

Associate in Science Degree and Award of Achievement. The course of study is designed so that students may satisfy the requirements for graduation from the College. Students who satisfy these requirements, complete the required courses in the curriculum with final grades of C or higher, and complete the internship, receive the Award of Achievement in Radiation Therapy Technology.

State and National Certification. Graduates of the Option in Radiation Therapy Technology are eligible to apply for the certification examination administered by the American Registry of Radiologic Technologists State certification is also required for employment in California. A national certification board recognized by the Joint Review Committee for Education in Radiologic Technology.

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Radiation Therapy Technology Award of Achievement

The following sequence of courses is for students starting in the fall. The sequence changes for students starting in the spring. Contact the Radiologic Technology office for further information.

Courses Required for the Award of Achievement in Radiation Therapy Technology

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 25 Gen Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>DMI 49 Intro to Radl</td>
<td>3</td>
</tr>
<tr>
<td>RADL 52 Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 14 CPR Adv First Aid</td>
<td>2</td>
</tr>
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</table>

Additional graduation requirements

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 26 Sectional Anat</td>
<td>1</td>
</tr>
<tr>
<td>PHYS 1 or 12 Hum Phys</td>
<td>4</td>
</tr>
<tr>
<td>DMI 50B Radiologic Physics</td>
<td>2</td>
</tr>
<tr>
<td>RADL 70 Radiat Protect</td>
<td>2</td>
</tr>
<tr>
<td>RADL 80 Intro to Radiat Onc</td>
<td>3</td>
</tr>
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</table>

Additional graduation requirements

Summer Session (Eight weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTT 73 Patient Care</td>
<td>1.5</td>
</tr>
<tr>
<td>RTT 72 Principles &amp; Practice of Radiation Therapy</td>
<td>1.5</td>
</tr>
<tr>
<td>RADL 82 Clinical Work Exp in Therapeutic Radiol</td>
<td>2</td>
</tr>
</tbody>
</table>

Third Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMI 56* Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RTT 81 Radiation Therapy</td>
<td>3</td>
</tr>
<tr>
<td>RTT 83 Radiation Oncology</td>
<td>3</td>
</tr>
<tr>
<td>RADL 83 Clin Wk Exp in Ther</td>
<td>4</td>
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</table>

Additional graduation requirements

*Optional

Fourth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RTT 85 Radiation Bio</td>
<td>2</td>
</tr>
<tr>
<td>RTT 84 Applied Dosimetry</td>
<td>2</td>
</tr>
<tr>
<td>RADL 84 Clinic Wk Exp Ther</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional graduation requirements

Extra (All General Education graduation requirements should be completed by the end of this semester.)

Summer Session (Thirteen weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTT 87 Principles of Radiation Therapy</td>
<td>1.5</td>
</tr>
<tr>
<td>RADL 86 Clinic Wk Exp in Therapeutic Radiol</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Units .................................................. 54.5

Recommended electives: Courses in Computer Science; PSYC 1, 26; SOC 28; Speech 11, 12 or 1A; classes in typing and/or keyboarding, HLTH 10, 25, 27, 33, 53, 64, and 67*.

*These health courses teach current health issues faced by the local patient population.
Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

RADL 52. Patient Care and Staff Relationships (2)
Lec-3
Coreq.: DMI 50A
Prereq.: Students with prior clinical experience admitted to the Diagnostic Medical Imaging or Radiation Therapy Technology program may challenge this course.
Introduction to the organization of health care in this country, the ethical and interpersonal responsibilities of radiographers, the meaning of illness and therapies to the patient, and theory and practice in assessing patient situations and in meeting basic patient needs at various clinical sites. CSU

RADL 70. Radiation Protection (2)
Lec-2, lab-1
Prereq.: DMI 50A
Coreq.: Clinical placement for diagnostic students; enrollment in RADL 80 for Oncology students
Methods of reducing dose per exposure to patients, and safe practices for protection of personnel. Emphasis is placed on learning State regulations applying to: radiography, fluoroscopy, radiation therapy and nuclear medicine. CSU

RADL 80. Introduction to Radiation Oncology and Clinical Observations (3) sp
Lec-3, lab-3
Prereq.: ANAT 25 and RADL 52 and DMI 50A
Introduction to basic concepts of cancer and its management. Basic therapeutic physics, dose calculation, positioning, and the special care of cancer patients. Supervised clinical observation. CSU

RADL 82. Clinical Experience in Radiation Therapy (2) su
Lab-20 (8 wks)
Coreq.: RTT 73 and 81
Practical experience in the Radiation Therapy Department of the University of California Medical Center or Bay Area hospitals. CSU

RADL 83. Clinical Experience in Radiation Therapy (4) fa
Lec-3, lab-20
Prereq.: RADL 82
Coreq.: RTT 81 and 74
Practical experience in the radiation therapy department of a hospital. Student must perform all oncology goals as stated in the course objectives. CSU

RADL 84. Clinical Experience in Radiation Therapy (4) sp
Lec-2, lab-20
Prereq.: RADL 83
Coreq.: RTT 85 and 75
Practical experience in the radiation therapy department of a hospital. Student must perform all oncology goals as stated in the course objectives. CSU

RADL 86. Clinical Experience in Radiation Therapy (2) su
Lab-40 (13 wks)
Prereq.: RADL 84
Coreq.: RTT 87
Advanced practical experience in a radiation therapy department. CSU

RADL 107. Principles and Techniques of Fluoroscopy (3)
Lec-3, lab-var
Prereq.: Student must be a California Certified Radiologic Technologist (CRT) or, course may be taken concurrently in

THE LAST TWO SEMESTERS OF TRAINING IN A RADIOLOGIC TECHNOLOGY PROGRAM
Fluoroscopy principles including anatomy of appropriate structures, image intensifiers, image recording systems, illumination and photometry, regulatory provisions, radiation safety and quality assurance. CSU

RTT 61. Clinical Radiation Therapy I (3)
Lab-16
Prereq.: DMI 49, DMI 50A, DMI 52, HLTH 14
Coreq.: RTT 71, DMI 50B, DMI 57
Introduction to radiation therapy clinical education with extensive department orientation. Provides a foundation for the student’s specific role in the clinical setting with an emphasis on teamwork, ethics, radiation protection, clinical assignments, patient-centered clinical practice and professional development. CSU

RTT 62. Clinical Radiation Therapy II (4)
Lab-352 total hours
Prereq.: RTT 61, RTT 71
Coreq.: RTT 72, RTT 73
Beginning level practical clinical experience in a radiation therapy department. Observation and participation in simple treatment set-ups with an emphasis on concepts of team practice, professional development and patient-centered care. Familiarity with a variety of equipment as used in simple treatment protocols. CSU

RTT 63. Clinical Radiation Therapy III (6)
Lab-32
Prereq.: RTT 62, RTT 72, RTT 73
Coreq.: RTT 81, RTT 82, RTT 83
Intermediate level practical experience in a radiation therapy department. Active participation in simple and complex treatment set-ups with an emphasis on concepts of team practice and professional development. Patient-centered care focusing on management of treatment side effects, pre-procedural education and nutrition. CSU

RTT 64. Clinical Radiation Therapy IV (6)
Lab-32
Prereq.: RTT 63, RTT 81, RTT 82, RTT 83
Coreq.: RTT 84, RTT 85, RTT 86
Clinical participation including advanced radiation therapy treatments with an introduction to simulation. Concepts of team practice, patient-centered clinical practice and professional development. Concentration on completing procedures under supervision, but without assistance, using independent judgment. CSU

RTT 65. Clinical Radiation Therapy V (4)
Lab-320 total hours
Prereq.: RTT 64, RTT 84, RTT 85, RTT 86
Coreq.: RTT 87
Professional level clinical participation in radiation therapy treatments and simulation. Students assist in treatment planning, perform simulations, and participate in radiation treatments. Concentration on completing procedures under supervision, but without assistance, using independent judgment at the level of an entry-level radiation therapist. CSU

RTT 71. Orientation to Radiation Therapy (4.5)
Lec-4, lab-2
Prereq.: DMI 49, DMI 50A, RADL 52
Coreq.: DMI 50B, RTT 61
Overview of foundations in radiation therapy and practitioner’s role in health care delivery system. Principles, practices and policies of educational program, health care organizations, principles of

Radiologic Sciences 347
radiation and professional responsibilities of the radiation therapist; concepts related to disease neoplasia, and associated diseases in the radiation therapy patient. CSU

RTT 72. Principles of Radiation Therapy I (1.5)
Lec-24 total hours
PREREQ.: RTT 71, RTT 61
COREQ.: RTT 73, RTT 62
Overview of equipment used in radiation therapy with a historical perspective. Emphasis on external beam radiotherapy machines; production and recording of radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology are discussed. CSU

RTT 73. Patient Care in Radiation Therapy (1.5)
Lec-24 total hours
PREREQ.: RTT 71, RTT 61
COREQ.: RTT 72, RTT 62
Content is designed to provide the student with foundation concepts and competencies in assessment and evaluation of the radiation therapy patient with an emphasis on cultural competency in health care. Psychological and physical needs and factors affecting treatment outcome will be presented and examined. Routine and emergency care procedures as encountered in the radiation therapy departments will be presented. CSU

RTT 81. Radiation Therapy Physics (3)
Lec-2, lab 3
PREREQ.: RTT 72, RTT 73, RTT 62
COREQ.: RTT 63, RTT 82, RTT 83
Advanced radiation physics as applied to radiation therapy, detailed analysis of the structure of matter, properties of radiation, nuclear transformations, x-ray production and interactions of ionizing radiation. Treatment units used in external radiation therapy, measurement/quality of ionizing radiation produced, absorbed dose measurement, dose distribution, scatter analysis and QA. CSU

RTT 82. Applied Dosimetry I (2)
Lec-2
PREREQ.: RTT 72, RTT 73, RTT 62
COREQ.: RTT 81, RTT 63
Study of factors that influence and govern clinical planning of radiation therapy treatments with an emphasis on hand dosimetric calculations of prescribed dose. Interrelationships of various factors used in treatment calculations will be explored and examined. CSU

RTT 83. Radiation Oncology (3)
Lec-3
PREREQ.: RTT 72, RTT 73, RTT 62
COREQ.: RTT 81, RTT 82, RTT 63
Management of neoplastic disease using knowledge in arts and sciences, while promoting critical thinking and the basis of ethical clinical decision making. Epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease as related to histology, anatomical site and patterns of spread. CSU

RTT 84. Applied Dosimetry II (2)
Lec-2
PREREQ.: RTT 82, RTT 83, RTT 63
COREQ.: RTT 85, RTT 86, RTT 64
Advanced study of factors that influence and govern clinical planning of radiation therapy treatments with an emphasis on isodose characteristics, patient contouring, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized along with IMRT. Stereotactic Radiotherapy and emerging technologies.CSU

RTT 85. Radiation Biology (2)
Lec-2
PREREQ.: RTT 81, RTT 82, RTT 83, RTT 63
COREQ.: RTT 84, RTT 86, RTT 64
Basic concepts and principles of radiation biology. Interactions of radiation with cells, tissues, systems, total body and resultant biophysical events. Discussion of theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy. CSU

RTT 86. Principles of Radiation Therapy II (3)
Lec-2, lab-3
PREREQ.: RTT 81, RTT 82, RTT 83, RTT 63
COREQ.: RTT 84, RTT 85, RTT 64
Focus on complex technical skills required in radiation therapy clinical practice with emphasis on tumor volume localization and treatment simulation. Radiation therapy operational issues, human resource concepts impacting the radiation therapist, in addition to billing and reimbursement issues pertinent to the radiation therapy department. CSU

RTT 87. Principles of Radiation Therapy III (1.5)
Lec-24 total hrs
PREREQ.: RTT 84, RTT 85, RTT 86, RTT 64
COREQ.: RTT 65
Consolidation of Radiation Therapy topics designed to prepare students for the certification examination administered by the American Registry of Radiologic Technologists. CSU

Russian
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Announcement of Curricula

Russian Certificate

The Certificate of Accomplishment in Russian provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Russian. Each course must be completed with a final grade of C or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in Russian

Core Courses

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>RUSS 1 Elementary Russian</td>
</tr>
<tr>
<td>3-3</td>
<td>RUSS 1A, 1B Elementary Russian</td>
</tr>
<tr>
<td>5</td>
<td>RUSS 2 Continuation of Elementary Russian</td>
</tr>
<tr>
<td>3-3</td>
<td>RUSS 2A, 2B Cont of Elementary Russian</td>
</tr>
<tr>
<td>5</td>
<td>RUSS 3 Intermediate Russian</td>
</tr>
<tr>
<td>3-3</td>
<td>RUSS 3A, 3B Intermediate Russian</td>
</tr>
<tr>
<td>5</td>
<td>RUSS 21 Elem Russian for Bilingual Students</td>
</tr>
<tr>
<td>3-3</td>
<td>RUSS 21A, 21B Elem Russ for Biling Students</td>
</tr>
<tr>
<td>5</td>
<td>RUSS 22 Cont of Elem Russ/Bilingual Students</td>
</tr>
<tr>
<td>3-3</td>
<td>RUSS 22A, 22B Intermediate Russian</td>
</tr>
</tbody>
</table>
Announcement of Courses

Students of beginning Russian are directed to consider RUSS 1, 1A, and 10A.

CREDIT, DEGREE APPLICABLE COURSES:

RUSS 1. Elementary Russian (5)
Lec-5, lab-2 P/NP available
Advis: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Not open to students who are enrolled in or who have completed RUSS 21
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding Russian. CSU/UC

RUSS 1A-1B. Elementary Russian (3-3)
Lec-3, lab-2 P/NP available
Advis: RUSS 1A; ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Not open to students who are enrolled in or who have completed RUSS 21A-21B
Grammar, composition and reading. Practice in speaking and understanding Russian. CSU/UC
RUSS 1A+1B = RUSS 1

RUSS 2. Continuation of Elementary Russian (5)
Lec-5, lab-2 P/NP available
Prereq.: RUSS 1 or 1B or demonstration of RUSS 1/1B exit skills
Not open to students who are enrolled in or who have completed RUSS 2
Second semester course: Continuation of elementary grammar; composition and reading; continued practice in conversation. CSU/UC

RUSS 2A-2B. Continuation of Elementary Russian (3-3)
Lec-3, lab-2 P/NP available
Prereq.: For RUSS 2A: RUSS 1 or 1B or demonstration of RUSS 1/1B exit skills
Prereq.: For RUSS 2B: RUSS 2A or demonstration of RUSS 2A exit skills
Not open to students who are enrolled in or who have completed RUSS 22A-22B
Continuation of elementary grammar, composition and reading; continued practice in conversation. CSU/UC

RUSS 3. Intermediate Russian (5)
Lec-5, lab-2 P/NP available
Prereq.: RUSS 2 or 2B or 22 or 22B or demonstration of RUSS 2/2B or 22/22B exit skills
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. CSU/UC

RUSS 3A-3B. Intermediate Russian (3-3)
Lec-3, lab-2 P/NP available
Prereq.: For RUSS 3A: RUSS 2, 2B, 22, or 22B or demonstration of RUSS 2/2B/22/22B exit skills
Prereq.: For RUSS 3B: RUSS 3A or demonstration of RUSS 3A exit skills
Review of grammar and composition; reading of cultural materials; continuing practice in the use and comprehension of spoken Russian. CSU/UC
RUSS 3A+3B = RUSS 3

Fourth Semester Russian
Available through the cross-registration policy of the San Francisco Consortium. See the Department Chair of the Foreign Language Department.

RUSS 10A. Beginning Practical Spoken Russian (3)
Lec-3, lab-2 P/NP available
Not open to native speakers of Russian
Beginner’s course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom rather than on formal grammar. CSU

RUSS 10B. Continuation of Beginning Practical Spoken Russian (3)
Lec-3, lab-2 P/NP available
Prereq.: RUSS 10A or demonstration of RUSS 10A exit skills
Open to native speakers of Russian only with the consent of the instructor
Second semester course. Extensive oral training in Russian. Emphasis on practical vocabulary and idiom. CSU

RUSS 10C. Intermediate Conversational Russian (3)
Lec-3, lab-2 P/NP available
Prereq.: RUSS 10B or demonstration of RUSS 10B exit skills
Open to native speakers of Russian only with the consent of the instructor
Third semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 10D. Continuation of Intermediate Conversational Russian (3)
Lec-3, lab-2 P/NP available
Prereq.: RUSS 10C or demonstration of RUSS 10C exit skills
Open to native speakers of Russian only with the consent of the instructor
Fourth semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 15A-15B. Advanced Russian Conversation (3-3)
Lec-3, lab-2 P/NP available
Prereq.: RUSS 10C or demonstration of RUSS 10C exit skills
Open to native speakers of Russian only with the consent of the instructor
Third semester course. Continuation of extensive oral training in Russian. Designed for students who wish to continue acquiring advanced skills of spoken Russian with a minimum of formal grammar. CSU

RUSS 20. Independent Studies in Russian (1-3)
Ind st-5,10,15
Prereq.: RUSS 2 or 10C or 10D or demonstration of RUSS 2 or 10C or 10D exit skills
Repeat: max. 3 units
An individualized study program for improving and increasing
reading and writing skills in the Russian language. CSU (UC upon review)

RUSS 21. Elementary Russian for Bilingual Students (5)
Lec-5 P/NP available
PREREQ.: ORAL FLUENCY IN RUSSIAN
Not open to students who are enrolled in or who have completed RUSS 1
Designed for students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Beginner’s course for bilingual students; elementary grammar, compositions and reading; special emphasis on the written aspect of the language. CSU/UC

RUSS 21A-21B. Elementary Russian for Bilingual Students (3-3)
Lec-3 P/NP available
PREREQ.: FOR RUSS 21A: ORAL FLUENCY IN RUSSIAN
PREREQ.: FOR RUSS 21B: ORAL FLUENCY IN RUSSIAN OR RUSS 21A
Not open to students who are enrolled in or who have completed RUSS 1A+1B.
Design for students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Beginner’s courses for bilingual students; elementary grammar, composition, and reading; special emphasis on the written aspect of the language. CSU/UC
RUSS 21A+21B = RUSS 21

RUSS 22. Continuation of Elementary Russian for Bilingual Students (5)
Lec-5 P/NP available
PREREQ.: ORAL FLUENCY IN RUSSIAN OR RUSS 21 or 21B
Not open to students who are enrolled in or who have completed RUSS 2.
Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Second semester course for bilingual students; continuation of elementary grammar; composition and reading; special emphasis on the written aspect of the language. CSU/UC

RUSS 22A-22B. Continuation of Elementary Russian for Bilingual Students (3-3)
Lec-3 P/NP available
PREREQ.: FOR RUSS 22A: ORAL FLUENCY IN RUSSIAN OR RUSS 21 or 21B
PREREQ.: FOR RUSS 22B: ORAL FLUENCY IN RUSSIAN OR RUSS 22A
Designed for bilingual students who are effective in oral communication in Russian within their communities, but who have little and/or no formal training in the written forms of the language.
Second level courses for bilingual students; continuation of elementary grammar, composition, and reading; special emphasis on the written aspect of the language. CSU/UC
RUSS 22A+22B = RUSS 22

RUSS 39A-39B. Russian Literature in Translation (3-3)
Lec-3 P/NP available
Advise: ENGL 96 or placement in ENGL 1A
RUSS 39A not prerequisite to RUSS 39B
No knowledge of Russian required
Reading and discussion of Russian literature in English translation. CSU/UC

RUSS 39A. Russian literature and selected authors of the twelfth to nineteenth centuries, with main emphasis on the nineteenth century.

RUSS 39B. Russian literature and selected authors of the twentieth century.

RUSS 41. Russian Culture and Civilization (3)
Lec-3 P/NP available
Advise: Eligible for ENGL 1A
No knowledge of Russian required.
A consideration of the major achievements of Russian culture as reflected in language, history, literature, the arts, philosophy, religion and daily life. CSU/UC

Sociology
Office: Batmale 354
Phone Number: (415) 239-3433
Web Site: www.ccsf.edu/behavior

Announcement of Curricula

Introduction to Human Services Certificate

The curriculum for the Introduction to Human Services Certificate is designed to enhance the social case work, counseling, career planning, and employment placement skills of human services workers. The program offers human services workers an opportunity to obtain theoretical and practical knowledge which will assist them in their work. The Learning Assistance courses are focused in the areas of career selection and success. The psychology and sociology courses provide a theoretical framework for social work and also provide practical information about counseling clients with diverse backgrounds, abilities and levels of motivation.

Requirements for the Certification of Accomplishment. The certificate requires completion of 17 units. Each course must be completed with a final grade of C, or higher, or Pass. No more than 6 units may be transfer units from another academic institution.

Credit Toward Graduation. Credit earned to obtain the Certificate of Accomplishment satisfies the Area D, Area H and Area A requirements for an A.A. degree at CCSF. All course work is transferable to the California State University system with SOC 1 and 2 meeting the D0 requirement, PSYC 1, 10, 22, 23 and 26 meeting the D9 requirement and LERN 60 meeting the E requirement. SOC 1 and PSYC 1 apply to the Area 4 IGTEC requirement. PSYC 1, 10, SOC 1 and 2 all transfer to the UC System, and PSYC 1 and SOC 1 are required for junior year enrollment in the B.A. social work program at San Francisco State University.

The Certificate requires completion of 17 units. Students may choose any combination of the following courses for a total of 17 units; however, LERN 62 and 60 are strongly recommended for human services workers who are responsible for providing welfare to work assistance to welfare recipients, and PSYC 10 and SOC 2 are strongly recommended for human services workers who are involved with the mental health system.
Courses Required for the Certificate of Accomplishment in Introduction to Human Services

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LERN 60 Career Success and Life Planning</td>
<td>3</td>
</tr>
<tr>
<td>LERN 62 Successful Job Search Techniques</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 1 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 10 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 14 Psychology of Shyness &amp; Self Esteem</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 15 Assertive Behavior</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 22 or 23 Psyc of Race and Ethnic Relat</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 26 Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2 Social Deviance and Social Issues</td>
<td>3</td>
</tr>
<tr>
<td>SOC 50 Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SOC 51 Human Services Case Management</td>
<td>3</td>
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<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

SOC 1. Introduction to Sociology (3)
Lec-3
P/NP available
Designed for general education or those students majoring in one of the behavioral sciences. Introduction to human interaction from the sociological perspective and through the utilization of sociological concepts, theories and principles. Topics include culture, socialization, organizations, deviance, stratification, institutions, population, and social change. CSU/UC

SOC 2. Social Deviance and Social Issues (3)
Lec-3
P/NP available
Description and analysis of deviance in the United States. Crime, drug abuse, prostitution, child abuse, rape, mental disorder and other forms of deviance are discussed in terms of sociopsychological processes and effects, changing society and the politics of deviance. CSU/UC

SOC 25. Sex and Gender in American Society (3)
Lec-3
P/NP available
How social institutions such as education, family, work, law, etc. affect women and men differently; how gender roles influence self-concept as well as educational opportunities. Examines the contemporary status of all American women, including African American, Latina, and Asian American, in terms of differences and similarities. The strategies, policies, and laws necessary to eliminate sexism from society and to create alternatives for women and men. CSU/UC

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

SOC 30. Social Psychology (3)
Lec-3
P/NP available
The dynamics of human behavior from the perspective of social psychology, emphasizing the social-psychological orientations of contemporary sociology. Investigation of interaction processes in the person-environment relationship. Topics such as communication, socialization, role taking, self-identity, personal organization, and social structure. CSU/UC

SOC 35. Sex, Marriage, and Family Relationships (3)
Lec-3
P/NP available
A cross-cultural and cross-social study of family relationships, their development and diversity. Focus on family structure and on the functions of family relations, both contemporary and historical, in such areas as sex, reproduction, child-rearing, economics and social support; family problems and marital dissolution. CSU/UC

Lec-1,2,3, field trips
Repeat: if no subject repeat
Exploration of topics of current interest and innovations in sociology. CSU (UC upon review)

SOC 50. Introduction to Human Services (3)
Lec-3
P/NP available
Theory and practice of the human service professions. Provides basic knowledge of the history and social science foundations of the field along with current practices, the roles and activities of the human service professional and legal and ethical issues pertinent to practice. CSU

SOC 51. Human Services Case Management (3)
Lec-3
P/NP available
Basic training and skills in the theory and practice of case management as a major modality of delivery of human services. Intake interview and psychosocial assessment techniques. Organization and design of a case plan and its implementation. Legal, ethical and professional development issues related to the role of a case manager. CSU

Announcement of Curricula

Spanish
Office: Art 202
Phone Number: (415) 239-3223
Web Site: www.ccsf.edu/forlang

Spanish Major

Program Information. The Spanish program provides instruction in developing a student’s ability to communicate in Spanish, both written and oral, through the intermediate level and to gain a knowledge of Hispanic cultures throughout the world. The program is designed to meet transfer goals as well as personal development and career growth. Students must complete the curriculum with final grades of C or higher in their major preparation.

Degree Curriculum. The Degree Curriculum in Spanish is a two-year course of study designed to build a strong language foundation as well as expose students to Hispanic cultural content and some literature. Students who complete the curriculum are better prepared to transfer to the CSU and UC systems as well as other universities with the intent of majoring or minoring in Spanish.
Spanish Certificate

The Certificate of Accomplishment in Spanish provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 units in Spanish. Each course must be completed with a final grade of C or higher or Pass. At least 9 units must be selected from the core list. The remaining 6 units may be selected from the elective units.

Courses Required for the Certificate of Accomplishment in Spanish

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1 Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 1A, 1B Elementary Spanish</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 2 Continuation of Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 2A, 2B Cont of Elementary Spanish</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 3 Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 3A, 3B Intermediate Spanish</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 4 Introduction to Literature in Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 5, 5S Adv Spanish; Conversation on Hispanic Culture and Civilization</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 31, 32 Int Spanish for Biling Students</td>
<td>5-5</td>
</tr>
<tr>
<td>SPAN 31A, 31B Int Span for Biling Students</td>
<td>3-3</td>
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</table>

Elective Courses

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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>SPAN 10A Beg Conversational Spanish</td>
<td>3</td>
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<tr>
<td>SPAN 10B Cont of Beg Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10C Intermediate Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 10D Cont of Inter Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 39A-39B Contemporary Spanish American Lit in Translation</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 39C-39D Spanish Lit in Translation</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 41 Culture and Civilization of Spain</td>
<td>3</td>
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</tbody>
</table>

Total Units ......................................................... 15

Announcement of Courses

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

A placement test in Spanish is available for guidance in selecting the appropriate course. For information, call 239-3223.

CREDIT, DEGREE APPLICABLE COURSES:

SPAN 1. Elementary Spanish (5)
Lec-5, lab-2
Advis: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course.
Beginner’s course. Grammar, composition and reading. Practice in speaking and understanding Spanish. CSU/UC

SPAN 1A-1B Elementary Spanish (3-3)
Lec-3, lab-2
Prereq: For SPAN 1B: SPAN 1A or demonstration of SPAN 1A exit skills
Advis: SPAN 1A: ENGL 93 or 94; or ESL 160 or 82 or placement in ENGL 96 or ESL 170 or any City College or university foreign language course
Advis: SPAN 1B: ENGL 93 or 94 or higher or any City College or university foreign language course
Grammar, composition and reading. Practice in speaking and understanding Spanish. CSU/UC

SPAN 2. Continuation of Elementary Spanish (5)
Lec-5, lab-2
Prereq: SPAN 1 or 1B or demonstration of SPAN 1/1B exit skills
Second semester course: Completion of elementary grammar. Composition and reading. Continued practice in conversation. CSU/UC

SPAN 2A-2B. Continuation of Elementary Spanish (3-3)
Lec-3, lab-2
Prereq: For SPAN 2A: SPAN 1 or 1B or demonstration of SPAN 1/1B exit skills
Prereq: For SPAN 2B: SPAN 2A or demonstration of SPAN 2A exit skills
Completion of elementary grammar. Composition and reading. Continued practice in conversation. CSU/UC

SPAN 3. Intermediate Spanish (5)
Lec-5, lab-2
Prereq: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills
Intensive review of grammar. Culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. CSU/UC

SPAN 3A-3B. Intermediate Spanish (3-3)
Lec-3, lab-2
Prereq: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills
SPAN 3A not prerequisite to SPAN 3B
Intensive review of grammar. Culture and composition. Designed for students who need reinforcement and expansion of the structures of the Spanish language. Conducted in Spanish. CSU/UC

SPAN 4. Introduction to Literature in Spanish (3)
Lec-3, lab-1
Prereq: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills
SPAN 3 not prerequisite to SPAN 4.
Readings of literary and cultural selections; composition; review of selected grammar. Conducted in Spanish. CSU/UC

SPAN 5-5S. Advanced Spanish: Conversation on Hispanic Culture and Civilization (3-3)
Lec-3, lab-1
Prereq: SPAN 2 or 2B or demonstration of SPAN 2/2B exit skills
SPAN 5 not prerequisite to SPAN 5S.
Readings in and discussions of Hispanic Civilization: Spain and
Latin America. Exclusively oral training to acquire greater command of the spoken language through building vocabulary, improving pronunciation and expressing ideas in a more natural manner. Conducted in Spanish. CSU/UC

SPAN 5. Paleolithic Period to the Golden Age
SPAN 5S. Golden Age to Present

SPAN 10A. Beginning Conversational Spanish (3)
Lec-3, lab-2 P/NP available
Advise: Concurrent enrollment in SPAN 1, 1A or 1B
Not open to native speakers of Spanish.
Beginner’s course. Intensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 10B. Continuation of Beginning Conversational Spanish (3)
Lec-3, lab-2 P/NP available
PREREQ.: SPAN 10A OR DEMONSTRATION OF SPAN 10A EXIT SKILLS
Advise: Concurrent enrollment in SPAN 2, 2A, or 2B
Not open to native speakers of Spanish.
Second semester course: Extensive oral practice of basic structures and vocabulary most often used in conversation. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 10C. Intermediate Conversational Spanish (3)
Lec-3, lab-2 P/NP available
PREREQ.: SPAN 10B OR DEMONSTRATION OF SPAN 10B EXIT SKILLS
Advise: Concurrent enrollment in SPAN 3 or 4
Not open to native speakers of Spanish
Third semester course: Extensive oral practice of basic structures and vocabulary most often used in conversations. Designed for students who want to acquire more advanced skills of spoken Spanish. CSU

SPAN 10D. Continuation of Intermediate Conversational Spanish (3)
Lec-3, lab-2 P/NP available
PREREQ.: SPAN 10C OR DEMONSTRATION OF SPAN 10C EXIT SKILLS
Advise: Concurrent enrollment in SPAN 3A, 3B, 4, or 5
Not open to native speakers of Spanish
Fourth semester course. Extensive oral practice of basic structures and vocabulary most often used in conversations. Designed for students who wish to acquire basic skills of spoken Spanish. CSU

SPAN 22A-22B. Grammar Review and Composition (3)
Lec-2, lab-3 P/NP available
PREREQ.: SPAN 3 OR EQUIVALENT
Advanced review of grammar and composition with attention to style, vocabulary development, and grammatical structure. Course taught in Spanish. CSU/UC

SPAN 31-32. Intermediate Spanish for Bilingual Students (5-5)
Lec-5 P/NP available
SPAN 31 not prerequisite to SPAN 32
Advise: Oral fluency in Spanish
Intensive review of grammar. Composition and translation. Designed for bilingual students who are effective in oral communication in Spanish within their communities, but have little knowledge or formal training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided compositions. CSU/UC

SPAN 31A-31B. Intermediate Spanish for Bilingual Students (3-3)
Lec-3 P/NP available
Advise: Oral fluency in Spanish
Intensive review of grammar. Composition and translation.

SPAN 39A-39B. Contemporary Spanish American Literature in Translation (3-3)
Lec-3 P/NP available
Advise: ENGL 96 or placement in ENGL 1A
SPAN 39A not prerequisite to 39B
No knowledge of Spanish required
Reading and discussion of representative works of English translation. CSU/UC

SPAN 39A. Contemporary Spanish American literature from the late 19th century to 1940.
SPAN 39B. Contemporary Spanish American literature from 1940 to the present.

SPAN 39C-39D. Spanish Literature in Translation (3-3)
Lec-3 P/NP available
Advise: ENGL 96 or placement in ENGL 1A
SPAN 39C not prerequisite to 39D
No knowledge of Spanish required
Reading and discussion of representative works of peninsular Spanish literature in English translation. CSU/UC

SPAN 39C. Spanish literature from its beginnings through the Renaissance and Golden Age.
SPAN 39D. Spanish literature of the 19th and 20th centuries.

SPAN 41. Culture and Civilization of Spain (3)
Lec-3 P/NP available
Advise: ENGL 96 or placement in ENGL 1A
No knowledge of Spanish required
Aspects and achievements of the culture and civilization of Spain as reflected in its geography, history, language, literature, governmental and social institutions, art, architecture, music, religion, and daily life. CSU/UC

Speech Communication
Office: Batmale 556
Phone Number: (415) 239-3406
Web Site: www.ccsf.edu/english

Announcement of Curricula

Courses Required for the Certificate of Accomplishment in Speech Communication

Course Units
SPCH 12 Fundamentals of Oral Communication ....... 3
SPCH 4 Group Communication or SPCH 20 Interpersonal Communication ....... 3
SPCH 1A Elem of Public Speaking or SPCH 11 Basic Public Speaking ................. 3
SPCH 3 Argument and Debate or SPCH 37 Intracollegiate Spch Comp
or SPCH 38 Intercollegiate Spch Comp ............. 3
Total Units ................................................ 12
Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSES:

SPCH G. Oral Communication for Teams (1)
Lec-1  P/NP available
An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the context of small group discussion.

SPCH H. Oral Presentation Skills (1)
Lec-1  P/NP available
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of public speaking.

SPCH I. One-on-One Oral Communication (1)
Lec-1  P/NP available
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication.

CREDIT, DEGREE APPLICABLE COURSES:

SPCH 1A. Elements of Public Speaking (3)
Lec-3  P/NP available
Prereq.: ENGL 96
Mastery of the research, organization and delivery of extemporaneous speeches. Focus on rhetorical theory, critical audience analysis, speech outlining, evidence testing, and use of visual aids. CSU/UC

SPCH 2. Introduction to Rhetorical Criticism (3)
Lec-3  Prereq.: ENGL 1A
Studies of the rhetorical tradition and significant rhetorical artifacts. Analysis of public discourse through the application of rhetorical methodologies. Rhetorical strategies are evaluated for support, reasoning, language use, message construction, and understanding of the situation. Emphasizes critical thinking principles alongside techniques of effective written and spoken discourse. CSU/UC

SPCH 3. Argumentation and Debate (3)
Lec-3  Prereq.: ENGL 96 or placement in ENGL 1A
Primary emphasis on argumentation as the study of analysis, evidence, reasoning, refutation, and rebuttal, etc. in oral and written communication. Significant component of instruction in oral argumentation. Critical Thinking approaches to commercial, legal, political, and academic argumentation and persuasion. CSU/UC

SPCH 4. Group Communication (3)
Lec-3  Prereq.: ENGL 96 or placement in ENGL 1A
Advisement: SPCH 1A, 3, 4, 11, 12 or ESL 79
Repeat: max. 6 units
Student competition in intracollegiate forensics tournaments in the following areas: persuasive, informative or impromptu speaking, and oral interpretation of literature (prose, poetry, drama, interpreter’s theater). Development of public speaking skills while being a member of a team. CSU

SPCH 5. Intercultural Communication (3)
Lec-3  Prereq.: ENGL 92 or ESL 160 or placement in ENGL 93 or 94; or ESL 170
Familiarize students with the theory and the process of communicating with people across cultural, ethnic and racial divides. Specific focus will be development of the ability to acknowledge and understand the unique voice of people from the African, Asian, Middle Eastern and Latino cultures as well as co-cultures within the United States. Students will study theories from interpersonal and intergroup, intercultural anthology and a multicultural history text. Through lectures, readings, films, group discussions, written and oral assignments, students learn the skills necessary to achieve positive outcomes when communicating with others that are perceived as different. CSU/UC

SPCH 6. Workplace Communication (3)
Lec-3  Prereq.: ENGL 93 or ESL 160
The study and application of workplace communication principles. Focus on mastering the communication skills that can promote professional and career opportunities, workplace relationships, team building and effective business presentation skills. CSU

SPCH 7. Career Communication (3)
Lec-3  Prereq.: ENGL 93 or ESL 160 or placement in ENGL 96 or ESL 170
Effective organization and presentation of ideas in public speaking situations. Major topics include audience analysis and overcoming speaking anxiety. This course is designed for beginning public speakers wishing to learn basic public speaking skills. CSU

SPCH 10. Communication for Professional Success (3)
Lec-3  Prereq.: ENGL 93 or ESL 160 or placement in ENGL 96 or ESL 170
Focus on mastering the communication skills that can promote professional and career opportunities, workplace relationships, team building and effective business presentation skills. CSU

SPCH 11. Basic Public Speaking (3)
Lec-3  Prereq.: ENGL 93 or ESL 160 or placement in ENGL 96 or ESL 170
Mastery of the research, organization and delivery of oral assignments, students learn the skills necessary to achieve positive outcomes when communicating with others that are perceived as different. CSU/UC

SPCH 12. Fundamentals of Oral Communication (3)
Lec-3  Prereq.: ENGL 93 or ESL 160 or placement in ENGL 96 or ESL 170
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication, small group discussion, and public speaking. CSU

SPCH 20. Interpersonal Communication (3)
Lec-3  Prereq.: ENGL 93 or ESL 160 or placement in ENGL 96 or ESL 170
Focus on the impact that communication has on the interaction between individuals in settings including family, friendship, intimate and work situations. Students are expected to demonstrate and apply these skills through individual and group presentations and activities. CSU/UC

SPCH 37. Intracollegiate Speech Competition (3)
Lec-3, lab-3  Prereq.: SPCH 1A, 3, 4, 11, 12 or ESL 79
Repeat: max. 6 units
Student competition in intracollegiate forensics tournaments in the following areas: persuasive, informative or impromptu speaking, and oral interpretation of literature (prose, poetry, drama, interpreter’s theater). Development of public speaking skills while being a member of a team. CSU

SPCH 38. Intercollegiate Speech Competition (3)
Lec-3, lab-3  Prereq.: SPCH 1A, 3, 4, 11, 12 or ESL 79
Repeat: max. 6 units
Student competition in intercollegiate forensics tournaments in one or more of the following areas: parliamentary debate, cross-examination debate; oral interpretation; informative, persuasive, speech to entertain; communication analysis, impromptu, and extemporaneous speaking; interpretive theater. Development of public speaking skills while being a member of a team. CSU
Announcement of Courses

CREDIT, NON-DEGREE APPLICABLE COURSES:

LERN 71. Issues for Women Over 40 (1)
Lec-1 P/NP only
Critical analysis and practical application, and implementation strategies for psychological health issues related to success in college for women over 40.

LERN 72. Boundaries, Abuse and Love (1)
Lec-1 P/NP only
Critical analysis, practical application, self-assessment and implementation strategies for psychological health related to boundaries, abuse and love as related to success in college.

LERN 73. Weight Loss & Life Path Dreams (1)
Lec-1 P/NP only
Critical analysis, practical application, self-assessment and implementation strategies for psychological health issues related to weight loss, refining life goals and success in college.

LERN 75. Quit Smoking Now (.5)
Lec-.5 P/NP only
Critical analysis and practical application of health and psychology related to health effects of smoking and quitting smoking.

LERN 76. Anger, Anxiety & Panic Attacks (.5)
Lec-.5 P/NP only
An analysis of experiential and holistic strategies for psychological health related to managing anger, anxiety and panic attacks.

LERN 77. Stress Reducing Strategies (.5)
Lec-.5 P/NP only
Critical analysis of stress and its impact on learning. Analyze barriers to behavior change. Practical application of Mindfulness-Based Stress Reduction related to success in college.

LERN 78. Anxiety's Impact on Health (.5)
Lec-.5 P/NP only
Critical analysis and practical application to help individuals understand origins, manifestations, and management of anxiety as related to mental and emotional health.

LERN 79. Fighting Depression (.5)
Lec-.5 P/NP only
Critical analysis and tangible application on depression to help individuals understand the origins, effects, and management of depression as it affects others and themselves.

Announcement of Courses

CREDIT, DEGREE APPLICABLE COURSES:

TH A 1. Introduction to Theatre (3)
Lec-3, field trips
Repeat: max. 9 units
Designed to compare, contrast and examine the aspects of live theatre including dramatic structure, theater production, history and performance. CSU/UC

TH A 3A. Introduction to Make-up and Costume Design (3)
Lec-2, lab-4 P/NP available
Introductory instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

TH A 3B. Intermediate Make-up and Costume Design (3)
Lec-2, lab-4 P/NP available
Intermediate instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

TH A 3C. Advanced Make-up and Costume Design (3)
Lec-2, lab-4 P/NP available
Advanced instruction and practical experience in the study of facial and body anatomy, facial design, make-up materials, construction and decorative materials for costumes, theory of color, study of play scripts, laboratory/shop practice and participation in theatre productions. CSU/UC

TH A 6. Introduction to Stage Design (3)
Lec-3 P/NP available
Introduction to the basic techniques used in stage design with emphasis on script analysis, research, freehand sketching, drafting techniques, ground plans and model making. CSU/UC

TH A 17. Multicultural Theater (3)
Lec-3 P/NP available
Evaluation and demonstration of the importance of the origins of the Asian, African and Latin theatre in the development of the Asian American, African American, and Latin American cultures that form part of the American society of today. CSU/UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH A 22</td>
<td>Acting Shakespeare: Text Analysis and Performance (3)</td>
<td>Lec-3</td>
<td>Use of scansion and verse techniques to perform Shakespearean material. Historical, textual, and analytic skills used in an ensemble setting to re-create characters specifically from the dramatic works of William Shakespeare. CSU</td>
</tr>
<tr>
<td>TH A 50</td>
<td>Play Rehearsal and Presentation (1-2-3)</td>
<td>Lab-3</td>
<td>The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department production. Students must audition for, be cast in, rehearse and perform in the plays in order to receive credit. CSU/UC</td>
</tr>
<tr>
<td>TH A 51</td>
<td>Large Scale Musical Performance Preparation (0 unit)</td>
<td>Lab-1</td>
<td>Limited to students who are cast in musical production. The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department cabaret production. Students must audition for, be cast in, receive direction in, rehearse and perform in the cabaret. CSU/UC</td>
</tr>
<tr>
<td>TH A 52</td>
<td>Cabaret Performance Preparation (0 unit)</td>
<td>Lab-1</td>
<td>Limited to students who are cast in cabaret production. The preparation and interpretive training process that goes into rehearsal and performance presentation in a Theatre Arts Department cabaret production. Students must audition for, be cast in, receive direction, rehearse and perform in the cabaret.</td>
</tr>
<tr>
<td>TH A 55</td>
<td>Technical Theatre Production (1-2-3)</td>
<td>Lab-3</td>
<td>Practical experience in stage scenery construction and use in performance, lighting installation and operation, sound equipment set-up and operation, scenic painting techniques, and stage management through participation in Departmental productions. CSU/UC</td>
</tr>
<tr>
<td>TH A 60</td>
<td>Stagecraft (3)</td>
<td>Lec-2</td>
<td>Introduction and practical experience in stage scenery construction, stage properties selection, lighting execution, sound design, scenic painting techniques, and stage management through class lab work and participation in departmental theatrical productions. CSU/UC</td>
</tr>
<tr>
<td>TH A 70</td>
<td>Introduction to Lighting Design (3)</td>
<td>Lec-3</td>
<td>Introduction to the basic techniques used in lighting design for live performance with emphasis on the art of lighting design, script analysis, lighting equipment needs and uses, drafting techniques, color theory. The class includes practical application of these concepts in a performance setting as well as a crew assignment. CSU</td>
</tr>
<tr>
<td>TH A 101</td>
<td>Beginning Acting (3)</td>
<td>Lec-3</td>
<td>Examination, practice and execution of the fundamentals of acting. Staging techniques, improvisation, theatre games, stage movement, and introduction to acting terminology. Classroom presentation of scenes and monologues. CSU/UC</td>
</tr>
<tr>
<td>TH A 102</td>
<td>Character Development and Scene Study (3)</td>
<td>Lec-3</td>
<td>Analyze, develop and create believable characters, and portray them in class. Concentration in studying scene evolution from selected plays. CSU/UC</td>
</tr>
<tr>
<td>TH A 103</td>
<td>Performance Projects (3)</td>
<td>Lec-3</td>
<td>Development of class projects and workshops that will be performed in a studio setting. Investigation of the development of performance skills as they relate to the audience and to specific studio space. CSU/UC</td>
</tr>
<tr>
<td>TH A 104</td>
<td>Survey of Classical Drama (3)</td>
<td>Lec-3</td>
<td>Readings and analysis of the plays that form the historical foundation of modern European and American drama. Lectures, reading and discussion of plays from ancient Greece, through Shakespeare to the 19th century. CSU/UC</td>
</tr>
<tr>
<td>TH A 105</td>
<td>Survey of Modern Drama (3)</td>
<td>Lec-3</td>
<td>Readings and analysis of plays that illustrate the major types of drama written for the modern stage. Lectures, reading and discussion of play scripts dating from the advent of 19th Century realism, through the writing of contemporary authors. CSU/UC</td>
</tr>
<tr>
<td>TH A 106</td>
<td>Playwright's Performance Workshop (3)</td>
<td>Lec-3</td>
<td>This course is specifically designed to teach the elements of playwriting using all the components of live theatre: directors, writers, and actors. Playwrights work with actors and directors to create, write and revise scenes and scripts based on workshop performances. CSU</td>
</tr>
<tr>
<td>TH A 107</td>
<td>Directing for the Theatre (3)</td>
<td>Lec-3</td>
<td>Examination of the function of a stage director and the techniques of stage direction with opportunities for practical experience. CSU/UC</td>
</tr>
<tr>
<td>TH A 116</td>
<td>Acting for the Camera (3)</td>
<td>Lec-3</td>
<td>Development of performing skills for video, film and electronic media applications with emphasis on dramatic characterizaion in a production context. CSU/UC</td>
</tr>
<tr>
<td>TH A 121</td>
<td>Improvisation for Actors (3)</td>
<td>Lec-3</td>
<td>An acting class focusing on the creation of original material by the performers for presentation through the techniques of improvisation and scenario. Actor generated narrative and playscripts developed by the actor in an ensemble environment. CSU</td>
</tr>
</tbody>
</table>
**TH A 123. Vocal Production and Audition (3)**
Lec-3
Repeat: max. 12 units
Introduction to the anatomy and physiology of the vocal mechanism. Development of voice and articulation with an emphasis on Standard American English for the stage to develop the actor’s process in preparation for audition, selection of materials, and presentation of self in various audition settings. CSU

**TH A 124. Physical Comedy, Masks and Clowning (3)**
Lec-3, field trips
Prereq.: TH A 101
Repeat: max. 9 units
Development of the acting skills focusing on clowning; the creation and use of masks, with special attention to the physical characteristics of comic acting and an introduction to circus skills. Topics include the origins and uses of masks, tragic and comic masks, the fool and origin of the clown, and the performer’s historical uses of these acting tools. CSU

**TH A 129. Storytelling (3)**
Lec-3, field trips
Repeat: max. 9 units
Development of the acting skill of storytelling through performance exercises, improvisations, and uses of the literature of folklore, myth, and monologue focusing on narrative, creation of character, and the telling of stories. CSU

**TH A 143. Character Voices: Voice-Over (3)**
Lec-3
Advise: TH A 101
Repeat: max. 12 units
An acting skill class focusing on the vocal aspects of commercial acting. Development of the actor’s voice to be used in the recorded media for commercial and industrial purposes, selection of materials and practical application for the creation of characters. CSU

**TH A 145. Performance Art New Media Workshop (3)**
Lec-3, lab-3
Advise: MMSP 125
Repeat: max. 12 units
Development of performance art pieces focusing on the integration of state-of-the-art digital art, computer software and hardware used for theatrical and electronic music productions with performers and scripted presentation. CSU

**TH A 200. Theatre Production (3)**
Lec-3, lab-3
P/NP available
Repeat: max. 9 units
Instruction and practical experience in stage scenery construction, stage properties selection, lighting execution, sound design and stage management through participation in theatre productions. CSU/UC

**Related Courses:**

**MUS 44. Music Theatre Workshop (3)**
Lec-6, field trips
P/NP available
Repeat: max. 9 units
An opportunity for students interested in musical theatre to study, rehearse, and participate in performances of musical works for the stage. Equal emphasis given to the musical and dramatic elements involved in such productions. For staged, public performances, roles may be assigned subject to audition. CSU/UC

**BCST 115. Announcing and Performance (3)**
Lec-3
Advise: BCST 120
Introduction to interpretation of copy, pronunciation, and announcer’s duties for radio, television, cable, and webcast. Practical experience announcing commercials, news, public service, and other kinds of programs. Performance skills are developed through regular use of audio and video facilities and equipment. CSU

**BCST 140. Video Production (3)**
Lec-2, lab-4
Theory and operation of video production equipment and facilities. Video production planning and organization, concept development, program design, project documentation, and production management. Production of studio-based video programming for Cable Television Channel 27 and the district’s Media Services video production unit. CSU

**IDST 38. Shakespeare: “for all time” (3)**
Lec-3
P/NP available
Prereq: Eligible for ENGL 1A
An interdisciplinary introduction to Shakespeare’s plays as theater pieces, literature, and historical chronicles. Three instructors from the Theater Arts, English, and History departments examine Shakespeare’s artistry from their respective points of view, using some of his most popular plays. CSU/UC

**SPCH 38. Intercollegiate Speech Competition (3)**
Lec-3, lab-3
P/NP available
Advise: SPCH 1A, 3, 4, 11, 12 or ESL 79
Repeat: max. 6 units
Student competition in intercollegiate forensics tournaments in one or more of the following areas: parliamentary debate, cross-examination debate; oral interpretation; informative, persuasive, speech to entertain; communication analysis, impromptu, and extemporaneous speaking; interpretive theater. Development of public speaking skills while being a member of a team. CSU

Physical Education courses in fencing, modern and folk dance, and ballet. See listings for course description.

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**Trade Skills**
Office: Evans 1400
Phone Number: (415) 550-4409
Web Site: www.ccsf.edu/autotech

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**Announcement of Curricula**

**Noncredit Programs**

All courses offered by the Trade Skills Department are without college credit.

Apprenticeship courses may be found under “Apprenticeship” in this section of the Catalog.

Subject areas in Trade Skills may require a special materials fee. Check with the Department office at 550-4409.
Business Machine Technology Certificate

Computerized Machine Technology

Program Goal. Prepares students for employment in the maintenance and servicing of business equipment including photocopiers and computer-oriented electronics.

Admission Requirements. 10th grade level reading, writing and math skills. For more information call 239-3505.

Length of Program. Two semesters

Core Course Hours/Weeks
TIBM 9543 Computerized Mach Tech ............ 25/35

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

Industrial Machinery Noncredit Certificate

Industrial Maintenance Mechanic

Program Goal. Preparation for entry-level employment in the mechanical trades. Curriculum includes industrial mechanics, blueprint reading, electricity, sheet metal, basic machining, welding, tool identification, precision measuring instruments, hydraulics, pneumatics, shop safety, and shop math. For more information call (415) 239-3505.

Admission Requirements. None

Core Course Hours
TIIM 9641 Ind Maint Mech 4 x 270 hr
Total Hours 1,080

Elective Courses. To be discussed with counselor.

Requirements for Completion. Completion of required hours with a grade of C or higher.

Announcement of Courses

NONCREDIT COURSES:

Business Machine Technology

TIBM 9543. Computerized Machine Technology/ Electronics (225 hrs)
Advises: TRST 1400 and 4601
DC and AC circuits, semiconductors, digital hardware, machine level programming, and a proficiency in microcomputer software.

TIBM 9550. Introduction to Office Machine Repair
Advises: ESLN 3700
An overview of the principles and fundamental concepts of electronics and mechanics, as related to office machine repair. Includes use of tools, use of scientific calculator basic math for electronics, overview of AC/DC and digital electronics, circuit building and testing, use of voltmeter and oscilloscope, and use of computers.

TIBM 9551. Introduction to Copier Repair
Advises: ESLN 3700
Introduction to the concepts, terminology, components, schematic reading, troubleshooting and repair of modern micro-processor controlled photocopiers. Includes hands-on labs and use of tools.

TIBM 9553. AC/DC Electronics - Introduction (105 hrs)
Advises: TIBM 9550 and ESNL 3700
A lecture/lab course in which the students learn the fundamentals of series and parallel circuits, theory of current and voltage, identification and use of resistors, capacitors and inductors. Hands on experience building circuits and taking current and voltage measurements using meters and oscilloscopes.

TIBM 9554. Solid State Electronics - Introduction
Advises: TIBM 9553
A lecture lab course exploring the operation and design of semiconductor electronics devices. Timing and control circuits with industrial applications will be designed and constructed.

TIBM 9555. Digital Electronics Introduction
Advises: TIBM 9550 and ESNL 3700
Theory and construction of basic digital circuits, including gates, counters, shift registers, encoders and decoders, arithmetic and memory elements in small scale integrated circuits. Number systems, Boolean algebra and digital troubleshooting will also be discussed.

TIBM 9556. Microprocessor Concepts
Advises: ESNL 3700
A lecture lab course using model 6502 microprocessor trainers to demonstrate universal and practical concepts of microprocessor operation and assembly language programming. Both software and hardware elements will be introduced.

TIBM 9557. Microcomputer Repair Introduction
Advises: TIBM 9558 and ESNL 3800
The theory and operation of the IBM PC and compatibles from a technical point of view. Assembly, maintenance, trouble-shooting and simple repairs of PC components and peripherals including keyboard, disk drives, and power supplies. Voltmeter, scope and software diagnostics programs will be used to troubleshoot simple repairs.

TIBM 9558. Introduction to Computers - Technical
Advises: BOSS 5500 and ESNL 3700
Introduction to the operation of the IBM PC computer, including microcomputer architecture, DOS, BASIC, microprocessor differences, utilities diagnostic routines, and applications programs. Students must plan to spend additional time in the computer labs in order to gain proficiency.

TIBM 9559. Build a Clone Computer (105 hrs)
Advises: ESNL 3700
A step by step description and demonstration of all procedures necessary to select, purchase, assemble, configure, test and maintain an IBM PC compatible system built from component parts.

Industrial Machinery

TIIM 9640. Machine Shop Practices
Use of hand tools and measuring devices, shop safety, drawings, blueprints, shop mathematics, precision tools, power saws, bench work and operations, drill press, lathe, milling machine, grinders and other general machine shop tools, devices and equipment.
TIIM 9641. Industrial Maintenance Mechanics
Advise: ESLN 3800; TRST 4601
Preparation for entry-level employment in the mechanical trades. Instruction includes: mechanics, blueprint reading, electricity, sheet metal, basis gas welding, tool identification, precision measuring instruments, hydraulics and pneumatics, shop safety, and shop math.

TIIM 9644. Industrial Maintenance - Introduction
Advise: ESLN 3800; TRST 4601
Introduction to electro-mechanical trades, including topics such as electricity, mechanics, welding, blue print reading, machining and shop safety.

Sanitation

TISA 9670. Cross-Connection Control
Backflow, rules, regulations, and methods of backflow prevention, and components of a cross-connection control system.

Transportation Academy

CREDIT COURSES:

TITA 52. Railroad Technical Careers (3)
Lec-3, field trips
Railroad Technical Careers examines the various technical positions and work groups responsible for the day-to-day operations of a railroad. The course of study will focus on railroad jobs involved with train operations, maintenance of equipment (locomotives and cars), track and structures, and installation of signaling and control systems. CSU

TITA 54. Railroad Safety, Quality, and Environment (3)
Lec-3, field trips
This course examines the importance of safety, quality, and environmental awareness in the railroad industry’s workplace. Emphasis is placed on the concepts, tools, and techniques for continuous improvements of these areas. CSU

TITA 56. Railroad Operations (3)
Lec-3, field trips
This course examines the railroad industry’s major assets, organizational structure, and typical operations. Emphasis is placed on the current characteristics of North American railroads, basic operating processes in the transportation, mechanical and engineering functional areas, and administrative processes in the non-operating areas. CSU

SPCH G. Oral Communication for Teams (1)
Lec-1 P/NP available
An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the context of small group discussion.

SPCH H. Oral Presentation Skills (1)
Lec-1 P/NP available
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of public speaking.

SPCH I. One-on-One Oral Communication (1)
Lec-1 P/NP available
An introduction to the theory, basic principles, and methods of oral communication with emphasis on improving speaking and listening skills in the context of interpersonal communication.

NONCREDIT COURSES:

TITA 9680. Assistant Conductor Training (240 hrs)
To provide participants with the tools and techniques to help them work on-board trains and in yard facilities. Participants will gain a wide spectrum of knowledge on various topics as they relate to the safe and efficient operation of trains and equipment, guest services and other agency’s regulatory policies.

TITA 9681. Foreign Language Skills for Transit Employees (30 hrs)
This course provides transit employees with basic communication and comprehension skills in a foreign language to better serve non-English speaking passengers. Lessons focus on essential language skills that transit operators might need to handle everyday interactions with non-English speaking passengers. Languages selected for instruction include (but are not limited to) Spanish, French, German, and Italian.

ESLV 3837. VESL for New Transit Operators (90 hrs)
ESLV 4837. VESL for New Transit Operators (45 hrs)
Advise: Completion of Beginning-High 4 or equivalent language ability
English language skills to prepare for entry into transit training. Content and communication skills for coach, metro, and streetcar drivers in the transit system, with an emphasis on listening and speaking.

ESLV 3838. VESL for Transit Operators (90 hrs)
ESLV 4838. VESL for Transit Operators (45 hrs)
Advise: Completion of Beginning-High 4 or equivalent language ability
English language skills for working transit operators to improve basic communication skills for coach, metro, and streetcar operators, with an emphasis on customer service for a diverse public.

Announcement of Curricula

General Information
The Transitional Studies Department offers ongoing instruction in Adult Basic Education, the City College of San Francisco Adult High School Diploma Program, General Education Development (GED), Pre-collegiate skills, and Vocational Foundation Skills.

All courses offered by the Transitional Studies Department are without college credit.

Program Goals. Provide students with basic skills for living, employment, entry into job training programs, or further college study. Prepare students to pass the General Education Development (GED) exam. Provide a comprehensive program leading to the City College of San Francisco High School Diploma.

Admission Requirements. All skill levels are accepted. After testing in reading, writing and mathematics, students are enrolled at a level matching their skills and geared toward their educational objectives. Students entering the GED in Spanish program are required to be fluent and literate in Spanish.
The City College of San Francisco High School Diploma Program is open to adult and out-of-school students who meet placement requirements. The program is also open to concurrently enrolled high school students who are in the 11th or 12th grades and who require high school credits to transfer to their home high schools.

Concurrently enrolled high school students may earn high school credits that transfer to their home high school by enrolling in Transitional Studies courses by arrangement with the student’s high school counselor.

Adult or out-of-school students enroll through CCSF Counseling Department for a placement test, orientation and educational planning appointment. To earn the CCSF HS Diploma, students must fulfill the following requirements:

1. Transitional Studies Workshop: TRST 0038. Orientation to Academic Success
2. Attain a Level 3 score in English or Mathematics on the Transitional Studies High School placement test.
3. Residency requirement: At least 15 credits must be earned in the Transitional Studies Department or, with the Department Chair’s permission, in the CCSF credit program.
4. Required coursework: high school level classes in reading, writing, communication, mathematics and critical thinking in specific subjects for a total of 40 high school credits as listed below. TRST 3505. Focus on the Future is required. If students are attending class at a time when TRST 3505 is not offered, students may substitute LERN 50. College Success.
5. Equivalent high school courses taken at other schools, or comparable college credit classes, may satisfy coursework requirements.

Required CCSF HS Diploma Program courses:
TRST 3300. Literature and Comp. (5 High School credits)
TRST 3401. Beg. Algebra (5 High School credits)
TRST 3500. U.S. History 1 or TRST 3501. U.S. Hist. 2 (5 High School credits)
TRST 3502. Civics (5 High School credits)
TRST 3503. Economics (5 High School credits)
TRST 3601. Physical Science 1 (5 High School credits)
TRST 3505. Focus on the Future (5 High School credits)
Elective Credit (5 High School credits)

All coursework must be completed with a grade of C or higher.
6. Successful passage of the GED (General Education Development) examination or the California High School Exit Exam (CAHSEE), or an equivalent standardized high school proficiency exam with the TRST Department Chair’s permission.
Announcement of Courses

NONCREDIT COURSES:

*Individualized Learning Labs, Self-paced, Open-entry, Multi-level, Ongoing Classes*

**TRST 0035. Individualized Reading and Writing (54-450 hrs.)**  
*Advise: Placement in TRST 0035*  
A basic reading and writing individualized program. Instruction is open-entry and open-exit and self-paced to meet the individual needs of student. Emphasizes comprehension and study skills and will prepare students for further educational and/or job demands.

**TRST 0036. Reading/Writing Lab (90-180 hrs)**  
*Advise: Placement in TRST 0037*  
Reading, writing, and communication skills to prepare students for high school courses, GED, entry into the workplace, vocational and retraining programs.

**TRST 0037. High School Learning Lab (54-810 hrs)**  
*Advise: Placement in TRST 0037*  
A competency-based, self-paced lab offering all required high school courses. Subject areas and objectives vary for each student according to previously acquired high school credit and student goal (diploma, test or college preparation, self-enrichment). Emphasis is on the development of independent, critical thinking skills applied to each subject.

**TRST 0038. Orientation to Academic Success (8-25 hrs)**  
Tools for students to succeed in the educational setting. Emphasis is on combining use of resources and skills with suggestions for techniques that lead to success in school.

**TRST 0039. ABE/Pre-GED Preparation (54-540 hrs)**  
*Advise: Placement in TRST 0039*  
Writing, reading and mathematics skills development from intermediate through pre-GED level. Prepares the student to enter GED 2105. Self-paced, individualized or small group instruction. Offered in Spanish at Mission Campus.

**TRST 0040. GED Preparation (54-540 hrs)**  
*Advise: TRST 0039 or placement in TRST 0040*  
Prepares the student to pass the five GED Tests: Writing, Social Studies, Science, Literature, and Mathematics. Individual and/or small group instruction. Offered in Spanish at Mission Campus.

**TRST 0041. Math Skills Lab (36-180 hrs)**  
Individualized instruction in basic mathematics including whole numbers, fractions, decimals, percents, measurement, and introduction to algebra and geometry. Applications to life and workplace skills are integrated into this open entry, open exit, and competency based, self-paced course. May be repeated. No prerequisites.

**TRST 053. Test Prep: Standardized Tests (8 hrs)**  
Prepares students for standardized, timed tests. Each course focuses on a single test or subtest. Specific content for each course is determined by the particular test for which students are preparing.

**TRST 053E. Test Prep: Ability to Benefit**

**TRST 053F. Test Prep: CAHSEE English-Language Arts**

**TRST 053G. Test Prep: CAHSEE Mathematics**

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**Beginning and Basic Instruction in Reading, Writing, Communicating and Mathematics**

**TRST 1200. Academic Reading 1 (180 hrs)**  
*Advise: ESL Level 7, placement in TRST 1200*  
A beginning course designed to develop reading, critical thinking skills, and vocabulary development. Oral/written communication and computer literacy skills will also be developed.

**TRST 1201. Academic Reading and Writing 1.5 (90 hrs)**  
*Advise: ESL Level 7, placement in TRST 1201*  
A beginning course designed to develop reading, critical thinking skills, and paragraph and essay writing.

**TRST 1250. Gateway to Credit Math (90 hrs)**  
*Advise: ESL Level 7-8*  
Basic mathematical skills with whole numbers: reading, writing, and using numbers; addition, subtraction, multiplication and division with whole numbers; number sense and problem solving; reading and writing common and decimal fractions; place value for whole numbers, decimals and currency; units of measure; recognizing geometric shapes. Assists students with Math E1/E3.

**TRST 1300. Vocabulary (90-180 hrs)**  
*Prereq.: Placement in TRST 1300*  
Students will study word formation, origins, etymologies, context clues and semantic process to expand vocabulary and to determine the meaning of new words encountered in reading materials.

**TRST 1301. Academic Writing 1 (180 hrs)**  
*Advise: ESL Level 7, placement in TRST 1301*  
This is a beginning course in paragraph/essay writing. Emphasis is on sentence mechanics. Oral communication, reading, and computer literacy skills will also be developed.

**TRST 1400. Math Skills Development 1 (90-180 hrs)**  
*Advise: Placement in TRST 1400*  
Addition, subtraction, multiplication, and division of whole numbers and their application to everyday situations. Introduction to number theory, measurement, basic geometry, and elementary algebra.

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**Intermediate Instruction in Reading, Writing, Communicating and Mathematics**

**TRST 2200. Academic Reading/Writing 2 (180 hrs)**  
*Advise: TRST 1200 and/or TRST 1301, placement in TRST 2200*  
Language arts competencies developed through listening, speaking, writing, and reading. Using literature, and media, students explore American culture(s) and society. Reading, writing and basic computer competencies are stressed.

**TRST 2201. Academic Reading/Writing 2 (90hrs)**  
*Advise: TRST 1200 and/or TRST 1301, placement in TRST 2201*  
This course is the second level academic reading and writing course with an emphasis on reading expository text and literature as a basis for writing.

**TRST 2400. Math Skills Development 2 (90-180 hrs)**  
*Advise: TRST 1400 or placement in TRST 2400*
Study of decimal and common fractions, percents, basic algebra and geometry. Applications with measurement, graphic representations and development of critical thinking through word problems in functional contexts. Competency based.

TRST 2500. Career and Personal Income Management (90 hrs)
Advisory: Placement in TRST 2500
Career awareness, job search, and job retention. Employment development and income management. Emphasizes necessary reading, oral and written communication, workability, and interpersonal skills needed to become and stay employable. SCANS competencies are integrated into the curriculum. Satisfies high school requirement in Career Awareness.

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**Level III**

Advanced classes in reading, writing, communicating, mathematics and critical thinking in specific High School subjects. Required coursework for the City College of San Francisco High School Diploma Program. Courses also prepare students for subject matter examinations on the GED and for transfer to credit.

TRST 3300. Literature and Composition (90 hrs)
Advisory: TRST 2200, TABE 10-12, CASAS 230 and above
Students interpret, analyze, and respond to multi-cultural literature, art, and media. Students develop awareness of their own ideological framework and writing style, strengthening their writing, editing, and critical thinking skills.

TRST 3301. HS English Literature: Contemporary American Writers (90 hrs)
Advisory: Placement into TRST 3301
Students interpret, analyze, and respond to contemporary American writers: poets, dramatists, and fiction and non-fiction writers from different regions, ethnic backgrounds, and historical circumstances.

TRST 3401. Algebra 1 (90 hrs)
Advisory: Placement in TRST 3401 or completion of TRST 2400
A first course in High School Algebra: Operations on integers and rational numbers; properties of rational numbers; exponents and square roots; powers often; scientific notation; constants, variables, and expressions; polynomial expressions; laws of exponents; factoring polynomial expressions; simplifying polynomial and rational expressions.

TRST 3402. Algebra 2 (90 hrs)
Placement into TRST 3402 or completion of TRST 3401
A second course in Algebra: properties of equations and inequalities, linear equations, quadratic equations and introduction to graphing.

TRST 3500. United States History 1 (90 hrs)
Advisory: Placement in TRST 3500
U.S. History up to the Civil War, emphasizing the influence of past events on the present. Analysis of historical cause and effect from political, social, and economic viewpoints.

TRST 3501. High School United States History 2 (90 hrs)
Advisory: Placement in TRST 3501
A brief review covering from the Progressive Era to Contemporary American Society, emphasizing the influence of past events on the present. Analysis of historical cause and effect from different political, social, economic and cultural viewpoints.

TRST 3502. Civics (90 hrs)
Advisory: Placement in TRST 3502
The Constitution, the rights and responsibilities of citizens, elections, and the party system. Introduces students to a practical understanding of the law.

TRST 3503. Economics (90 hrs)
Advisory: Placement in TRST 3503
Basic economic principles and their applications to the free enterprise system. Economic concepts applied to students’ personal financial decisions.

TRST 3601. Physical Science 1 (90 hrs)
Advisory: Placement in TRST 3601
Study of how people are influenced by the physical world. Includes climate, the ocean, natural events, natural resources, the earth’s relationship to the sun and moon, and the effects of population on the earth. Current events analyzed using course concepts.

TRST 3505. Focus on the Future (90 hrs)
Advisory: Placement in TRST 3505
Course is divided into six flexible modules emphasizing developing skills for success in academic and vocational pursuits. Students will explore the world of work as well as the world of higher education. They will have opportunities to shadow college students or workers in business and industry. Selected students may apply for internships. Appropriate for all students returning to school. Modules components may be offered separately.

TRST 3506. Modern World History (90 hrs)
Advisory: Placement into TRST 3300 or completion of TRST 2200
A study of the major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars.

TRST 3602. Biology (90 hrs)
A general introduction to cell structure and functions, the cell cycle, principles of molecular and organism genetics.

TRST 3701. Visual Arts (90 hrs)
Students view reproductions and original works of art in order to develop their perceptual skills, learn art elements and principles of design, and learn about the historical and cultural context of visual art. They produce their own works of visual art and participate in a critique of all student work.

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**Vocationally Related Courses**

Prepare for Employment, Entry Into Job Training Programs, or Further College Study

TRST 4600. Pre-Vocational Foundation Skills (45-90 hrs)
Advisory: Placement in TRST 4600
A competency based course focusing on the basic skills and personal qualities needed to succeed in the entry-level workplace. May be offered bilingually in Spanish and/or in other languages.

TRST 4601. On the Job Communication Skills (54-90 hrs)
Advisory: Placement in TRST 4601
Listening and responding skills and other interpersonal communication skills needed for success on the job. Includes resume writing and interview practice, and introduction to on the job work standards and employer expectations. Special emphasis on the hospitality industry.
to the CCSF community, certificate candidates will learn how to
Through academic preparation, practical skills training, and service
their partners' needs.

TRST 4603. Graphic Arts Academics (36-180 hrs)
Academic and vocational instruction that offers a study of math-
ematics, science and vocabulary as it relates to the field of graphic
communications. Prepares students for entry into the Graphic
Communications program.

TRST 4604. Vocational Foundation Skills (36-180 hrs)
Advise: TRST 4603 or placement in TRST 4604
Competency-based course designed to support student academic
success in vocational programs. Focus is on the foundation skills
for reading, writing, math and study skills. course may be repeated.

TRST 4640. Vocational Foundation Skills-Reading, Writing,
and Study Skills (22.5 hrs)
Competency-based course designed to support student academic
success in vocational programs. Focus is on the foundation skills
of reading, writing, and study skills necessary for vocational and
academic success. May be offered bilingually in Spanish and/or in
other languages.

TRST 4644. Vocational Foundation Skills-Mathematics and
Job Readiness. (22.5 hrs)
Competency-based course designed to support student academic
success in vocational programs. Focus is on the foundation skills
of mathematics and job readiness skills necessary for personal time
and income management. May be offered bilingually in Spanish and/or in
other languages.

Women’s Studies
Office: Cloud 402A
Phone Number: (415) 239-3513
Web Site: www.ccsf.edu/wmnstd

Announcement of Curricula

Sexual Health Educator Certificate

The curriculum for the Sexual Health Educator Certificate will
train students as paraprofessionals in safe and healthy sexuality
including violence prevention and intervention, HIV/STI
prevention, and the promotion of mature intimate relationships.

The integrated program offers students a opportunity to identify
various markers of sexual health, which will enable them to
promote healthy and safer sexual relationships in their client
populations. They will be able to teach others to negotiate sexual
situations with more confidence, knowing their limits, recognizing
danger zones, assessing risk factors, and respecting their own and
their partners’ needs.

Through academic preparation, practical skills training, and service
to the CCSF community, certificate candidates will learn how to
a) provide accurate timely information; b) apply behavior change
theory to real-life situations; c) create and provide sexual health
education events (interactive presentations; health fairs; guest
lectures and video screenings; publicity campaigns); d) provide
general sexual health advice that is sensitive to diverse cultures
and sexual orientations; e) make appropriate agency referrals.
Students will also learn to recognize and address cofactors which
increase the risk of AIDS/HIV infection such as alcohol and
drug use, sexual abuse and assault, low self-esteem and poor
communication skills. Finally, students will identify and address
signs to look for in an abusive personality, strategies for leaving
an abusive relationship, and rape prevention techniques as well
as characteristics of a healthy, mature, non-violent intimate
relationship.

Requirements for the Certificate of Accomplishment. The
certificate requires completion of 15 units, which can be completed
in one semester. Each course must be completed with a final grade
of C or higher or Pass.

Credit toward Graduation. Credit earned to obtain the
Certificate of Accomplishment satisfies the G2 and H2 graduation
requirements, and coursework is transferable to the California State
University.

Credit toward Community Health Worker Certificate. Three
of the courses required for the Sexual Health Educator Certificate
meet the elective requirement for the CHW program.

Courses Required for the Certificate of Accomplishment in
Sexual Health Educator

Course Units
WOMN 54 The Politics of Sexual Violence................. 3
WOMN 55 Ending Sexual Violence: Peer Ed ............. 3
IDST 17 Human Sexuality ..................................... 3
HLTH 67 HIV/STI Prevention Ed ......................... 3

Elective Courses (3 units from the following courses)
SOC 25 Sex and Gender in American Society.......... 3
SOC 35 Sex, Marriage, and Family Relationships..... 3
PSYC 9 Psychology of Stress............................... 3
PSYC 14 Psychology of Shyness and Self-Esteem..... 1
PSYC 15 Assertive Behavior ................................. 1
PSYC 25 Psychology of Sex Differences ............... 3
PSYC 17 Psychology of Eating, Food, and Weight... 1
ANTH 20 Anthropology of Homosexualities .......... 3
ANTH 25 Culture, Gender, and Sexuality .......... 3
HLTH 64 Health Education and Prevention .......... 3
HLTH 68 HIV/STI Outreach Skills .................. 3
GLST 21 Issues in Lesbian Relationships .............. 3
GLST 24 Gay Male Relationships ...................... 3
GLST 60 Psychology of Sexual Minorities .......... 3

Total Units .................................................. 15

Announcement of Courses

General Information

Women’s Studies courses offer students an understanding of
gender socialization and women’s experiences across cultures;
knowledge of women’s political, historical, and artistic achieve-
ments; and strategies for improving communication and promoting
healthy behaviors in our personal, social, and work lives.
CREDIT, DEGREE APPLICABLE COURSES:

WOMN 10. Women and Film (3)  
Lec-3  
P/NP available  
A brief history of the development of feminist film studies. Once outlined, this approach is applied to Hollywood cinema to demonstrate how movies both reflect and shape notions about women and their roles in society. Significant examples of films made by women in resistance to patriarchal images are also screened, accompanied by readings by prominent feminist theorists. CSU/UC

WOMN 20. Her/His/Ourstories (3)  
Lec-3/P/NP available  
Advising: ENGL 90 or ESL 150 or placement in ENGL 92 or ESL 160  
Using oral traditions, dialogue, conversation, and storytelling, the course offers strategies for researching, recognizing, respecting, and retelling individual/community stories to enhance life and career/job choices. Overview of documentation topics and processes: negotiation, protocol, and ethics of retelling stories, as well as specific job choices. Overview of documentation topics and processes: negotiation, protocol, and ethics of retelling stories, as well as specific skills, such as formatting, layout, copyediting, and working with print/multimedia design consultants. Emphasis on female storytelling traditions. CSU

WOMN 25. Introduction to Women’s Studies: Feminism Demystified (3)  
Lec-3  
P/NP available  
Introduction to the origins, purpose, subject matter, and methods of Women’s Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Focus on how grassroots feminism led to Women’s Studies as a discipline and the connection between the classroom and the community. CSU/UC

WOMN 51-52-53. Current Topics in Women’s Studies (1-2-3)  
Lec-1,2,3  
Repeat: if no subject repeat  
An interdisciplinary approach to current issues and concerns of women in a variety of areas, such as health, history, and sexuality. CSU (UC upon review)

WOMN 54. Politics of Sexual Violence (3)  
Lec-3, field trips  
P/NP available  
An examination of political, social, and psychological causes of sexual violence, its connection to other hate crimes, and strategies for transforming a violent culture through prevention education, with a special emphasis on the healing function of creative expression. Field project required. CSU  
Formerly: IDST 54

WOMN 55. Ending Sexual Violence: Peer Education (3)  
Lec-3, field trips  
P/NP available  
Education and skills training in peer education to promote healthy sexual relationships by reducing sexual violence, specifically intimate partner violence and acquaintance rape. Peer education activities, geared toward ending sexual violence, include presentations to CCSF and high school students and volunteer work in community-based organizations. Field project required. CSU  
Formerly: IDST 55

AFAM 60. The African American Woman in the United States (3)  
Lec-3  
The Black woman in America from 1619 to the present. Particular emphasis on contributions she has made to the society. CSU/UC

ANTH 25. Culture, Gender and Sexuality (3)  
Lec-3  
P/NP available  
An examination of the cross-cultural and historical factors that determine how women and men understand and act out their gender and sexuality. Focus on women’s role in non-western cultures such as Native American, Moslem, African, and Asian societies. Various aspects of culture which affect both female and male status, such as economics, religion, family and marriage, and sexual practices, will be examined in detail. CSU/UC

ART 108. Women through Art History (3)  
Lec-3, field trips  
Note: The study of art history requires college-level reading comprehension.  
A study of women in art, investigating their place in society as artists and patrons, as well as subjects in art. The course will introduce women from both European and non-European cultures from prehistory to the present. All art will be discussed from both a critical and historical perspective, with regard to a social context and formal visual elements. CSU/UC

ASAM 35. Asian American Women (3)  
Lec-3  
Examination of the lives of Asian American women, using a multi-disciplinary approach which includes literature, poetry, history, political science, anthropology and sociology. Readings, papers and discussions on the social, cultural, political, and economic conditions facing Asian American women. Field trip may be required. CSU/UC

BCST 105. Gender and Mass Media (3)  
Lec-3, field trips  
An exploration of the mass mediated messages—radio, television, film, print, and the Internet—and how they influence and define gender roles, with particular emphasis on how women are represented. A critique of roles given to each gender. An update on opportunities for women in each of the mainstream and alternative media industries. CSU

ECON 25. Women in the Economy (3)  
Lec-3  
P/NP available  
An introduction to women’s roles in the U.S. economy, including varying experiences related to race, ethnicity, and class. Examines women’s occupations and earnings; women’s household activities and how they affect paid work; women as consumers; public policy regarding women’s work and poverty; and current special topics. Applies and contrasts mainstream political economic theories within a feminist perspective. CSU/UC

ENGL 1A. University-Parallel Reading and Composition (3)  
Lec-3  
Prereq.: ENGL 96 or placement in ENGL 1A (through CCSF English Placement Testing or the English Placement Test Waiver Process)  
Practice in reading and writing expository prose. CSU/UC  
Some sections of ENGL 1A are taught from a feminist perspective. For further information about these sections, see the Chair of Women’s Studies.

ENGL 37. African American Women in Literature (3)  
Lec-3  
P/NP available  
An intensive examination of the literary efforts of African American women writers beginning with the Slave Narratives to the present. CSU/UC

ENGL 55. Survey of Gay and Lesbian Literature (3)  
Lec-3  
Prereq.: ENGL 96 or placement in ENGL 1A  
A survey of gay and lesbian literature drawing on examples that present material relevant to present day experience. CSU/UC
ENGL 57. Women and Literature (3)
Lec-3, field trips P/NP available
PREREQ.: ENGL 96 or PLACEMENT in ENGL 1A
Literature by women: reading, discussion, and analysis of literature written in English by women over the last four hundred years. Emphasis on the nineteenth and early twentieth century novel, including some poetry and drama; classical as well as new and rediscovered authors. CSU/UC

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

ENGL 96. Academic Writing and Reading (3)
Lec-3
PREREQ.: ENGL 93 or 94, or PLACEMENT in ENGL 96
College-level training and practice in critical reading and in writing argumentative essays. Emphasis is on reading and writing analytically and developing research and documentation skills. Some sections of ENGL 96 are taught from a feminist perspective. For further information about these sections, see the Chair of Women's Studies.

GLST 21. Issues in Lesbian Relationships (3)
Lec-3 P/NP available
Exploration of the history, culture, and psychological dynamics of lesbian relationships. Emphasis on the central issues of intimacy and commitment as well as the sociological effect of homophobia and minority status within the lesbian dyad. CSU

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

HLTH 25. Women's Health Issues (3)
Lec-3, field trips P/NP available
Advise: Eligible for ESL 160 or 82
A health class emphasizing the empowerment of each woman in the pursuit of her physical, mental, social and political health. Aimed at meeting the needs of women of diverse ethnic backgrounds and sexual orientations. Topics include: breast self-exam, menstrual health, reproductive management, motherhood, AIDS and STIS, menopause, violence against women, stress, nutrition, exercises, alternative health, and more. Course work involves research on personal health concerns. CSU/UC

HLTH 26. Women's Health: Advanced Issues (3)
Lec-3, field trips
Advise: HLTH 25, 27 or 53; and eligible for ENGL 93 or 94
In-depth analysis of women's health issues chosen for particular relevance to CCSF students. Focus on public policy and advocacy, emerging trends and careers in women's health, access to diverse health care modalities, and current controversies. CSU

HLTH 111. Women, Incarceration and Health (1)
Lec-1 P/NP available
Students will gain an understanding of the health impacts of incarceration on women. The promotion of positive health outcomes for formerly incarcerated women will be explored. CSU

HIST 12A-12B. United States Women's History (3-3)
Lec-3 P/NP available
An in-depth study of the experiences, roles, and contributions of women in the political, economic, social and cultural developments of the United States. CSU/UC

HIST 12A. From the pre-colonial period to the end of the Civil War.
HIST 12B. From the end of the Civil War to the present.

HUM 25. Women in the Arts (3)
Lec-3, field trips P/NP available
Examination of the creative process by studying the history of women in the arts from pottery, ritual chants, and story telling to painting, sculpture, jazz, novels, and performance art. Recognized “greats” as well as anonymous women of diverse cultural and ethnic backgrounds. Films, tapes, slides and a field trip to complement class lectures and discussions. CSU/UC

IDST 23. African American Women in the Creative Arts (3)
Lec-3
An intensive examination of the creative efforts of African American women artists and writers from 1753 to the present. CSU/UC

IDST 70. Architecture and Diversity (3)
Lec-3, field trips P/NP available
An introductory critical review of the building and design heritage of women all over the world and of indigenous people’s architecture in Africa and Latin America from tribal dwellings to monumental structures, followed by a series of architectural and engineering studios introducing students to basic building and design skills: developing a project, drawing a floor plan, building an architectural model, using drafting tools and computers. Emphasis on hands-on skills. CSU

IDST 80-81. Diversity and Social Justice (.5-1)
Lec-.5,1 P/NP available
A series of courses exploring specific forms of social oppression in the United States and social justice interventions. CSU

IDST 80A. Diversity: Racism
IDST 80C. Diversity: Sexism
IDST 80D. Diversity: Heterosexism
IDST 80E. Diversity: Ableism
IDST 80F. Diversity: Classism
IDST 80G. Diversity: Transphobia
IDST 81B. Diversity: Anti-Semitism/Anti-Arabism

LBCS 78A-78B-78C. Women's Employment Issues (1-1-1)
Lec-1 P/NP available
These courses may be taken in any sequence
Repeat: max. 3 units if no subject repeat

LBCS 78A. A survey of women’s work in the past and present. Examines the historical evolution of women’s work lives, the impact of family structure, prevailing notions of “women’s place,” labor market opportunities, and trade union organizations. CSU
Formerly LABR 78A.

LBCS 78B. Current issues facing women workers will be discussed. Topics include pay equity, legal rights of women workers, sexual harassment, combining work and family responsibilities and women’s employment issues. CSU
Formerly LABR 78B.
LBCS 78C. Focus on special problems of selected occupational
groups such as clerical workers, health workers and women in
non-traditional jobs. CSU
Formerly LABR 78C.

LAMS 10. Latinas in the U.S.: Voces (Voices) (3)
Lec-3, field trips P/NP available
The lives and experiences of Latinas living in the U.S. The effects
that their experiences have on self-esteem. Multi-disciplinary
discussion and analysis of major social and cultural issues and
themes. CSU/UC

MATH 840. Elementary Algebra (3)
Lec-5
PREREQ.: MATH E1 or E or E3 or EX or MATH 835; OR
PLACEMENT IN MATH 840
Fundamental operations on integers, rational numbers, polynomials,
and algebraic expressions; linear and quadratic equations; linear
inequalities; integer exponents and square roots; graphing; systems
of equations; and applications.

PSYC 14. Psychology of Shyness and Self Esteem (1)
Lec-1 P/NP available
An examination of psychological theories and research on
the development of shyness and self esteem. Techniques for reducing
shyness and raising self esteem. CSU

PSYC 15. Assertive Behavior (1)
Lec-1 P/NP available
Emphasis on cognitive-behavioral theories and their application
to assertive behavior. Assertiveness techniques in a variety of
situations, including communication with family, friends and work
associates. CSU

PSYC 17. Psychology of Eating, Food, and Weight (1)
Lec-18 (total hrs) P/NP available
Not open to students who have completed PSYC 41A.
An examination of psychological theories and research on eating,
weight and food. Includes examination of eating disorders, dieting,
the diet industry, and weight management. CSU

PSYC 25. Psychology of Sex Differences (3)
Lec-3 P/NP available
Analysis of sex differences from physiological, psychological,
and social perspectives; exploration of areas such as abilities,
achievement, aggression, attitudes, including the study of concepts
of femininity, masculinity, and androgyny. Designed to increase
understanding of personal and professional relationships. CSU/UC

SOC 25. Sex and Gender in American Society (3)
Lec-3 P/NP available
How social institutions such as education, family, work, law, etc.
affect women and men differently; how gender roles influence
self-concept as well as educational opportunities. Examines the
contemporary status of all American women, including African
American, Latina, and Asian American, in terms of differences and
similarities. The strategies, policies, and laws necessary to elimi-
nate sexism from society and to create alternatives for women and
men. CSU/UC

SPCH 1A. Elements of Public Speaking (3)
Lec-3 P/NP available
PREREQ.: ENGL 96
Mastery of the research, organization and delivery of extemporane-
ous speeches. Focus on rhetorical theory, critical audience analysis,
speech outlining, evidence testing, and use of visual aids. CSU/UC
Some sections of SPCH 1A are taught from a feminist perspec-
tive. For further information about these sections, see the Chair of
Women’s Studies.

SUPV 236. Women Leaders at Work (3)
Lec-3 P/NP available
This course explores women’s leadership, management, and com-
munication styles and the vision and values women leaders bring
to an effective environment in business, education, government
and community organizations. Examines strategies for developing and
encouraging skills that enable and allow women leaders and man-
gers to succeed. CSU

NONCREDIT COURSES:

WOMN 9843. Issues of Concern to Women
Contemporary issues of concern to women. Course content var-
ies to include family relations, mental and physical health issues,
work related issues, and self-defense. Focus varies from semester
to semester.

Word Processing

For noncredit courses in word processing see the Office
Occupations course listings of the Business Department in this
section of the Catalog. Also see credit courses in the Business
Department listings in this section of the Catalog.
Compliance with College Rules and Regulations and Notices

Students and staff are expected to comply with the rules and regulations published in this catalog; and with the official notices published in the College newspaper, *The Guardsman*, or posted on official bulletin boards.

Unlawful Discrimination and Harassment Policy

The policy of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status*, medical conditions*, gender identity, domestic partner status*, AIDS/HIV status*, status as a Vietnam-Era veteran*, or status as a lesbian, gay, bisexual, transgender* or questioning* person in any District program or activity.

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the San Francisco Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed Code, Section 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq.) and the Age Discrimination Act (42 U.S.C. Section 6101).

*These categories are not subject to the State Chancellor’s jurisdiction.

Definitions

Definitions applicable to the nondiscrimination policies are as follows:

- “Appeal” means a request by a complainant-made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor’s Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
- “Association with a person or group with these actual or perceived characteristics” includes advocacy for or identification with people who have one or more characteristics of a protected category listed under “Unlawful Discrimination Policy” and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- “Complaint” means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set for that Title 5, section 59300 et seq.
- “Days” means calendar days.
- “Gender” includes a person’s gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.
- “Mental disability” includes, but is not limited to, all of the following:

1. Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
   (A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
   (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
   “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.

2. Any other mental or psychological disorder or condition not described in paragraph 1 that requires specialized supportive services.

3. Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.

4. Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.

5. Being regarded or treated by the District as having,
or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).

“Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.2

• “Physical disability” includes, but is not limited to, all of the following:

(1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

(A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(B) Limits a major life activity. For purposes of this section:

(i) “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

(ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it make the achievement of the major life activity difficult.

(iii) “Major life activities” shall be broadly construed and includes physical, mental, and social activities and working.

(2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.

(3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.

(4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

(6) “Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.3

• “District” means the San Francisco Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

• “Responsible District Officer” means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.

• “Sexual harassment” is unlawful discrimination in the form of unlawful discrimination based on a category protected under Title 5, section 59300, including sexual harassment, harassment based on a protected group status as set forth in this Policy, and retaliation. In addition, the district will accept complaints of discrimination or harassment on the additional basis prohibited by district policy.

• Harassment in the form of hostile environment harassment on the basis of any protected category is also prohibited discrimination.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

The compliance officer/Coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco,
and/or auxiliary aids, a course substitution shall be considered. The successful completion of a course required for graduation from severity of the disability of an otherwise qualified student precludes which adversely affect equal educational opportunity. When the specifically address those functional limitations of the disability accommodations and auxiliary aids shall be provided to the extent that such individuals be served by regular classes and programs. It is the intent of the District of the California Administrative Code. Pursuant to Title 5, Sections of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 law and regulations including the Americans with Disabilities Act Students with disabilities have the same legal entitlement as any other student. Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. It is the policy of the SFCCD to operate its programs and services so that they are readily accessible to students with disabilities. Reasonable accommodations (academic adjustments and auxiliary aids) are arranged when needed for students with verified disabilities. For further information call the Disabled Students Programs and Services (DSPS) at 452-5481 or 452-5451(TDD).

Adjustment of Graduation Requirements for Students with Disabilities
Substitution Policy
It is the policy of CCSF to provide equal educational opportunities for students with disabilities in accordance with state and federal law and regulations including the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Administrative Code. Pursuant to Title 5, Sections 56000-56076, the District has developed the DSPS to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids. It is the intent of the District that such individuals be served by regular classes and programs whenever possible. To that end, students with disabilities shall be admitted to courses and programs and matriculate through such courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal educational opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from CCSF, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution shall be considered. The District will maintain specific criteria and procedures to implement the policy. DSPS should be contacted (452-5481) for additional information regarding course substitutions.

Drug Usage
City College is a Drug-Free College.
The campuses of the City College of San Francisco are drug-free. The College does not allow the unlawful possession, use, or distribution of illegal drugs and alcohol by students on its property or as a part of its activities. The College will discipline students according to local, state, and federal law. Discipline includes student expulsion and referral for prosecution. For information about health and legal dangers of using alcohol and/or drugs you can go to the following places:

- Students at the Ocean Campus may visit the Student Mental Health Services in new Student Health Center or call 239-3110 or 239-3148.
- Students are also encouraged to contact the Counseling Department in Conlan Hall, Room 205, or call for an appointment at 239-3296.
- Students at other campuses must make an appointment to see their counselor on the campus at which they are taking classes. If you need assistance in contacting your counselor, please use the general telephone number of that campus.

Petitions for Waiving Regulations
A student may petition the Dean of Student Affairs, Conlan Hall, Room 106, to waive a local college regulation.

Privacy of and Access to Student Records
City College of San Francisco protects the privacy of student records and maintains the right of students to inspect and review their records. City College has established guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Should the College be unable to resolve the complaint of a student concerning the accuracy or clarity of the student’s records, the student has the right to file a complaint with The Family Educational Rights and Privacy Act Office of the U.S. Department of Education.

Privacy of Student Records
The California community college student has a legal right to privacy of records. A student record is defined as “any item of information directly related to an identifiable student...which is maintained by a community college...” However, applicable law provides for certain exceptions. Appropriate District employees are authorized to collect only that information which is relevant to a student’s admission, registration, academic history, career, student benefits and services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct. In addition to restrictions on the collection of information about students, there are significant restrictions on the release of student information. Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

In any area where records are filed, we maintain a student record log to record who asked for and received student information in accordance with applicable law. In each area, a dean or his/her designee is responsible for maintaining the student record log. A student record log is maintained in the following areas:
Kind of Record - Log Maintained By
Admissions and Records - Dean of Admissions and Records
Counseling Records - Dean of Counseling
Disabled Student Records - Dean of the School of Behavioral and Social Sciences
Financial Aid Information - Dean of Financial Aid
Student Discipline, Complaints, Appeals - Associate Dean of Student Advocacy, Rights and Responsibilities
Student Health Records – Dean of Student Affairs

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The following categories of information about students are considered “directory information” pursuant to section 76240 of the Education Code: student’s name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community College District, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students. Directory information may be released at the discretion of the College to persons or agencies which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be delivered personally to the Office of Admissions and Records.

Information other than directory information will not be released without the student’s written consent unless the College is required to do so by law as, for example, in the case of a court order. Questions about policies and procedures concerning privacy of records and rights of access to them may be referred to the Dean of Admissions and Records.

Electronic Communication Privacy Statement
The college expects electronics communication privacy protections comparable to those traditionally given to paper mail and telephone communication.
Persons who have questions about the collection or dissemination of student information may call the Dean of Admissions & Records at 239-3291 or the Dean responsible for maintaining the information.

Regulations Governing Student and Other Organizations or Persons Desiring to Conduct Noninstructional Activities on Campus
Under State law and local regulations, the Administrative Staff of City College of San Francisco is responsible to the Governing Board and the Chancellor of the San Francisco Community College District for the organization, operation, and supervision of a sound educational program designed to provide transfer, general, and occupational education; essential student personnel services; and extracurricular activities. To discharge this responsibility, the Administrative Staff is required under the California State Education Code and the regulations of the Board of Governors of the California Community Colleges and the Governing Board of the San Francisco Community College District to take all steps necessary to prevent the conduct on campus of any activity that interferes with instruction or is otherwise inimical to the welfare of the student body or of individual students.
City College has therefore established various regulations, including those governing the following: student activities and government; noninstructional student meetings held on campus; guest speakers at such meetings; the use of City College facilities by student or other organizations or movements; and the distribution, posting, or other use of bulletins, circulars, and publications of any kind on campus. These regulations, like all others in effect at City College, have been established in conformance with the responsibilities assigned to and under the authority vested in the Administrative Staff under State law and College District regulations.

**Student Governance: Policies, Regulations, and Procedures Governing Students, Student Organizations, and the Use of Facilities**

**Section I. General Provisions**

**Part A. Enactment Procedures**

The policies, regulations, and procedures governing students, student organizations, and the use of facilities at City College of San Francisco are established as follows:

1. Guidelines are set forth by the College Administration.
2. The guidelines are reviewed by the Chancellor of City College in order to ensure conformance with State codes and local policies and regulations.
3. Upon approval by the Chancellor, the guidelines are submitted to the Governing Board of the College, with a request for approval. The guidelines become effective upon approval by this agency.

**Part B. Procedure for Revision**

The policies, regulations, and procedures stated in the following pages were established in accordance with the procedure described above, and may be revised only in accordance with that procedure or to meet legal requirements.

**Part C. Definition of the Term “Student”**

The term student, as used in connection with the foregoing College policies, regulations, and procedures is defined as follows: a person officially registered in at least one course at City College of San Francisco.

**Section II. Students and Student Organizations**

**Part A. Student Government**

1. Student Government
   Under State law and the Governing Board policy, the Chancellor of City College may authorize the establishment and continuance of the Associated Students, approve its membership fees, and delegate to it, as set forth in the Education Code and in the Constitution of the Associated Students, the specified fiscal and legislative powers and responsibilities concerning the affairs of its membership.

2. Fiscal Policy of the Associated Students
   The Chancellor of City College is responsible for the fiscal soundness of the Associated Students of City College of San Francisco. It is his/her responsibility to ensure that the financial operation of the Associated Students is in accordance with the provisions of the laws of the State of California and the policies of the Governing Board of the College.

**Part B. Student Organizations**

1. Registration of Student Organizations
   An organization not prohibited by law may become a registered on-campus student organization by complying with the registration procedures and membership regulations established by the Student Council of the Associated Students.

2. Policy Regarding Discrimination in Choice of Members
   Membership regulations of student organizations must specify that eligibility for membership shall not be determined through discrimination based on race, age, physical disability, sexual orientation, creed, color, or sex. Questions of discrimination on these and other bases shall be reviewed by the Associate Dean, Student Activities. The Dean’s decision may be appealed to the Associate Dean of Student Advocacy, Rights and Advocacy.

3. Sponsors of Registered Student Organizations
   The Chancellor of City College may appoint sponsors for and establish regulations concerning sponsorship of registered student organizations.

4. Standards of Conduct and Discipline
   Student organizations are required to comply with College policies, regulations, and procedures. Members of these organizations are subject to disciplinary action for violation of such policies, regulations, or procedures.

5. Use of the Name of City College of San Francisco
   Only a duly registered on-campus student organization may use the name of City College of San Francisco as a part of its own name. A student organization may advocate its own views and positions, but at no time shall an organization or a coalition of student organizations purport to represent the entire student body of City College of San Francisco.

6. Use of College Facilities by Student Organizations
   College facilities may be used by registered student organizations for meetings, social functions, raising funds, recruiting participants, and posting and distributing literature only in accordance with State law, Governing Board policy, and College rules, regulations, and procedures. Requests for use of facilities shall be made to the Associate Dean, Student Activities, sufficiently in advance to permit proper planning for the proposed use.

7. Collection of Fees
   Registered student organizations, in accordance with State law, Governing Board policies, and College rules, regulations and procedures may collect dues and initiation fees, conduct sales, and charge admission fees to certain student activities. Funds collected through these activities are subject to financial accountability as specified in the Guidelines for the Management of A.S. Funds. Raising of funds for charitable organizations shall be in accordance with established policies of the Governing Board.

**Part C. Free Speech and Advocacy**

1. Statement of Policy
   The Constitution of the United States guarantees freedom of assembly or association. However, this guarantee does not prohibit a governing board or a college administration from adopting reasonable regulations governing the exercise of these rights on a college campus. The right of freedom of speech, for example, is not paramount to the right of privacy. Guidelines governing the exercise of free speech on
the City College campus are developed, therefore, in order to ensure that other equally important legal rights are protected as stipulated in State law and local regulations.

2. Regulations Governing Free Speech
   In order to facilitate the equitable application of the principles of free speech on campus, City College has established the guidelines enumerated in Part D as the means of ensuring orderly conduct, noninterference with College functions or activities, identification of sponsoring groups or persons, and protection of persons against practices that would make them involuntary audiences on campus for another person’s exercise of free speech. Whenever the Chancellor of City College considers it appropriate, he/she may require that either one or both of the following conditions be observed in connection with a campus meeting addressed by speakers: (1) that the chairperson of the meeting be a person approved by the Chancellor; and (2) that the speaker be required to answer questions asked by the audience. It shall be the responsibility of the Chancellor to allow opportunity for the expression of a variety of view-points.

3. Regulations Governing Guest Speakers
   a. Request Procedures:
      The chairperson or president of a registered on-campus organization requesting facilities for an off-campus speaker should sign up with the Associate Dean, Student Activities, for the time and place desired (see Rule 5 and Part D).
   b. Review of Request for a Speaker:
      If a decision on a request for an off-campus speaker is to be reviewed, the Associate Dean, Student Activities, and/or the on-campus organization making the request (represented by the student chairperson and the faculty sponsor) may refer the matter to Associate Dean of Student Affairs for his/her specific recommendation to the Chancellor.
   c. Sponsorship:
      Sponsors of student organizations are required to review all requests for off-campus speakers in advance, and students are required to present to the Associate Dean, Student Activities, a form signed by their sponsor when requesting a time and place for an off-campus speaker’s address. Every sponsor of a campus organization is expected to make arrangements for a guest speaker’s appearance before his/her group on campus, and should be present during the address. A substitute should be appointed if the sponsor cannot be present.
   d. For a special event, such as an address by a sponsored off-campus speaker or an organized, planned debate, more than the half-hour period may be made available for use of the free-speech area. Chairpersons of on-campus organizations should sign up for such special events at least three College days in advance, but a week’s notice is recommended.
   e. Students desiring to use the free-speech area for impromptu use or special events must
      i. sign up for the time period available, and
      ii. indicate the general topic to be discussed or entertainment activity to be scheduled.
   f. If the schedule governing the use of the free-speech area cannot be followed, the following rules will apply:
      i. If a student does not arrive at the area for a scheduled appearance, another student may be permitted to sign up for the time not being used. In such instances, however, at least ten minutes must be allowed for the scheduled event to take place before anyone may sign up for the unexpired time.
      ii. A scheduled activity must be allowed to continue at the free-speech area until the next scheduled event, at which time the podium must be vacated promptly.
      iii. If time becomes available during the day because of cancellation of a scheduled event, a student scheduled for another time may be permitted to sign up for the area in addition to his scheduled activity, but may not deliver his initially scheduled address until the time originally scheduled.
   g. A speaker scheduled to use the free-speech area should permit another student or students to speak in reply to his/her remarks while he/she is using the area, without the others signing up in advance as scheduled speakers. However, this provision does not apply to students denied the right to use the area because of prior disciplinary action by the administration (see Section 4 above).
   h. If verification is needed to demonstrate priority for use of the free-speech area, the Associate Dean, Student Activities, will issue special scheduled cards to verify student sign-ups for particular periods and dates.
   i. If necessary, and then only if a serious disturbance arises at the free-speech area, campus police or other persons delegated by the administration are authorized to ask for the identity of persons claiming the right to use the area.
   j. For rules for the distribution of literature, commercial free speech rights, the manner of collecting funds on the City College campus, or for additional information, contact the Office of the Associate Dean, Student Activities.

4. Regulations Governing the Scheduled Use of the Free-Speech Area
   The following guidelines are established to facilitate the equitable use of the City College free-speech area by all students:
   a. Only registered students (not substitutes) who have signed up in advance for use of the free-speech area are permitted to use the area.
   b. A sign-up list governing use of the area for at least two weeks in advance must be maintained in the Office of the Associate Dean, Student Activities, in order to permit proper scheduling.
   c. Students wishing to use the area for impromptu speeches or presentations must sign up for a single half-hour period at a time, and must use that period before signing up for another one. If more flexible scheduling permits, however, the Associate Dean, Student Activities, at his/her discretion, may allow a student to sign up for more time on the two-week master calendar.

5. Use of Bulletin Boards and Distribution of Materials on Campus
   Individual students or authorized student organizations desiring to distribute or post bulletins, circulars, or publications on the City College of San Francisco campus must obtain permission from the Associate Dean, Student Activities. Materials originating from sources outside City
College must bear the official approval of the Associate Dean, Student Activities. College bulletin boards and tack boards may not be used for commercial purposes.

6. Violation of Regulations

Students who violate the preceding regulations regarding student governance and the use of bulletin boards and distribution of materials on campus will be subject to disciplinary action.

7. Observance of Regulations Governing the Student Activities Program

Officially registered students desiring to take part in an activity of the Associated Students of City College of San Francisco or of any other organization sponsored by City College may do so only in conformance with the rules and regulations of the Associated Students, the particular organization, and the College.

Part D. Use of College Facilities

Under the California Education Code sections 82537 to 82548 and the Administrative Regulations of the San Francisco Community College District, organizations or persons not directly connected with the City College of San Francisco may use campus facilities only under certain limited conditions, and must make application for such use through the Office of Facilities and Planning of the San Francisco Community College District. Under the preceding law and regulation, ad hoc student groups are subject to the policy governing organizations and groups not directly connected with City College.

Regulations/Guidelines Governing Solicitation/Recruitment at CCSF-Ocean Campus

Members of the public are welcome to speak and/or distribute written materials within the designated areas of each campus subject to the time, place, and manner regulations and posting/distribution guidelines.

The following regulations are established to govern solicitation by off-campus organizations and individuals to table, display materials, petition, engage in public address, distribute literature and/or post flyers on CCSF’s Ocean Avenue campus.

1. Before setting up a table or display, engaging in public address, distributing literature, seeking signatures on a petition and/or posting flyers, all solicitors shall report to the Office of Student Activities to sign in to notify the Associate Dean of Student Activities of the solicitor’s presence on campus, and to acknowledge receipt of these regulations. This notice does not involve any application or approval process, and therefore, the ability to use the designated area cannot be denied. This notice is only intended to provide CCSF with knowledge of the solicitor’s presence on campus so that CCSF can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area.

2. The designated areas for solicitors to table, set up displays, seek signatures on a petition and/or engage in public address at Ocean Campus are RAM PLAZA located between Smith Hall and the Student Union, the CLOUD SCIENCE MALL located between Cloud Hall and Science Hall, and the WELLNESS CENTER AMPHITHEATRE located outside of the Community Health and Wellness Center and the Student Union. The solicitor must remain in these specified areas only.

3. Tables and display materials may be set up only in the above designated areas on Ocean Campus. Solicitors must provide their own signage, tables, chairs, and materials. Free gifts (other than food and drink) may be distributed. Literature/newspapers and/or other items cannot be sold, nor can donations be solicited from any student, faculty, or classified staff in the designated areas or anywhere on the Ocean Campus.

4. The use of sound amplification is only allowed in RAM PLAZA and the WELLNESS CENTER AMPHITHEATRE. Solicitors shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the College, campus, or classes taking place at that time. No sound amplification of any kind is allowed in the CLOUD SCIENCE MALL.

5. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display, petition and/or engage in public address) may do so in the above designated areas as well as on the sidewalks and pathways along Cloud Circle, leading to Cloud Hall, Science Hall, and Batmale Hall from Cloud Circle, leading to Science Hall from Phelan Avenue, leading from Parking Lot H between Smith Hall and Conlan Hall to Cloud Circle and leading from Judson Avenue in front of the Diego Rivera Theatre, between the Visual Arts and Creative Arts Buildings to Cloud Circle. Solicitors may not distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfalea Family Center.

6. Solicitors MAY NOT walk up to pedestrians and force them to take literature, follow pedestrians to classes or elsewhere on campus, or obstruct the flow of traffic of pedestrians walking to and from buildings. No solicitor shall touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.

7. Any solicitor who is distributing literature must retrieve and remove or properly discard any literature that is discarded or dropped in or around the area in which the solicitor is distributing literature prior to leaving that area.

8. Solicitors may provide no more than fifteen (15) posters or copies of flyers no larger than 11”x 17” for posting by the Student Activities Office. A listing of bulletin board locations on the Ocean Campus will be provided. Solicitors must provide their own tacks for posting. Solicitors should refer to posting guidelines before hanging materials.

9. Solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct which prohibits the following:

a. Abuse or any threat of force or violence directed toward any member of the College or to an authorized College visitor while on College property

b. Willful misconduct that results in the injury or death to a student or College personnel or injury to property belonging to a member of the College or to an authorized College visitor while on the property.

c. Unauthorized entry to or use of College facilities, supplies, or equipment

d. Obstruction or disruption of classes, administration, or authorized College activities

e. Violation of College rules and regulations including those concerning the use of college facilities, or the time, place, and manner of public expression or distribution of materials

f. Disorderly conduct that interferes with the College’s primary educational responsibility
g. Failure to comply with these regulations and the directions of College officials, staff, or campus police to enforce these regulations.

These regulations are specific to Ocean Campus, but apply to all campuses of CCSF. For campuses other than Ocean, solicitors must contact the applicable dean at the respective campus.

Consequences of failure to comply with the above regulations include:

1. Written warning; if after a warning, failure to follow regulations continues, the solicitor will not be allowed access to CCSF for a period of four (4) school months or the rest of the semester, whichever is longer.
2. If failure to follow any of the above continues after the four month or semester suspension, access to CCSF will be denied.

Student Rights and Responsibilities

Purpose and Scope. Community and college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting PM 6.11.01 and AR 6.11.01, Rules of Student Conduct. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

Students of City College of San Francisco are expected to help maintain an environment in which there is freedom to learn. The College believes that each student has an earnest purpose; that he/she will adhere to acceptable standards of personal conduct; and that students and student organizations will participate in the development of proper standards of conduct and good taste; and that they will abide by all College regulations. Students or student organizations making inappropriate use of the opportunities, rights, and privileges should expect to have them withdrawn or curtailed.

In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling and admonition. In the exceptional circumstances when these preferred means are not appropriate or fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties.

When an issue of student conduct arises, the college community will take action as the particular occurrence, judged in the light of attendant circumstances, seems to require.

Rules of Student Conduct

Student conduct in the San Francisco Community College District must conform to District rules and regulations. The rules and regulations of student conduct prohibit the following:

1. Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity or vulgarity, or theopen and/or persistent defiance of the authority of, or persistent abuse of, District personnel or officials acting in the performance of their duties;
2. Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities;
3. Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;
4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;
5. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;
7. Obstruction or disruption of classes, distance learning courses and websites, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;
8. The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
9. Willful or persistent smoking in any area where smoking has been prohibited;
10. Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;
11. Violation of the District’s Sexual Harassment Policy (see appropriate sections of the Catalog for a complete version of the Policy);
12. Violation of the District’s Computer Usage Policy (see appropriate sections of the Catalog for a complete version of the Policy);
13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District’s primary educational responsibility;
14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations); any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as a threat to do bodily harm;
15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Per California Education Code (78907), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from classes by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the College for one or more terms; and expulsion.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Procedures for implementation of these rules shall be adopted by the Chancellor or designee.

Types of Discipline

WARNING: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action (May be written or oral notice).

REPRIMAND: Written reprimand for violation of specified regulations or misconduct. A reprimand places on record that a student has violated college regulations. A student receiving a reprimand is notified that continued violations may result in formal disciplinary action.

RESTITUTION: Reimbursement by the student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise to compensate for damage.

DISCIPLINARY PROBATION: Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, he/she shall be subject to further disciplinary action to be taken in accordance with these procedures.

REMOVAL: Should be exercised when warning or reprimand fails to bring about proper conduct. Removal may be immediate if student presents a present danger. Instructor may remove a student for cause from class for the day of the class and the next meeting for a maximum of two class meetings.

SUSPENSION: Suspension from classes for up to the remainder of the school term or from all classes and activities of the College for one or more terms. Suspension is the termination of student status for that period of time.

EXPULSION: Termination of student status, for an indefinite period, requires the approval of the Governing Board. The student may be readmitted to City College only with the specific approval of the Governing Board.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Due Process

A student has a right to due process. The Office of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106 C) has the responsibility to assure the implementation of this due process.

Student Complaints

A student complaint is an allegation by a student against a faculty member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. A complaint does not include a grade or file challenge, or an allegation of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result. Student complaints are governed by the following procedure:

Informal Process

1. A complaint should first be raised directly with the faculty member concerned.
2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member’s supervisor.
3. The supervisor may take the following action including, but not limited to:
   a. Investigating the complaint.
   b. Meeting with any party separately or facilitating a joint meeting.
   c. Recommending appropriate action to any party.
   d. Recommending an evaluation of the faculty member to the Chancellor.
   e. Redirecting the matter as appropriate.
4. If the supervisor fails to resolve the complaint within 20 semester instructional days then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not summer sessions.
5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.

Formal Process

1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Advocacy, Rights and Responsibilities whose role is to channel the complaint to the appropriate Vice Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.

Any party who appeals a complaint to the formal level must complete a form which describes:
   a. The specific nature of the complaint and its history;
   b. All efforts which have been made to resolve the complaint;
2. Upon receiving a formal complaint, the appropriate Vice Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.

3. In reaching its decision, the committee may take any action which could have been taken pursuant to the informal process, except that the committee may not redirect the matter.

4. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member’s supervisor, and must encompass some or all of the following results:
   a. Resolution of the complaint to the satisfaction of all parties.
   b. Dismissal of the complaint with or without the consent of all parties.
   c. Recommendation of appropriate action to the faculty member’s supervisor.
   d. At the committee’s discretion, its decision and the underlying student complaint may be inserted into the faculty member’s personnel file.

5. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty [40] semester instructional days of its receipt of the formal complaint.

6. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of their choice.

Notice: Student complaints may have serious consequences for the faculty member concerned. Students should recognize that differences in personality, opinion, and perception do occur, and can often be resolved by discussions between the parties. Whenever possible, students are encouraged to address such differences directly with the faculty member.

Student Grade and File Review

FUNCTION AND PURVIEW

The Student Grade and File Review Board, composed of students, faculty and administrators, reviews individual student grievances respecting course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor, and the student. The Board acts as arbitrating body and does not have the power to change grades directly. Students should be aware that there is also a Grading Policy Committee that addresses general grading practices and policies at the College.

REVIEW PROCEDURES: POLICIES, GRADES, AND FILES

1. Review of Policies

The Student Grade and File Review Board reviews and proposes revision, when necessary, of policies, regulations and procedures affecting student grade and file grievances.

2. Review of Grades

If a student thinks a discrepancy exists between the grade given by an instructor and the grade he/she believes was achieved, the student should follow the steps of the appeal procedure below. **Important:** For midterm grades, step two of the procedure below must be completed within ten (10) calendar days after receipt of the grade; and for final grades, step two of the procedure below must be completed within forty-five (45) calendar days from the start of instruction in a student’s next regular semester of attendance (fall or spring), or no later than one year from the last day of instruction in the semester in which the grade was given.

**Appeal Procedure:**

**STEP 1:**

A student wishing to appeal a grade must first discuss the issue with the instructor in an office-hour conference. If, for any reason, the student is unable to confer with the instructor, he/she must then consult with the department chair of the particular department. Every effort should be made to resolve the issue at this level.

**STEP 2:**

If the student wishes to have a grade reviewed further after completing Step One, he/she should obtain a Petition for Grade Review from the Office of Student Affairs, Conlan Hall, Room 106. This petition requires that the student explain the grading issue in writing (typed and double-spaced) and present this written explanation to the instructor, the department chair, and the school dean in turn. Each of these three individuals is expected to attempt to resolve the issue. If the issue remains unresolved, the student submits his/her petition to the Associate Dean of Student Advocacy, Rights and Responsibilities who will verify that the petition has been submitted in a complete and timely manner. The Associate Dean of Student Advocacy, Rights and Responsibilities will also review the petition with regard to content and will advise the student on the appropriateness of further appeal to the Grade and File Review Board.

**STEP 3:**

After the conference with the Associate Dean of Student Advocacy, Rights and Responsibilities verifying the completion and timeliness of the petition, the student may request the Dean to forward the petition to the Student Grade and File Review Board, thereby requesting a formal hearing of the dispute in accordance with the procedure below.

3. Grade Review Hearings

   a. During the review of an individual student’s grade grievance, the Student Grade and File Review Board assigns the case to a subcommittee which shall in closed session discuss the issues involved, hear testimony, question witnesses and consider all available evidence relevant to the case. The subcommittee will consist of representation of student, faculty, and administration.

   b. All principal parties shall have the right to present written or oral statements concerning the grievance. Each party may bring a representative.

   c. The Review Board shall consider the relevancy and merit of all written and oral information and make its recommendations to the full Board, limiting its investigation to the specific case under review.

   d. The Board shall make a final recommendation and submit that recommendation in writing to the Chancellor of City College, and shall communicate the recommendations to the student, the instructor, the department chair and the school dean.

4. Review of Student Files

It is expected that City College will maintain student files for the purpose of documenting academic progress as well as documenting any events that have aided or deterred academic progress. (Note: Grade and File Review petitions do not become part of a student’s file.) Such student files are confidential and
information therein contained shall be released only (a) at the written request of the student or (b) in such circumstances that, in the opinion of the Associate Dean of Student Advocacy, Rights and Responsibilities, the information is needed for the safety and well-being of the student, other students and the personnel of City College or (c) when subpoenaed by a court of law.

Every student has the right to review his or her City College files. File reviews are conducted in the office in which the file is kept with the following steps:

a. The student presents a written request, signed and dated, to review his/her file(s).

b. An appointment is arranged for the student to review his/her file under the supervision of the department chair or dean or designee. No documents are to be added or removed in this review.

c. If the student believes that material contained in his or her file(s) is inappropriate or inaccurate, the student may bring the matter to the attention of the department chair or dean in charge of the file(s) and ask for a correction of the situation.

d. If the department chair or dean in charge of the file(s) is unable, for any reason, to comply with the student’s request for correction, the student may submit a typewritten request for file correction to the Associate Dean of Student Advocacy, Rights and Responsibilities. This request must explain specifically which documents are inappropriate or inaccurate, why the student considers them so, and what specific correction is requested.

e. This request will be reviewed by the Dean of Student Advocacy, Rights and Responsibilities and, if deemed appropriate, will be forwarded to the Grade and File Review Board. The Board will review the request in the same manner as petitions for grade reviews, that is, through the subcommittee process (see 3 above) and will submit a recommendation to the Chancellor.

Further information and assistance may be obtained from the Associate Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

**CCSF Bookstores**

**Purchasing Textbooks, Supplies, And Equipment**

In accordance with State law and local regulation, City College does not supply textbooks. The cost of these varies according to students’ programs. Students are expected to secure textbooks, laboratory books, workbooks, pens, pencils, and paper for most courses. In addition, in some courses, students are expected to provide tools, equipment, clothing, materials, or pay a special materials fee. An estimate of the cost of additional materials or fees for any class may be obtained from the appropriate department or center.

The San Francisco Community College District Bookstore Auxiliary operates several bookstores to serve the City College population. Textbooks and many supplies for City College courses may be purchased at the CCSF Bookstore serving the campus where the course is taught. Books are usually available from the first day of class. Because of the size of the stores, services may vary from location to location. Current hours and store policies are available at each store. Bookstore information is available on the bookstore web page at [http://www.ccsf.edu/bookstore](http://www.ccsf.edu/bookstore).

The schedule of classes issued each semester also contains current information about bookstore services.

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**San Francisco Community College Police Department**

On May 5, 1980, the governing board of the San Francisco Community College District established a “Community College Police Department,” (to be known as the Department of Public Safety). Under the California Education Code, sections 72330 and 72334 and California Penal Code, section 830.32(a), personnel, when appointed and duly sworn, are designated as peace officers. San Francisco Community College Police Department is a certified P.O.S.T. police agency and all officers are sworn and are identified by their distinctive patches and silver color stars. The Department also employs security officers, called Campus Control aides, who wear light blue shirts and silver shields. The Department operates 7 days a week, 24 hours per day from its main headquarters located at City College, Cloud Hall, Room 119, telephone 239-3200.

The San Francisco Community College Police Department is responsible for the overall law enforcement protection and duties for the entire San Francisco Community College District city-wide, including the Airport School located at San Francisco International Airport. Officers patrol all City College campuses daily in district emergency patrol vehicles and on foot ensuring public safety for students, faculty and staff. The San Francisco Community College Police Department’s website can be reached at [www.ccsf.edu/Departments/Public_Safety](http://www.ccsf.edu/Departments/Public_Safety) or linked from the main City College of San Francisco’s website at [www.ccsf.edu](http://www.ccsf.edu).

**City College Student Police**

The Chief of Police of San Francisco, with the approval of the San Francisco Police Commission and at the request of the Chancellor of City College of San Francisco, pursuant to section 3.535 of the City Charter, has granted the legal authority and special police powers to the City College Student Campus Police Officers necessary to control the police and traffic problems on the Ocean Campus and on the public streets adjacent to City College.

City College’s student officers have special police authority granted through the San Francisco Police Department and the Chancellor of City College to perform the following duties: control pedestrian and vehicular traffic and parking; issue municipal parking citations; enforce rules and regulations for student code of conduct as stated in the City College Catalog; request personal identification, as stated in the City College Catalog, from persons on campus; make arrests when necessary for violation of the California Penal Code, Education Code, Health and Safety Code, Welfare and Institution Code, and Business and Profession Code; investigate criminal activity on campus; protect life and property; aid the San Francisco Community College Police Department with all formal investigations and arrest warrants; and make incident reports of criminal activity and coordinate all information with the San Francisco Community College Police Department (239-3200).

The following services are also provided for the campus community by the City College Student Campus Police: emergency notification, parking permit control and enforcement; vehicle lock-out aid; and first aid assistance. The Campus Police are located in Cloud Hall, Room 119, telephone 239-3200.

**Smoking**


**Student Identification**

Student identification must be carried at all times and displayed
upon request by City College staff, faculty, administrators, student campus police officers, and District police officers.

**Student Lockers**

Lockers in the gymnasiums are assigned to students in physical-education courses. Students must remove the contents of these lockers, together with padlocks, not later than Monday during the final examination period each semester.

Lockers are also assigned to students in various laboratory courses. Students must follow the department regulations in using these lockers.

**Student Parking**

The campuses of City College are easily accessible by public transportation. Students are encouraged to use MUNI and BART or to carpool. The Ocean Campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for either a semester or daily parking permit. Sales of semester parking permits (decals) are available on a first come, first served, basis before the start of each semester. Daily parking permits are available in all student lots and during day classes, student parking is restricted to the main reservoir area and parking lot “S” (previously the location of the South Gym). Information regarding the rules and regulations for student parking, including fees for semester decals and rates for daily parking are available through the Student Accounting Office in Conlan Hall, Room 104. For information call (415) 239-3345 or refer to the Class Time Schedule.

Other campuses of City College of San Francisco have NO on-site parking or very limited parking for students. For student parking information for all other campuses, call the San Francisco Community College Police Department at (415) 239-3200.

**Visitors on Campus**

Visitors to the campus are welcome. Vehicle parking in all parking lots is by permit only. Vehicles without a permit will be ticketed. **Day School** visitors are allowed to park in main reservoir parking and parking lot “S” (previously the location of the South Gym), with the purchase of a one-day permit. **After 5:00 p.m., visitors may park in all lots (except Cloud Circle, Marston Road, and Science Road) with the purchase of a one-day parking permit. Information and directions are available from the Information Center located in the lobby of Conlan Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations are available in Conlan Hall, Room 104 and Cloud Hall, Room 119 (Campus Police Office). Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms. Since auditing of classes is prohibited, visits must be limited.

**CCSF Computer Usage Policy**

This policy is displayed to users via Message of the Day (MOTD) in the first two weeks of each semester at their logon to the CCSF HPUX computer system, and each user must agree to it in order to continue to use the CCSF computing facilities.

Violation of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some of the policies below may constitute a criminal offense.

**Rights and Responsibilities**

CCSF is pleased to make computer accounts and resources available for student use in the pursuit of their instructional goals, and to faculty and staff to support the institution’s instructional goals. In so far as the computing resources are under the user’s control, the user is fully responsible for their proper and legal use.

The Computer Usage Policy applies to all members of the College community using our computer resources. This includes administrators, faculty, staff and students. This includes use of computer equipment at any CCSF facility including in the various computer labs, classrooms, offices, libraries and the use of the CCSF servers from any location. Computer accounts and computer access are privileges, and require the individual user to act responsibly. By using the CCSF accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have further agreed to observe all relevant laws, regulations, policies, and contractual obligations of the College.

Other organizations operating computing and network facilities that are reachable via the City College network may have their own policies governing the use of those resources. When accessing remote resources from City College facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations. It is the user’s responsibility to be informed of the policies of other outside organizations to which they establish a computer link.

**Confidentiality**

All user files, including e-mail files, are not to be relied upon as confidential. CCSF explicitly does not guarantee or warrant the confidentiality of these files. It is the practice of Information Technology Services (ITS) to respect the confidential nature of user files, but the ITS Department reserves the right to view or alter user files when it is necessary. Any ITS employee must have their manager’s permission prior to investigating a user file.

User files may also be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. Student files as kept on ITS facilities are considered educational records as covered by the Family Education Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code, also referred to as the Buckley Amendment). In addition, a system administrator may access user files as required to protect the integrity of the computer system. For example, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

**Existing Legal Context**

All existing federal and state laws and College regulations apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Misuse of computing, networking or information resources may result in the loss of computing and/or network privileges without notice. This includes both those that ITS administers, and those that may exist in other departments associated with City College of San Francisco and connected to its network. Deliberate violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary sanctions including, but not limited to, loss of computer use privileges, dismissal from the college, and/or appropriate legal action. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable College or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of the College’s computing resources will be directed to those responsible for taking appropriate disciplinary action as specified under Enforcement below. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment (See CCSF Policy Manual 8.10).
Copyright
All users must follow all relevant copyright laws. U.S. Copyright law governs reproduction and distribution of software and other material, including text, fonts, graphics, sound, video and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install the product. The EULA purchased by a department also controls the number of simultaneous users of the product. Please review the EULA for complete information on your rights as an end user of these products.

Nondiscrimination
Computer users need to follow the same non-discrimination policy including those governing “sexual harassment” and “hostile education environment.” All computer users must follow the non-discrimination guidelines as stated in the CCSF “Equal Opportunity Statement” listed in the catalog: http://www.ccsf.edu/Catalog/Admin/nondiscrim.html

Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. The CCSF administrator who receives a complaint of discrimination should inform the complainant of this right and that the complainant may file an additional complaint if he or she experiences retaliatory conduct.

Examples of misuse include, but are not limited to, the following activities:

Breaking into another person’s account

1. Using a computer account that you are not authorized to use by the ITS Department.
2. Obtaining a password for a computer account that is not your own account.
3. Using the Campus Network to gain unauthorized access to any computer systems.
4. Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating, running, and/or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
5. Masking the identity of an account or machine. This includes, but is not limited to, sending e-mail anonymously.

Harassment

1. Using e-mail to harass others.
2. Posting on Internet services information that may be slanderous or defamatory in nature. This includes, but is not limited to, posting of said type material on Usenet News.
3. Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.

Commercial Use

1. Using your account for any activity that is commercial in nature. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.

Copyright

1. Violating terms of applicable software licensing agreements or copyright laws.

Changing Files

1. Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner. Files owned by individual users are to be considered private property, whether or not they are accessible by other users.
2. Modifying another user’s files, which is illegal under California Computer Crime Laws.

System Misuse

1. Sending mass e-mail to a large number of people on the system. It is acceptable, however, to use organization or department mailing lists, listservs, to send e-mail to groups of people on the system.
2. Knowingly or carelessly performing an act that will interfere with the normal operation of computer systems, including running, installing, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses and worms.
3. Deliberately wasting/overloading system resources, such as:
   - Printing resources – This includes, but is not limited to, printing multiple copies of a document or printing out large documents that may be available online, or that might impact significantly on other users printing resources.
   - System file space – Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

Additional System Information

- Batch jobs or background tasks should be consistent with individual academic goals or institutional academic goals. Jobs that do not appear to coincide with the academic goals of the institution may be “killed” without warning.
- System file space – Storing or transferring of large files or using a large amount of file space in the temporary file system area which degrades overall system performance or preclude other users right of access to disk storage also constitute misuse of resources. The ITS staff may remove or compress disk files that are consuming large amounts of disk space, with or without prior notification.

Enforcement

After the appropriate investigation and/or hearing procedures have been followed, the penalties below may be imposed under one or more of the following: City College regulations, California law, the laws of the United States.

- Infractions of the CCSF Computer Policy may result in the temporary or permanent loss or modification of computer account and resource access privileges, and may be subject to further disciplinary action.
- Offenses which may be in violation of local, state or federal laws will result in the immediate loss of all computer account and resource privileges, and will be reported to the appropriate College or institution involved and law enforcement authorities.

An individual’s computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors or instructor and/or department chair.

This policy is subject to revision. The Information Technology Policy Committee will approve changes to the guidelines, as needed.
Academic Policies and Procedures

Academic Freedom
The following academic freedom statement is an excerpt from Board Policy 6.06. Those interested in the complete statement should refer to http://www.ccsf.edu/Board.

The District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss in the classroom pertinent subjects within his or her field of professional competency and consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the employee’s proper treatment of pertinent subjects or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty cannot, however, expect academic freedom to be unlimited, for the right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

CREDITS AND GRADES

Unit of Work
The standard unit, a measurement of college work, represents one college hour (50 minutes) of classwork weekly for one semester. In some courses, however, such as those in physical education and the laboratory arts and sciences, a greater number of hours of classwork are required weekly for each unit than in other courses. In general, two or more clock hours of preparation outside class are needed weekly for each unit of classwork.

Semester and Quarter Units
Most universities and colleges in the United States use the semester or quarter system and hence grant credit in semester units (s.u.) or quarter units (q.u.). For example, City College uses the semester system and grants credit in semester units; some California State University campuses and most University of California campuses use the quarter system and grant credit in quarter units.

Two semester units are equivalent to three quarter units. Therefore, to convert semester units to quarter units, multiply the number of semester units by 3/2 (or 1.50); to convert quarter units to semester units, multiply the number of quarter units by 2/3 (or 0.667).

Academic Record Symbols and Standards
A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (At least satisfactory, C or better. Units .... awarded not counted in grade point average.)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (Less than satisfactory or failing. Units not counted in grade point average.)</td>
<td></td>
</tr>
</tbody>
</table>

Standard English is expected in all College course work and is a consideration in grading. Its use is not an exercise limited to English classes alone.

Pass (P)/No Pass (NP) Courses
*Formerly known as: Credit (CR)/No Credit (NC) Courses
Certain courses offered at City College of San Francisco are designated as pass/no pass courses. Such courses are shown in the catalog with the statement “P/NP only” meaning that only grades of P and NP are given for the course. Other courses are designated as optional pass/no pass courses. Such courses are shown in the catalog with the statement “P/NP available” meaning the course may be taken on a pass/no pass or on a letter grade basis; i.e., the pass/no pass option is available. Note: 1) pass/no pass courses are counted toward graduation and for transfer and 2) in an optional pass/no pass course the student must file a petition with the Office of Admissions and Records to take the course on a pass/no pass basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date.) Petition forms are available from the Office of Admissions and Records. Students may also select “Pass/No Pass” grading option on-line through WebSTARS at http://www.ccsf.edu. In the absence of a “Petition for Pass/No Pass” students will be evaluated on a letter-grade basis. The “NP” symbol shall be used only in calculating units attempted for probation and dismissal.

Although City College does not limit the number of units a student may take on a Pass/No Pass basis, students planning to transfer should inquire of the transfer institution its policy on pass/no-pass course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

Noncredit Grading
Some noncredit classes do issue grades. Letter grades (A, B, C, NP) or P/NP grades are issued in all noncredit vocational/occupational classes, including VESL, Business, Trade Skills, Automotive, Health (except Tai-Chi), Labor and Community Studies and Consumer Arts and Sciences. (Each department determines whether to give letter or P/NP grades and
all classes/sections use the same grading mode.) All students on financial aid receive grades in all their noncredit classes, even if grades are not usually assigned in those courses. All students enrolled in high school classes in Transitional Studies leading to a high school diploma receive letter final grades comparable to those issued in local secondary schools as agreed to with the county superintendent. Grades are not issued in Older Adult, Consumer Education, General ESL, DSPS, non-high school diploma Transitional Studies, and CDEV and Parenting classes that are not vocational/occupational in nature.

Other Symbols

Symbol = Definition
“EX” = Exclusion
“I/” = Incomplete
“MW” = Military Withdrawal
“RD” = Report Delayed
“W” = Withdrawal

“E” Exclusion. The “E” symbol shall be used to denote grades of D, F, or NP the student has chosen to exclude from his or her academic history.

“I” Incomplete. A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent him/her from taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

A grade of Incomplete must be removed within one month of the first day of instruction in a student’s next regular semester of attendance, or no later than one year from the last day of instruction in the semester of issuance, whichever date comes first.

A final grade shall be assigned when the work stipulated has been completed and evaluated. If the student fails to meet the condition(s) of the removal of incomplete or when the time limit for completion has expired, the predetermined grade shall be assigned (i.e., “F” in the case of I/F).

A student should make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair.

If a student is, due to extenuating circumstances, unable to complete the work within the time specified the student may, after contacting the instructor, petition the Associate Dean of Student Advocacy, Rights and Responsibilities for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

Late Withdrawal. Late withdrawals are those requested by students after the last day for an official student or instructor initiated withdrawal and up until the first day of final examinations of the same semester. A late withdrawal will be granted only for verifiable extenuating circumstances that prevented the student from academic participation. Extenuating circumstances are defined as: institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student- or instructor-initiated withdrawal and the final examination. For more information please consult with the Office of Student Affairs, Conlan Hall, Room 106.

“MW” Military Withdrawal. “Military Withdrawal” shall be assigned to students who are members of a reserve or active military unit and received orders to report to active duty, requiring a withdrawal from all courses. This does not apply to Basic Training assignments. The student must bring a copy of their orders to the Office of Admissions and Records located in Conlan Hall, Room E107, prior to departure, if possible, to have their military withdrawal processed. All courses will be withdrawn without fee assessment. Military Withdrawal does not count against a student for the purposes of progress probation and academic dismissal calculations.

“RD” Report Delayed. Only the Office of Admissions and Records may assign the “RD” symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student’s grade. “RD” is to be replaced by a permanent symbol as soon as possible. The “RD” symbol shall not be used in calculating units attempted, nor for grade points.

“W” Withdrawal. If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a “W” symbol will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than “W.”

The “W” symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.)

Remedial Coursework Limitation

Remedial coursework is defined as credit, nondegree-applicable basic skills courses. Section 55035 of Title 5 of the California Code of regulations imposes a 30 unit limit on remedial coursework. Students are exempted from this limitation if they are enrolled in an ESL course or are identified by the district as having a learning disability. If neither of these exemptions apply, students who reach this 30 unit limit are restricted to taking only noncredit courses, nondegree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation. It is our district’s policy that students who have completed 30 units of remedial coursework shall be automatically given a 10 unit waiver of this limitation.

Course Prerequisites, Corequisites, and Advisories (Recommendations)

City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The CCSF Governing Board recognizes that if these prerequisites are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the San Francisco Community College District, in compliance with Title V Matriculation Regulations, has adopted a policy to provide for the establishment, review and enforcement of prerequisites,
corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Elements of this policy follow:

**Definition of Terms**

**Prerequisite:** A condition to enrollment that a student is required to meet in order to demonstrate current readiness for a course or educational program. If a prerequisite is a course, a student must pass the prerequisite course with a grade of “C” or higher.

**Corequisite:** A course that a student must take concurrently with another course.

Below are the different types of pre/corequisites:

1. **Standard prerequisite or corequisite:** A pre/corequisite to a course, the equivalent of which is offered at three or more California State University and/or University of California campuses with an equivalent prerequisite.

2. **Sequential course within and across disciplines:** A course that serves as a pre/corequisite to an articulated course in the same discipline or in another discipline.

3. **Course in communication or computation skills:** A course in communication or computation skills that serves as a pre/corequisite to a course other than another communication or computation skills course.

4. **Placement level:** A Mathematics, English, or English as a Second Language course placement level determined by the College placement assessment process, which consists of the use of State-approved assessment instruments, validated cut-scores, and multiple measures.

5. **Program prerequisites:** A pre/corequisite to enrollment in a program such as Nursing, Culinary Arts and Hospitality Studies, or Aircraft Maintenance Technology.

6. **Health and safety:** A pre/corequisite to enrollment in a course or program in which health and safety of the student or others may be endangered if the pre/corequisite is not met.

7. **Recency:** A pre/corequisite skill-level that a student must possess within a specific time period prior to enrollment in a course or program.

**Advisories on Recommended Preparation:** A condition of enrollment that a student is advised, but not required, to meet before or concurrently with enrollment in a course or educational program. Students are strongly encouraged to follow the advisories since having the recommended preparation will greatly increase the likelihood of success in the target course.

**Limitation on Enrollment:** A condition of enrollment that a student must meet (in addition to any prerequisites and corequisites) prior to enrolling in the following types of courses:

1. **Performance courses:** Courses in this area include intercollegiate athletics, theatre arts (drama), and music, for which an audition or tryout may be required.

2. **Honors courses:** These courses require a specific scholastic aptitude prior to enrollment.

3. **Blocks of courses or sections:** a “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

**Challenge of a Prerequisite or a Corequisite**

A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

**Grounds for challenge:**

A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

B. The student possesses the skills/knowledge necessary to protect the health or safety of himself and others despite not meeting the stated health and safety prerequisite.

C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

D. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

E. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites.

F. The prerequisite or corequisite is in violation of Title 5.

Any student may appeal the decision of the challenge to the Office of the Vice Chancellor of Academic Affairs or the Vice Chancellor of Student Development.

**Procedures for Filing a Petition to Challenge a Prerequisite/Corequisite**

**CAUTION:** The student shall bear the initial burden of showing that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.

**Instructions:**

1. Obtain a **Petition to Challenge a Prerequisite or Corequisite** from the Office of Matriculation Services (Conlan Hall, Room 204) or the chair of the department of the course.

2. The student should file the completed petition at the appropriate department office (see the petition form) as early as possible before the first day of school, but must file no later than the end of the add/drop period. The department office will give the student a date-stamped copy of the petition and provide him/her with a decision by the end of the add/drop period.

3. If the challenge is upheld, the student will be eligible for the course; the student should retain the approved petition as proof of his/her eligibility. If the challenge is denied, the student will not be eligible for the course and will be required to drop if he/she has already registered for the course.

4. The student must file the approved petition to the Office of Matriculation for final processing. The department will keep a copy of the petition for its own records.
5. A student may appeal a decision to the Vice Chancellor of Student Development or the Vice Chancellor of Academic Affairs.

**Challenge of a Limitation on Enrollment**

Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. The District shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

**Grounds for Challenge of a Limitation on Enrollment:** A student may challenge a limitation on enrollment in a course if:

A. the course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement, and

B. the student’s graduation from the degree or certificate program will be delayed if (s)he is unable to enroll in the course during the semester of the challenge.

**Procedure for Challenging a Limitation on Enrollment:**

1. Obtain a Petition to Challenge a Limitation on Enrollment from the Office of Matriculation Services (E-204) or the department chair of the course.

2. The student should file the petition with the department chair prior to the first day of class, but must file no later than the end of the add/drop period in order for the petition to be considered.

3. The student must attach a current CCSF Student Educational Plan indicating that the course is required to receive a degree or certificate. The student must prove that his graduation will be delayed by one or more semesters if (s)he is not allowed to enroll in the course. The department chair will retain a copy of the petition and forward a copy to the Office of Matriculation Services.

4. The department chair will provide the student with a decision by the end of the add/drop period and give the student a copy of the petition with the decision indicated. If the challenge is denied, the student will not be eligible for the course and will be dropped if already enrolled in the course.

5. The student may appeal the department chair’s decision to the Dean of Matriculation Services.

**Grades and the Grade Point Average**

A student’s grade point average (GPA) shows numerically the relationship between the number of units attempted and the grades received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of P, NP, W, I, IP, EX and MW do not affect a student’s grade point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.

Students grade point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade point averages in awarding various scholarships and in determining whether students may be disqualified from further attendance because of scholastic deficiencies. In addition, universities and colleges use grade point averages in admitting transfer students.

All credit courses offered by City College of San Francisco are graded courses as defined by Title V, California Administrative Code.

**Probation and Dismissal**

**Probation:**

There are two types of probation: academic and progress. A student may be on either type of probation or on both. If a student is on either type of probation or on both,

- there will be a permanent notation placed on the student’s academic history;
- a student will not be in good academic standing at the College;

- the student will not be removed from probation until there is improvement in the overall academic record, even if there is improvement in the current semester academic record.

Students on probation may be contacted by the General Counseling Department or the EOP&S so that they may be provided individual counseling and guidance on how to improve their academic standing. The students’ programs may be regulated so as to help them move off probation.

**Academic Probation:** A student who has attempted at least 12 units as shown on the official academic record will be placed on academic probation if the student has earned a grade point average below 2.00 in all units in which grades were given.

**Progress Probation:** A student who has attempted at least 12 units as shown on the official academic record will be placed on progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NP” is 50% or more.

**Removal from Probation:** For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NP” in less than 50% of all City College units in which the student has enrolled.

**Dismissal:**

**Academic Dismissal:** A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

**Appeal of Academic Dismissal and Request for Reinstatement:**

Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106). If students are reinstated, their reinstatement will be conditional based upon a review.
of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

Financial Aid Probation: The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

Grade Reporting
Midterm Grades and Final Grades are made available to students through WebSTARS at http://www.ccsf.edu.

Repetition of Credit Courses
Repetition of credit courses is allowed under the following general circumstances:

1. When the course has been designated as repeatable.
2. When repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
3. To allow a student to alleviate a substandard grade of D, F, NP, or NC.
4. When the district determines that there has been a significant lapse of time since the course was taken.
5. When the district finds that the student’s grade is, at least in part, the result of extenuating circumstances.
6. When the student is repeating a course in occupational work experience.
7. When a student with a disability is repeating a special class for students with disabilities.

Details of each circumstance are included below.

Before repeating any course, it is required that a student seek the advice of his or her counselor. In some cases, a course cannot be repeated more than twice without the advice and approval of the department’s faculty advisor or the department chair. Students should be aware of the following:

1. When a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. When a student repeats a course in which he or she has received a grade, any withdrawal with a “W” or “MW” counts as a repetition.
3. When a student repeats a course to alleviate a substandard grade of D or F, the original grade will not be used in calculating the student’s CCSF grade point average. The original grade is not removed and remains a part of the permanent record.
4. When a course is repeated, the latest grade will count for the purposes of GPA calculation even if it is lower than the original (except for “notation only”).
5. When a student repeats a course in which he or she has received a passing grade (for example, because of a significant time lapse) the student will not receive a second grade or a second set of units unless the course has been designated as repeatable. The notation “Post Grade Only” will be used instead.
6. Course repetition may affect a student’s financial aid or other benefit status. Please check with the appropriate office.
7. Some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.

Petitions for Course Repetition are available in the Office of Student Affairs, Conlan Hall, Room 106.

Repeatable Courses
There are two types of courses that may be designated as repeatable: courses with variable content and activity courses. Repeatable courses are identified in the College Catalog, along with their repetition limits. Students do not need to file a petition to re-take a repeatable course.

Courses with Variable Content are defined as courses in which the essential course content changes substantially from one time of offering to the next. There are two allowable types of variable content courses: Umbrella courses and Independent Studies courses. Umbrella courses consist of an umbrella and a series of lettered topical courses. For example, ENGL 48 is the umbrella for ENGL 48A, 48B, 48C, etc. A student may take any and all of the topical courses under an umbrella, but cannot repeat the same topical course. Independent Studies courses allow a student to conduct special studies or research on a topic in his or her major and to receive units for such studies or research.

Activity Courses are those courses where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:

- Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
- Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

Activity courses include, but are not limited to, courses in physical education, visual or performing arts in music, fine arts, theater or dance. Courses in foreign languages, ESL, and nondegree-applicable basic skills courses cannot qualify as activity courses. Repeatability for an individual course is requested by the department, approved by the Curriculum Committee, and printed in the Catalog. If the department has several levels of a course with similar educational activities, the repetition limit applies across all levels, regardless of whether the repetition reflects multiple enrollments in a single course or multiple courses.

Special note on courses in the Performing and Visual Arts: In order to allow students who are planning to transfer in the Performing and Visual Arts to maintain proficiency until such time as they transfer, City College policy will allow extended repeatability for the Performing and Visual Arts courses identified by the departments and approved by the Curriculum Committee. Three conditions must be satisfied:

(a) A Performing and Visual Arts course must be one that develops a professional/vocational skill in the Arts and there must be a reasonable expectation that transfer opportunities exist in that skill.
(b) A Performing and Visual Arts skill may not be subdivided into more than three course levels (beginning, intermediate, and advanced) and may not have more than one course per level. The extended repeatability will consist of a maximum of one repeat at the beginning level and a maximum of three repeats at each of the intermediate and advanced levels.
(c) The concept of satisfactory progress described above must be built into any Performing and Visual Arts course using the extended repeatability. A department may not allow a student
to repeat a course unless there is evidence that satisfactory progress is being achieved by the student. In the event that a student exhausts this extended repeatability prior to transferring, the student may, with departmental approval, apply to the Vice Chancellor of Academic Affairs for a waiver of the Performing and Visual Arts repeatability limits.

**Legally Mandated Training Requirement**

Students may repeat a course when repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may repeat these courses any number of times. Students wishing to repeat a course to meet a legally mandated training requirement must file a Petition for Course Repetition so that they can provide documentation of the requirement for training.

**Alleviating Substandard Coursework**

Students receiving a substandard grade of D, F, NP, or NC may repeat a course up to two times in an effort to alleviate the substandard grade. Students do not need to file a Petition for Course Repetition in this situation. Any repetition that results in a letter grade, or a withdrawal resulting in W or MW, counts towards this two repetition limit.

**Significant Lapse of Time**

A student receiving a satisfactory grade may repeat a course if the district determines that there has been a significant lapse of time since that grade was obtained. This section applies when any of the following conditions are met:

1. A recency prerequisite has been established for a course or a program.
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.
3. The student petitions, and the department chair approves, that a significant lapse of time has occurred. In determining whether the length of time that has lapsed is significant, department chairs should take into account situations such as:
   * There is a set of sequentially based courses, and the student may be unable to complete the subsequent level due to the length of time since taking the prior course in the sequence. This may include, but is not limited to, courses in foreign languages, mathematics, and science.
   * The course content has been revised or updated since the last time the student took the course. This may include, but is not limited to, technology-related courses where the underlying technology has changed since the prior enrollment.

Students must complete a Petition for Course Repetition to repeat a course due to significant lapse of time. This option may also be available to students who have exhausted the maximum number of repetitions of a repeatable course; in such a situation, the student is limited to one additional repetition.

**Extenuating Circumstances**

Students may repeat a course when the district approves that their previous grade, whether satisfactory or substandard, was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Students must complete a Petition for Course Repetition and provide documentation of the extenuating circumstances.

**Occupational Work Experience**

Departments offering occupational work experience courses can be designated as repeatable, upon approval of the Curriculum Committee, up to a maximum of 16 units. The repetition limit for a particular occupational work experience course is printed in the College Catalog. Grades received in all repetitions of an occupational work experience course will be counted in calculating the grade point average.

**Students with Disabilities**

The Disabled Students Programs & Services Department is allowed to offer special classes with content that addresses the educationally-related functional limitations of students with disabilities pursuant to Title 5 of the California Code of Regulations and state and federal nondiscrimination laws. Any number of repetitions of these classes may be allowed as a disability-related accommodation based on an individualized determination by the Disabled Students Programs & Services Department that one of the following circumstances applies:

(a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
(b) When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes; or
(c) When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Students enrolled in these courses may repeat them without petition.

**Academic Renewal/Exclusion**

A student may petition to have college grades of D or F excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

A request for academic renewal will be granted under the following conditions:

1. A student must have completed at an accredited college at least 24 degree applicable semester units with a grade point average of at least 2.0 or 12 semester units with a grade point average of at least 3.0. These units must be earned subsequent to any grade of D or F to be lined out.
2. At least one year must have elapsed since the most recent course work to be excluded was recorded.
3. A maximum of 24 units can be lined out, and academic renewal will only be granted once.
4. A student’s official transcript will include a notation of when the request for academic renewal was granted as well as the fact that grades from other institutions may have been used to satisfy the requirements for academic renewal.

The petition for Academic Renewal/Exclusion may be picked up at the Admissions and Records Office, Conlan Hall, Room 107.

Students are reminded of the following:
Only courses taken at City College may be lined out. Some transferring institutions may not accept the lining out of grades and may recalculate the grade point average. Students who plan to transfer to other institutions should inquire of the transfer institution its policy on lined out grades. Once an Associate degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded. Transcripts from only accredited institutions will be accepted.

Students who wish to have grades lined out under this policy must request a petition from the Office of Admissions and Records. Since academic renewal will be granted only once, students considering the petition are advised to file the petition at a time close to their graduation of transfer.

### Changing Final Grades

An instructor may not change any final grade, except that of Incomplete, on the basis of additional work completed by a student after the close of a semester.

### Academic Transcript of Records

A student may obtain an official or unofficial academic transcript of records by completing and submitting a Transcript Request Form to the Transcript Department, Conlan Hall, Room 107. Students may also request a Transcript of Academic Records by FAX to (415) 239-3836 or by letter to:

City College of San Francisco
Transcript Department, Box E-107
50 Phelan Avenue
San Francisco, CA 94112

When requesting an Academic Transcript of Record the following information must be included:

- Student’s full name while attending CCSF
- Current mailing address
- Telephone number
- Present full name if different while attending CCSF
- Birth date
- CCSF Student ID number
- Date last attended at CCSF, i.e. Spring 1998
- First Date of attendance at CCSF, i.e. Fall 1996
- Where the Academic Transcript of Record is to be mailed
- When the Academic Transcript of Record should be sent, i.e., after this semester’s grades are posted, after degree/certificate has been posted
- A listing of all courses currently in progress at CCSF
- Number of copies requested
- Student’s signature
- Date

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed. Processing time during peak periods may take up to four (4) weeks. Academic transcripts are reviewed and processed as they are submitted.

### Processing Fee

The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of $5.00 is assessed for each transcript after the first two.

### Rush Service

Students may contact the Transcript Department and request Rush Services for the issuance of Academic Transcript of Records. Normal processing time for this service is 2 or 3 business days and 4 or 5 business days during peak period. The fee for this service is $10.00 per requested copy.

### Transfer of Grade Points to City College

City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.0 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

### Transfer of Coursework to City College

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at City College of San Francisco. Specifically, students may use lower and/or upper division transfer coursework to fulfill any of all of the following:

- specific program requirements for a certificate, major, or award of achievement
- general education graduation requirements
- unit requirement for graduation (minimum of 60 semester units)

The unit requirement may be met with courses from regionally accredited (e.g., accredited by Western Association of Schools and Colleges) colleges or universities. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred into the college.

Program and general education requirements must be evaluated through the course of equivalency process. Course equivalency is determined by the chair(s) of the department(s) offering comparable courses, and is communicated by them to the Office of Registration and Records (R&R) via the “Evaluation of Course Equivalency” form. Student inquiries with either a specific department or with R&R should occur prior to petitioning for graduation.

### Credit by Examination

According to Section 55753 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit by examination, under certain circumstances:

a. City College of San Francisco may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.

b. The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

c. Units for which credit is given shall not be counted in determining the minimum 12 semester hours of credit that...
must be taken at CCSF to meet the residence requirement. (See Associate Degree Graduation Requirements.)

1. Credit by CCSF Examination
Currently enrolled students who have completed a minimum of 12 units at CCSF, earned a grade point average of 2.00 or better, have not attempted the course, or have not completed more than 12.0 units of Credit By Examination are eligible to be considered for credit by examination. You may obtain a list of courses that may be challenged from the Admissions & Records Office.

Permission to challenge a course by examination is granted by the appropriate department chair.

Petition for Credit by Examination
Students may petition for credit by examination for selective courses offered at City College of San Francisco in accordance with the following policies and procedures:

1. Determination of eligibility for credit by examination:
   a. The student must be currently enrolled including the course which the student is petitioning for credit by examination.
   b. All enrollment and or nonresident tuition fees must be paid in full and all HOLDS must be cleared prior to petitioning for credit by examination.
   c. The student must be in good standing, and have successfully completed a minimum of twelve (12) semester units at City College of San Francisco with a minimum cumulative grade point average (GPA) of 2.0.
   d. A petition form must be filed to take an examination for course credit only if the student—
      i. meets the requirements for the individual course as specified in the current City College catalog;
      ii. has neither already completed nor is currently taking a course more advanced than that for which credit by examination is requested.
   e. A student who has previously enrolled in the course for which credit by examination is requested and subsequently failed the course is not permitted to request credit by examination.
   f. A student who failed an examination for credit by examination cannot petition to retake the course for credit by examination.
   g. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration.

2. Maximum credit allowable:
   a. The maximum number of units creditable by examination toward the Associate degree is 45 semester units.
   b. Under no circumstances will a student be permitted to receive an Associate degree credit by examination for more than three quarters of the units completed at City College.

3. Limitations:
   a. Credits awarded by examination are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors or graduation residency requirements.
   b. Only one course in a direct series of courses may be awarded credit by examination, e.g., Mathematics 92, Mathematics 95, or Mathematics 110A or Mathematics 110B, not more than one of these courses. A student with the appropriate knowledge may take the examination in Mathematics 110B and receive four semester units for this course; however, the student cannot take examinations in all four courses above and be awarded 16 semester units of credit by examination. (The Allied Health and Nursing Programs are exempted from this policy.)

2. Credit by AP and CLEP Examinations
Currently enrolled students who have completed a minimum of 12 units at CCSF, have earned a grade point average of 2.00 or better, and have not attempted the courses are eligible to be considered for credit by AP and CLEP examination.

1) Advancement Placement Test (AP)
City College will grant subject credit for most College Board Advanced Placement examinations, depending on the exam score obtained by the student. Credit awarded by CCSF applies to the associate degree. Transfer students must consult with senior colleges and universities to determine how AP credit will be awarded by the receiving institution.*

*See table for City College equivalencies for AP scores

2) College Level Examination Program (CLEP)
City College will grant general credit toward graduation for CLEP examinations. CCSF offers elective credit for many exams in the areas of History and Social Sciences, and Science and Mathematics. Generally, students must pass the examinations with a score of 500 or above (Paper and Pencil Testing) or a score of 50 or above (Computer Based Testing CBT).

All California State University (CSU) campuses will accept one chemistry and two math exams for college elective credit. Individual CSU campuses may accept additional CLEP exams for credit and/or apply them towards graduation requirements. Students should check with the CSU campus for information on how the campus applies CLEP exam credit.

Credit under both AP and CLEP programs is usually granted only to students with no college work completed. Students who have completed college work prior to taking the examinations, or who wish both advanced placement and CLEP credit, should consult the individual Departments for approval. (Students who plan to transfer to a four-year institution should contact the transfer institution regarding the acceptability of AP and CLEP credit, or should consult a CCSF counselor.)
### CCSF CREDIT FOR ADVANCED PLACEMENT TEST SCORES

CCSF’s Advanced Placement Examination Policy may differ from that of other colleges and universities. Transfer students should consult with each institution regarding the awarding of units and course equivalencies for Advanced Placement test credit. Failure to do so may lead to education planning errors. For more information, see your counselor.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>CCSF General Education</th>
<th>CCSF Units Awarded</th>
<th>Course Equivalence-Only if needed for CCSF Associate Degree/Programs</th>
</tr>
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<tbody>
<tr>
<td><strong>Art</strong></td>
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<tr>
<td>Art History</td>
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<td>Art 101</td>
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<tr>
<td>Studio Art: Drawing</td>
<td>3/4/5</td>
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<td>Consult with Department Chair</td>
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<tr>
<td>Studio Art: 2-D</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
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<tr>
<td>Studio Art: 3-D</td>
<td>3/4/5</td>
<td>Area E</td>
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<td>Consult with Department Chair</td>
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<tr>
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<td>Biology</td>
<td>3/4/5</td>
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<td>CS 111A or 110A</td>
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<td>CS 111A or 110A</td>
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<td>Math 80</td>
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</table>

**English 96 only meets Area B Written Composition for Catalog Rights Year 08-09 and before.**
Credit by Petition for Noncredit Courses

Effective July 1, 2009, Credit by Petition for Noncredit Courses is no longer available, regardless of when the noncredit courses were completed. Students who wish to receive credit for knowledge or skills attained in noncredit courses may be able to use the Credit by Examination process described on page 390. Credit awarded to students who petitioned prior to July 1, 2009 will continue to be honored.

Dean’s Honor List

In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher, and are in good academic standing are placed on the Dean’s Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation. If a student is on the Dean’s Honor List, it will be noted on the student’s unofficial/official transcript.

Graduation with Honors

Students who have maintained a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have maintained a grade point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have maintained a grade point average between 3.75 or higher will be graduated with highest honors. In determining whether students will qualify for honors at graduation, the Office of Admissions and Records does not count units, grades, or grade points earned in physical education. If a student graduates with Honors, a notation will be placed on the student’s unofficial/official transcript.

Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with honors. Such students, however, will not be granted higher honors than those earned at City College of San Francisco. Students should arrange to have transcripts from other colleges or universities sent to the Office of Admissions and Records in order to have transferable units counted toward graduation with honors.

English Placement Information

The results of the City College English Placement Test are used to determine the English courses in which a student may enroll. The student may enroll in the required course or sequence during any semester or summer session.

Students requesting exemption or change in placement on the basis of their SAT test scores or AP test scores should see the English Eligibility Coordinator or the English Department Chair.

Courses below English 1A taken at other institutions are not accepted as prerequisites for English courses. Transfer students who have not successfully completed English 1A at another institution must take the English Placement Test for placement into English courses.

The Chair of the English Department will rule on all matters of equivalency in connection with English courses students have taken at City College or elsewhere.

English Eligibility Essay Exam

The English Eligibility Essay Exam is given each semester by the English Department. Students who pass this essay exam earn eligibility for English 93, 96, or 1A. For more information about this exam, students should contact the English Eligibility Coordinator, Batmale Hall, Room 514.

Field Trips

Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

Final Examinations

Final examinations are required of all students in all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown on the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Class Schedule. Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice Chancellor of Academic Affairs’s approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

Student’s Responsibility for Satisfying Academic Requirements

Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

Prerequisite Courses

A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled “Announcement of Programs and Courses.”

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Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

Prerequisite Courses

A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled “Announcement of Programs and Courses.”

A student may not receive credit for any course which is prerequisite to any course already taken.
The faculty and administration at City College of San Francisco consists of more than 1,500 men and women chosen for their training and competence. Because City College is a community college, offering instruction to meet the educational needs of both its students and the community, its teaching staff is necessarily diverse. It includes, for example, philosophers and nurses, historians and executive chefs, artists and criminologists, linguists and chemists, engineers and ornamental horticulturists, geologists and broadcasters, mechanics and biological scientists, welders and computer programmers, political scientists and printers, dentists and accountants, carpenters and physicists, tailors and journalists, specialists in literature and radiologic technicians.

### Diverse Backgrounds

They bring to their students extensive backgrounds gained through years of study and research in the United States and in foreign countries; and through extensive experience in business, industry, education, travel, the Armed Forces, and government service. Many are prominent in the life of the community. Others are officers and policy makers in professional organizations. A number are authors of nationally and internationally used texts in their fields. And a surprisingly large number have done pioneer work in developing special courses and curricula.

### Interest in Students

This diversity in the backgrounds and professional interests of faculty members has made a considerable contribution to the College and the community. The outstanding characteristic of the faculty, however, is neither its diversity nor its acknowledged competence, but rather a common interest in students—through teaching and its closely related activity, guidance. For these are the principal functions of the College, as they have been from its founding more than six decades ago.

The College offers many advantages, but it can offer none more important than the interest of instructors and counselors in those whom they teach and advise. Without it, the most impressive and lavishly endowed college is educationally valueless. It is the quality from which students at the College benefit most.

It is the quality most emphasized throughout the College; for instructors spend the major portion of their time working directly with students—in classrooms, in laboratories and offices, on the campus, and in the field—so that the men and women entrusted to their care may acquire knowledge, skills, and understanding that will enable them, in the years ahead, to lead lives that are both useful and rich.
BADGER, JENNIFER, Art
B.A., Pomona College; M.F.A., Columbia University

BAIR, ASATAR, Social Sciences/Economics
B.A., M.A., Ph.D., University of Massachusetts

BAIRD, ROGER LEE, Art
B.F.A., M.F.A., California College of Arts and Crafts

BALDASSARE, HEIDI, Disabled Student Programs and Services
B.A., University of California Berkeley; M.A., Columbia Teachers College, New York

BANUET-ALVERS, YVONNE, Physical Education and Dance
B.A., University of California, Berkeley; M.A., San Francisco State University

BAPTISTE, WILLIAM DAUDET, Computer Science
B.S., University of San Francisco; M.A., California State University, Dominguez Hills

BARRON, PATRICK, English
B.A., University of Oregon; M.A., Queens University of Belfast

BARTON, GAIL G., Physical Education and Dance
A.A., City College of San Francisco; B.A., M.A., San Francisco State University

BATCHelor, KAREN, English as a Second Language
B.A., M.A., San Francisco State University

BATES, STANLEY, Business
B.A., M.A., San Francisco State University

BATTY-SylvAN, JOHN, Department Chair, English
B.A., San Francisco State University; M.A., University of Wisconsin, Milwaukee

BATTISTE, LEILA, ADA Compliance Dir./Assistant Legal Counsel
B.A., University of the Pacific; J.D., U.C. Hastings College of the Law; LL.M., S.J.D., Golden Gate University School of Law

BAUTISTA, GLORIA, Business
B.S., University of Puerto Rico, Rio Piedras; M.A., University of San Francisco

BEARD, CHRISTINE H., Transitional Studies
B.A., M.S., San Francisco State University; M.A., University of San Francisco

BEASLEY, WILLIS, Trade and Industry
Journeyman Welder

BEAVER, WILLIAM, Computer Science
A.A., Laney College; B.A., California State University, Hayward

BELBIN, CHARLES I., English as a Second Language
B.A., University of Maryland; M.A., San Francisco State University

BELL, JORGE, Dean, Financial Aid, EOPS, CalWorks and Scholarship
A.S., City College of San Francisco; B.A., Jose Simeon Canas University, El Salvador; M.A., University of San Francisco

BELL, LOREN, English
B.A., St. Louis University; M.F.A., Bowling Green State University

BELLO, ROSEMARY A., Nursing
B.S.N., Northern Illinois University; M.S.N., University of California, San Francisco

BERGER, VALERIE, English as a Second Language
B.A., University of California, Santa Cruz; M.A.T., School for International Training, Brattleboro, Vermont

BERGIN, ROSEMARY A., Nursing
B.S.N., Northern Illinois University; M.S.N., University of California, San Francisco

BERGMAN, JULIA ELLEN, Library
B.A., San Francisco State University; M.L.S., Western Michigan University

BERKOV, KATHLEEN, English as a Second Language
B.S., University of Wisconsin, Madison; M.A., San Francisco State University

BERNSTEIN, DIANA, Student Health
B.S., University of Pennsylvania; M.S., University of California, San Francisco

BERTHOLD, TIM, Department Chair, Health Education
B.A., Brown University, R.I.; M.P.H., Harvard University, Massachusetts

BIBLIOwicz, Morris, English as a Second Language
B.A., Boston University, Massachusetts; M.A., San Francisco State University

BIEHN, JENNIFER, Business
B.A., M.Ed., University of Washington, Seattle

BIXLER, CAMILLA, English as a Second Language
B.A., M.A., San Francisco State University

BIXLER, RONALD, English as a Second Language
B.A., M.A., San Francisco State University

BLAIR, CAROLINE, Cinema
B.A., University of California, Santa Barbara; M.A., San Francisco State University; A.F.I., Producing Fellow

BLAIR, THOMAS E., Department Chair, Foreign Languages
B.A., University of Southern Colorado; M.A., Ph.D., University of Wisconsin, Madison

BLOOD, DAVID, Physical Education and Dance
B.S., University of Washington; M.F.A., University of Utah

BLUMENTHAL, SHERYL, Continuing Student Counseling
B.A., M.S.W., M.P.H., University of California, Berkeley

BODET, MARIE, English as a Second Language
B.A., Caldwell College, Caldwell, NJ; M.A., San Francisco State University

BOEGEL, THOMAS, Dean of Instruction and Curriculum
B.S., Rensselaer Polytechnic Institute; M.S., University of California, Berkeley

BOGATSKY, ARIADNA M., Biological Sciences/Anatomy
B.A., San Francisco State University; M.A., University of California, San Francisco

BORNSTEIN, ABIGAIL, Computer Networking & Information Technology
B.S., Indiana University; M.B.A., California State University, Hayward

BORRAZAS, JAIME, English as a Second Language
B.A., Brooklyn College, Brooklyn, NY

BOSSON, MONICA, English
B.A., University of California, Berkeley; M.A., San Francisco State University

BOWNE, SAMUEL, Computer Networking and Information Technology
B.S., Edinboro University of PA; Ph.D., University of Illinois, Urbana Champaign

BOYD, GREG, Computer Science
B.S., University of Utah; M.S., Stanford University

BRAY, SUZANNAH, English
B.S., St. Johns University; Ed.D., Boston University

BRICKNER, MARGARET, Library and Learning Resources
B.A., Northwestern University; M.A.L.S., Michigan University, Ann Arbor

BRINSON, ROSEMARY, Continuing Student Counseling
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BROCCARDO, JULIA A., Nursing
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BRONGEL, RICHARD, Engineering
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BROWN, BRENDA, New Student Counseling
B.A., Tougaloo College; M.A., Tennessee State University

BROWN, ELEANOR R., English
B.A., San Francisco State University; M.A., San Francisco State University

BROWN, HAROLD, III, Physical Education and Dance
B.A., Gonzaga University; M.A., St. Mary’s College

BROWN, JESSICA J., English
B.A., M.A., California State University, Sacramento

BROWN, KATHRYN, Disabled Students Programs and Services
B.A., M.A., San Francisco State University
BROWN, STEVEN WAYNE, Department Chair, Environmental Horticulture & Floristry
B.S., California Polytechnic State University

BROWN, WHARTON JR, Aircraft Maintenance Technology
A.A., City College of San Francisco; B.A., M.A., San Francisco State University; M.A., University of San Francisco

BROWN-CURZON, DANIEL, English
A.B. University of Detroit; M.A., Kent State University; Ph.D., Wayne State University

BUCHSBAUM, JESSICA, English as a Second Language
B.A., Harvard University; M.A., Monterey Institute of International Studies

BUFFORD, SylVIA, Child Development
B.A., M.A., Ed.D., University of Texas, San Antonio; B.A., University of San Francisco

BURKE, CHARLES, Mathematics
A.B., M.A., University of California, Berkeley

BURTLE, REBECCA, Business
B.B.A., University of Texas, San Antonio; M.Acc., University of Tulsa; CPA, State of Texas

CABADING, LEON, New Student Counseling
B.A., M.S., San Francisco State University

CABAHUG, ELMA, English as a Second Language
B.A., University of San Carlos; M.A., San Francisco State University

CABANSAG, LORI, English as a Second Language
B.A., San Francisco State University; M.A., University of California, Berkeley, Berkeley

CABATING, LEON, English as a Second Language
B.A., San Jose State University; M.A., Pepperdine University, Malibu

CARBALLO, PEBBLE, Business
B.S., University of Southern California; M.B.A., Pepperdine University; CPA – State of California

CASSELL, JOHN J., Business
B.A., University of San Francisco

CASTRO-GONZALEZ, GONZALO, Mathematics
B.S., National University of Colombia; M.S., University of Cincinnati

CATALDO, BETH, Multimedia Studies
B.A., Boston College; M.A., San Francisco State University

CAUL, LISA, Health Care Technology/Echocardiography
Technician

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B.S., University of Puerto Rico, Rio Piedras; M.A., University of San Francisco

CERONE, PHILIP, English as a Second Language, Transitional Studies
B.A., Temple University, Philadelphia, PA; M.A., San Francisco State University

CHAN, AGNES P, English as a Second Language
B.A., University of Hong Kong; M.A., Ph.D., University of California, Berkeley

CHAN, MARCIA, English as a Second Language
B.S., University of California, Davis

CHAN, NORA L., Health Care Technology
D.Pharm., University of California, San Francisco

CHANDLER, ANDREW J., Department Chair, Architecture
M. Arch., Virginia Polytechnic and State University; B.Design, University of Florida

CHANG, NICHOLAR, Dean, Matriculation/Assessment Testing
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CHAPMAN, THERESA A., Trade Skills/Construction
B.A., University of California, Berkeley; M.A., John F. Kennedy University

CHAPUIS, DOMINIQUE, English as a Second Language
M.A., San Francisco State University; B.A., University of California, Santa Cruz

CHAVARIA, FREDERICK R., Department Chair, Administration of Justice and Fire Science
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CHEE, CURTIS, Mathematics
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B.A., South China Normal University; M.A., San Francisco State University

CHEN, PEARL, New Student Counseling
B.A., San Francisco State University; M.A., Idaho State University, Pocatello; M.A., University of San Francisco

CHEN, PEILUE, Child Development & Family Studies
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CHENG, EVA, New Student Counseling
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CHEREMETEFF, MARIA, Art
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CHIN, JESSIE, New Student Counseling
B.A., M.S.W., University of Hawaii

CHIN, TINA WONG, English as a Second Language
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CHINN-MORALES, CAROLE, English as a Second Language
B.A., University of California; M.A., San Francisco State University

CHONG-DELON, PATTY P., Continuing Student Counseling
B.A., University of California, Los Angeles; M.S., California State University, Los Angeles

CHRISTAL, YOLANDA, Continuing Student Counseling
B.A., University of San Francisco

CIRAULO, DINÁ, Cinema
B.A., University of California, Berkeley; M.F.A., Lone Mountain College; M.A., University of San Francisco

CIRILLO, DINA, Film
B.A., University of California, Berkeley; M.F.A., Lone Mountain College; M.A., University of San Francisco

CLARK, ANN, Special Project
B.A., Dominican College, Orangeburg, NY;
M.A., Lone Mountain College, San Francisco; Ph.D., Saybrook Institute, San Francisco

CLARK, OPELIA, Business
B.A., LeMoyne-Owen College, Memphis, TN; M.S., Illinois State University at Normal

CLARK, ROBERT M., JR, Counseling
B.S., University of Illinois, Urbana; M.S., San Francisco State University

CLARK, SUNNY, Associate Dean, Student Health Services
A.A., City College of San Francisco; B.S., M.S., University of California, San Francisco

COCHENNEC, MATHIEU, Culinary Arts and Hospitality Studies
Former Executive Pastry Chef

COHEN, RACHEL, English as a Second Language
B.A., University of Wisconsin, Madison; M.A., San Francisco State University

COLLINS, CHARLES N., Engineering
B.A., M.A., San Francisco State University; Ed.D., University of Southern California

COLLINS, JOHN R., English
B.A., Columbia University; M.A., Ph.D., Stanford University

COLLINS, SUSAN JACKSON, Theatre Arts
B.C.A., University of North Carolina, Charlotte; M.F.A., University of North Carolina, Chapel Hill

COMMON, KURT, Engineering
A.A., College of San Mateo; B.A., California Polytechnic State University, San Luis Obispo

CONCIN, CLAUDIO, Foreign Languages
Doctorate, University of Verona, Italy

CONDE, MARIE T., Health Care Technology
A.S., City College of San Francisco; B.S., Golden Gate University; M.P.A., University of San Francisco

CONNELL, KATHERINE, Library and Learning Resources
M.A., San Francisco State University; M.I.S., San Jose State University

CONNER, CONSTANCE, Department Chair, Computer Science
B.A., M.A., Mills College

COOK, VENETTE A., English as a Second Language
B.A., M.A., San Francisco State University

CORBIE, TERRENCE F., Business
B.A., American University, Paris, France

CORNEJO, LINDA, English as a Second Language
B.A., William Smith College; M.A., San Francisco State University

CROSS, KEVIN, English as a Second Language
B.A., University of California, Davis; M.A., San Francisco State University

CUMMINS, JAMES, English as a Second Language
B.A., University of Portland; M.A., San Francisco State University

CUNNINGHAM, ERIN, Nursing
A.S.N Long Beach City College; B.S.N Sonoma State University; M.S.N. University of California, San Francisco

CUNNINGHAM, TOMI, English as a Second Language
B.A., Dickinson College, Pennsylvania; M.A., San Francisco State University

CURTIS, ARTHUR B., Department Chair, Graphic Communications
B.A., New College of California, San Francisco

CUTTEN, BARBARA, Business/Accounting
A.A., City College of San Francisco; B.S., Golden Gate University; Certified Public Accountant, State of California

DENNEY, STEPHANIE ERIN, English
B.A., University of California, Berkeley; M.A., Ph.D., University of Wisconsin, Madison

DENT, CAROL, English as a Second Language
B.A., Smith College

DEPRIMO, GAETANO M., Mathematics
A.B., M.A., University of California, Berkeley

DEVINE, JOANNE D., Child Development
B.S., M.S., St. John’s University, Jamaica, NY

DEWAR, CYNTHIA E., English as a Second Language
B.A., Moorpark College; B.S., Southern Utah University; M.A., San Diego State University

DIAZ, JORGE E., Department Chair, Aircraft Maintenance Technology
B.S., Southern Illinois University; M.S., Eastern Illinois University; FAA Airframe and Powerplant Certificate

DOANE, TIMOTHY, English as a Second Language
B.A., Bard College; M.A., San Francisco State University

DONOVAN, SHARON, Child Development & Family Studies
B.A., Regis College, Weston, MA; M.A., San Francisco State University

DORE, DAVID A., Department Chair, Business
B.A., Gunnison University; B.S., Gonzalez University; M.Ed., Boston College; M.T.S., Graduate Theological Union at Berkeley (J.S.T.B.); M.B.A., Georgetown University

DOSS, MONEERA, English
B.A., M.A., Oxford University

DOYLE, TERRENCE, English as a Second Language
B.A., M.A., University of California, Berkeley; M.A., San Francisco State University; Ed.D., University of San Francisco

DOYLE, THOMAS B., English/Humanities
B.A., Aquinas College; M.A., University of Dayton

DUCKWORTH, MATTHEW DAVID, English
B.A., Ph.D. Cand., University of California, Berkeley
DUFFY, KATHLEEN, Disabled Students Programs and Services  
B.A., New College of CA; MFT-CRC, M.S., San Francisco State University  

DUNCAN, YVONNE, English as a Second Language  
B.A., M.A., San Francisco State University  

DURIGHELLO, JOY, English as a Second Language  
B.A., University of California, Berkeley; M.A., San Francisco State University  

DYE, DORA J.L., Business  
B.A., M.A., University of California, Berkeley; M.B.A., Armstrong University  

- E -  

EDWARDSON, LAWRENCE, English as a Second Language  
B.A., Simpson College; M.A., San Francisco State University  

EDWARDS, SHARON J., Biological Sciences  
B.A., Arizona State University; M.A., San Jose State University  

ENDRES, ROSE, Computer Science  
B.A., M.S., M.A., University of Illinois  

ERGUN, MARYLOU, English as a Second Language  
B.A., University of San Francisco; M.A., San Francisco State University  

ERWIN, MARY CINDA, Biological Sciences  
B.S., M.S., M.Ed., University of Hawaii; M.S., San Francisco State University  

ESTRADA, MICHAEL, Political Science  
A.A., Grossmont College; B.A., University of California, Berkeley; M.A., San Francisco State University  

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FA, ANGELINA, Department Chair, Asian American Studies  
B.A., M.A., Brown University; Ph.D., University of California, Berkeley  

FALK, MARION, English as a Second Language  
B.A., University of California, Santa Cruz; M.A., Eastern Michigan University  

FAN, MARK, Library  
B.A., M.L.S., University of Texas, Austin  

FARRAR, VINCENT, African American Studies  
B.A., Harvard University; M.A., Ph.D., University of California, Berkeley  

FENNER, RICHARD, Music  
B.A., City University of New York; M.F.A., Brandeis University  

FERGUS, BRIAN, Music  
B.A., Pennsylvania State University; M.F.A., Mills College  

FERNANDEZ, OALLO L., Architecture  
A.B., M.S., University of California, Berkeley  

FERRARA, LAWRENCE DAVID, Music  
B.M., M.M., San Francisco Conservatory of Music  

FIANDACA, ANASTASIA, Latino Services Network Counseling  
B.A., California State University, Fullerton; M.S., San Francisco State University  

FIORE, LINDA, Health Care Technology  
B.S., University of Phoenix; M.S., Nova Southeastern University  

FISHER, ALLAN, English as a Second Language  
B.A., University of Massachusetts; M.A., San Francisco State University  

FLAGIELLO, CAROLYN, Nursing, Licensed Vocational  
R.N., St. Joseph’s College of Nursing, San Francisco; B.S., Lone Mountain College, San Francisco; M.A., University of San Francisco  

FLEMING, ANNE-MAIRE, English as a Second Language  
B.A., University of California, Berkeley; M.A., San Francisco State University  

FOLTZ, FRANCINE, English  
B.A., Northwestern University; M.A., University of California, Berkeley  

FONG, CYNTHIA, Child Development & Family Studies  
B.A., M.A., San Francisco State University  

FONG, LAWRENCE K., Chemistry  
B.S., University of Nevada, Reno; M.A., Ph.D., Harvard University  

FONG, MAY, Department Chair, Consumer Education  
B.A., University of San Francisco; M.P.H., University of California, Berkeley  

FONG, RAYMOND H., Department Chair, Chemistry  
B.S., University of Southern California; Ph.D., University of California, Los Angeles  

FONG, RAYMOND, EOPS Counseling  
B.A., M.A., M.S., M.F.C.C., San Francisco State University  

FONTANELLA, ANN, English as a Second Language  
B.A., M.A., San Francisco State University  

FOREMAN, JOYCE, Disabled Students Programs and Services  
B.A., M.S., San Francisco State University  

FOITCH, CHARLTON H., Associate Dean of Student Activities  
B.A., Baldwin-Wallace College; MDiv., General Theological Seminary  

FOWLER, JANET, English as a Second Language  
B.A., M.A., San Francisco State University  

FRACCHIA, CHARLES, Department Chair, Library & Learning Resources  
A.B., University of San Francisco; M.L.S., University of California, Berkeley  

FRANCISCO, CHRISTINE T., English as a Second Language  
B.A., California State University Long Beach; M.A., San Francisco State University  

FRANDINA, MARY, English as a Second Language  
B.A., Lehman College, Bronx, NY; M.A., City College of New York, NY  

FREGLY, CAROL, English  
B.S., Pennsylvania State University; M.A., San Francisco State University  

FREEDRICKS, DIANE, Transitional Studies  
B.A., San Francisco State University; M.A., New College of California  

FREEDMAN, BETH, Health Education  
B.A., University of Florida, Gainesville; M.P.H. University of California, Berkeley  

FRIED-LEE, LAURI, English as a Second Language, Office Occupations  
B.A., M.A., University of Michigan, Ann Arbor  

- G -  

GABLER, BURTON, English as a Second Language  
B.A., State University of New York, Buffalo; M.A., San Francisco State University  

GABRINER, ROBERT S., Vice Chancellor, Institutional Advancement  
B.A., Cornell University; M.A., University of Wisconsin, Madison; Ed.D., University of California, Berkeley  

GAMBA, RAYMOND, Department Chair, Behavioral Sciences/Psychology  
B.A., University of San Francisco; M.A., Ph.D., The Claremont Graduate School  

GARCIA, DIANE R., Diagnostic Medical Imaging  
A.S., City College of San Francisco; B.S., Touro University International  

GARCIA-DENSON, DIANA, Foreign Languages  
B.A., University of California, Davis; M.A., Boston University  

GARFINKLE, JOAN, New Student Counseling  
B.A., M.A., San Francisco State University; M.A., Ed.D., University of San Francisco  

GATI, SALLY, English as a Second Language  
B.A., M.A., University of California, Los Angeles  

GATLIN, ROCHELLE, Social Sciences/History  
B.A., San Francisco State University; M.A., Ph.D., University of Pennsylvania  

GEE, COLEEN, New Student Counseling  
B.A., Chinese University of Hong Kong; M.A., Santa Clara University, Santa Clara, CA  

GENTILE, PAMELA, English  
B.A., University of Oregon; M.A., San Francisco State University
GENTRY, ERIKA, Photography  
B.A., University of Oregon; M.F.A., Rochester Institute of Technology  

GIBBS, CAROLINE L., English as a Second Language  
B.Ed., University of London  

GILBERT, QUINCE, Business  
B.A., Franklin & Marshall College; M.A., San Francisco State University  

GILLETTE, LINDA, English as a Second Language  
B.A., M.A., San Francisco State University  

GIUSTO MENDES, DEBRA, Language  
B.A., Franklin & Marshall College; M.A., San Francisco State University  

GIBBS, CAROLINE L., English as a Second Language  
B.A., University of Oregon; M.F.A., Rochester Institute of Technology  

GENTRY, ERIKA, English as a Second Language  
B.A., University of California, Berkeley; J.D., University of San Francisco  

GLENN, TORREY, Chemistry  
B.S., M.S., University of California, Santa Cruz  

GLICK, STEVEN, Dean, Downtown Campus; School of Business  
B.A., University of California, Berkeley; J.D., Georgetown University  

GOLDSMITH, DEBORAH, Social Sciences/Economics  
B.A., Pomona College; M.A., University of California, Berkeley  

GOLDSTEIN, AUGUSTA, English as a Second Language  
B.A., St. John’s College, Santa Fe, New Mexico; M.A., San Francisco State University  

GOLDSTEIN, PETER A., Vice Chancellor of Administration and Finance  
B.A., Binghamton University; M.P.P., University of California, Berkeley  

GOLDSTON, STEPHEN, English as a Second Language  
B.A., City College of New York, NY; M.A., Hunter College, New York, NY  

GOLDSCHTEIN, JULIE, English  
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GONZALEZ, JACOB E., New Student Counseling  
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GONZALEZ, JUAN A., Department Chair, Journalism  
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GOODMAN, MARILYN, Business  
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GOODFRIEND-KOVEN, NORA, Health Education  
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GOODYEAR, WILLIAM, Department Chair, Continuing Student Counseling  
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GORHAM, PEGGY, Music  
B.A., San Jose State University; M.F.A., Mills College  

GORTHY, MICHELLE K., English  
B.A., California State University, Hayward; M.A., San Francisco State University  

GOUGOUTAS, ANNE KATHERINE, Translational Studies  
B.A., Reed College; M.A., San Francisco State University  

GRABER, MARY, Physical Education and Dance  
B.S., Trinity University; M.S., California State University, Hayward  

GRADY, MARGARET SPECK, Physical Education and Dance  
B.S., Chico State University; M.S., Sacramento State University  

GRANDITS, FRANK, English as a Second Language  
M.A., State University of New York  

GRANDY, CARLA, Earth Sciences  
B.S., Texas Christian University; M.S., Oregon State University; Ph.D., University of California, Santa Cruz  

GRANT, FUMIKO YAMAMOTO, Foreign Languages, Asian Studies  
B.A., Doshisha University, Japan; M.A., San Francisco State University; Ed.D., University of San Francisco  

GRASS, JAMES, Biological Sciences  
B.S., Canisius College; M.S., University of Washington; Ph.D., Columbia Pacific University  

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