



# OFFICE OF INSTRUCTION

## Curriculum/Tenure Review/Faculty Evaluation & Catalog

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## Catalog Update for 2009-10 College Catalog

### Last Updated: June 21, 2010

The following programs were identified as "pending state approval" in the printed version of the 2009-10 College Catalog. They have since been approved, and should be considered added to the College Catalog effective the semesters listed below. Details of each program are listed below.

Department	Program	Effective Date
Administration of Justice / Fire Science	Basic Firefighter 1 Academy Certificate of Achievement	Spring 2010
Architecture	Construction Management: Advanced Skills Certificate of Achievement	Spring 2010
Biological Sciences	Biological Sciences Major	Fall 2009
	Biological Sciences Certificate of Achievement	Fall 2009
Fashion	Fashion Design Major	Spring 2010
	Fashion Design Certificate of Achievement	Spring 2010
	Textiles Certificate of Achievement	Spring 2010
Health Care Technology	Medical Receptionist Certificate of Achievement	Spring 2010

### Basic Firefighter 1 Academy Certificate

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.

#### Courses Required for the Certificate of Achievement in Basic Firefighter 1 Academy

First Semester Core Courses	Units
F SC 50 Intro to Fire Science .....	3
F SC 115 Incident Command System 200 .....	1.5
F SC 17/HLTH 17 Public Safety-First Responder .....	3

Second Semester Core Courses	Units
F SC 111 Firefighter Academy* .....	11
F SC 105A/B Fire Protection Work Experience .....	1
<b>Total Units.....</b>	<b>19.5</b>

In addition to satisfying course prerequisites, students must have documented clearance from a licensed physician to participate in intensive physical activity required of F SC 111 Firefighter Academy.

\*ADVISORY Preparation for F SC 111: P E 50C and one of the following: F SC 52A, F SC 53, F SC 55, F SC 61A, F SC 64.

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## Construction Management: Advanced Skills Certificate

The Certificate of Achievement in Construction Management: Advanced Skills is a course of study that includes courses which focus on the technical and management skills required in the field of Construction Management as well as courses which provide knowledge in the technical aspects of construction as well as in general business. This certificate is designed to meet the needs of students who are returning to college after completing a degree in another field who seek to enter into the profession of Construction Management. It also provides students who are currently employed in the construction management industry in entry-level positions the opportunity for advancement by enhancing their knowledge. All courses required for the Certificate Program are also required for the Associated 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 Achievement in Construction Management: Advanced 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.

### Courses Required for the Certificate of Achievement in Construction Management: Advanced Skills

Course	Units
CM 100 Fundamentals of Construction Management .....	3
CM 110 Construction Graphics.....	3
CM 240 Construction Cost Estimating .....	3
CM 244 Construction Scheduling .....	3
CM 248 Construction Project Administration.....	3

### Electives: Students must complete 15 units from the following elective courses:

Course	Units
ARCH 23 Materials and Methods of Construction .....	3
ARCH 27 Fundamentals of Building Structures .....	3
ARCH 160 Professional Practice .....	3
ARCH 240 Fundamentals of the International Building Code .....	3
MABS 60 Microcomputer Business Applications .....	3
SPCH 6 Workplace Communication or SUPV 234 Communication for Business Management or BSEN 74 Business Correspondence .....	3
ENGN 1A Surveying.....	3

**Total Units.....30**

## Biological Sciences Major

CCSF's Biological Sciences major offers basic courses in chemistry and biology to serve students with diverse goals, including transfer to biology programs at U.C., C.S.U. or other four-year institutions. Biological Sciences majors will be able to take most or all of their lower division courses at CCSF before they transfer, but should see a counselor to confirm their program of study. Additional courses might be required to transfer to particular institutions. The Biological Sciences major is suitable for students planning to transfer into programs in the biological sciences, including general biology, cell or molecular biology, organism biology, marine biology, botany, zoology, ecology, evolution, genetics, anatomy,

physiology, microbiology, and agricultural sciences, The major is also designed for students planning to transfer into a pre-medical, pre-veterinary, pre-dental, pharmacy, or chiropractic degree program. Through the core forty-four units of the Biological Sciences major, students will gain the scientific knowledge necessary to investigate problems and ideas presented in upper division biology courses, as well as to critically evaluate scientific information. The laboratory work will train students to use current laboratory technologies, equipment and techniques to engage in the research process using scientific methods and to investigate research questions safely.

### **Courses Required for the Major in Biological Sciences**

<b>Course</b>	<b>Units</b>
BIO 100A General Biology.....	5
BIO 100B General Biology.....	5
CHEM 101A General College Chemistry.....	5
CHEM 101B Introductory College Chemistry.....	5
CHEM 208A Organic Chemistry.....	4
CHEM 208B Organic Chemistry.....	4
MATH 110A Calculus I.....	4
MATH 110B Calculus II.....	4
PHYC 2A Introductory Physics.....	3
PHYC 2AL Introductory Physics Lab.....	1
PHYC 2B Introductory Physics.....	3
PHYC 2BL Introductory Physics Lab.....	1
<b>Total Units.....</b>	<b>30</b>

#### **Additional Course Requirements for Students**

Particular upper division institutions and programs might require additional lower-division course work. Therefore, it is strongly recommended that students contact a transfer counselor at CCSF and the appropriate department at the upper division institution in order to obtain the most accurate transfer information.

### **Biological Sciences Certificate**

#### **Courses Required for the Certificate of Achievement in Biological Sciences**

<b>Course</b>	<b>Units</b>
BIO 100A General Biology.....	5
BIO 100B General Biology.....	5
CHEM 101A General College Chemistry.....	5
CHEM 101B Introductory College Chemistry.....	5
CHEM 208A Organic Chemistry.....	4
CHEM 208B Organic Chemistry.....	4
MATH 110A Calculus I.....	4
MATH 110B Calculus II.....	4
PHYC 2A Introductory Physics.....	3
PHYC 2AL Introductory Physics Lab.....	1
PHYC 2B Introductory Physics.....	3
PHYC 2BL Introductory Physics Lab.....	1
<b>Total Units.....</b>	<b>30</b>

## Fashion Design Major

Students may major in Fashion Design as well as receive a Certificate of Achievement. Students who complete each of the requisite courses, and complete the graduation requirements for the Associate in Science Degree, will satisfy the requirements for the Fashion Design Major. The curriculum in Fashion Design, a two-year course of study (51) combines classroom instruction with a part-time internship that is designed to help students qualify for employment as assistant designers, fashion illustrators, assistant patternmakers, and product developers. Positions to which graduates have advanced after gaining experience include those of designers, technical designers, and patternmakers. All positions include working for large and small companies as well as entrepreneurship.

Design training can lead to careers as fashion illustrators, designers, assistant designers, patternmakers, product developers and entrepreneurs.

### Courses Required for the Major in Fashion Design

Course	Units
<b>First Semester-Fall</b>	
FASH 15A Apparel Construction I .....	3
FASH 21 Fashion Careers .....	1
FASH 22 Textile Analysis .....	3
FASH 27 Fashion Draping .....	3
FASH 35A Fashion Illustration I .....	3
<b>Second Semester-Spring</b>	
FASH 15B Apparel Construction II .....	3
FASH 23 Fashion History .....	3
FASH 26 Flat Pattern Design I.....	3
FASH 36 Fashion Design.....	3
<b>Third Semester-Fall</b>	
FASH 15C Apparel Construction III.....	3
FASH 35B Fashion Illustration I.....	3
FASH 55 Icons of Contemporary Design .....	3
FASH 67 Computer Assisted Fashion Design .....	3
<b>Fourth Semester-Spring</b>	
FASH 33 Design Portfolio in Fashion .....	3
FASH 37 Flat Pattern Design II .....	3
FASH 51 Creating a Garment Business .....	3
FASH 63 Fashion Design and Production Internship .....	2
GRPH 112 Digital Illustration for Fashion .....	3
<b>Total Units.....</b>	<b>51</b>

**Recommended Electives:** ART 125A, 125B, 132A, 132B; FASH 29, 34, 42, 46, 53, 54, 66; GRPH 25, 98A, 100A

## Fashion Design Certificate

### Courses Required for the Certificate of Achievement in Fashion Design

Course	Units
<b>First Semester-Fall</b>	
FASH 15A Apparel Construction I .....	3
FASH 21 Fashion Careers .....	1
FASH 22 Textile Analysis .....	3
FASH 27 Fashion Draping .....	3
FASH 35A Fashion Illustration I .....	3
<b>Second Semester-Spring</b>	
FASH 15B Apparel Construction II .....	3
FASH 23 Fashion History .....	3
FASH 26 Flat Pattern Design I .....	3
FASH 36 Fashion Design .....	3
<b>Third Semester-Fall</b>	
FASH 15C Apparel Construction III .....	3
FASH 35B Fashion Illustration I .....	3
FASH 55 Icons of Contemporary Design .....	3
FASH 67 Computer Assisted Fashion Design .....	3
<b>Fourth Semester-Spring</b>	
FASH 33 Design Portfolio in Fashion .....	3
FASH 37 Flat Pattern Design II .....	3
FASH 51 Creating a Garment Business .....	3
FASH 63 Fashion Design and Production Internship .....	2
GRPH 112 Digital Illustration for Fashion .....	3
<b>Total Units</b> .....	<b>51</b>

**Recommended Electives:** ART 125A, 125B, 132A, 132B; FASH 29, 34, 42, 46, 53, 54, 66; GRPH 25, 98A, 100A

## Textiles Certificate

The objective of the Certificate of Achievement in Textiles is to offer students a diverse array of techniques ranging from the fundamentals of loom controlled multi-harness weaving to designing woven textiles using advanced weave structures. Students explore methods of fabric manipulation in two and three dimensional surface designs using painting, stamping stenciling, silk screening, and other techniques. Emphasis is on both conceptual and practical skills development. Positions available to graduates include Knitwear and Woven Product Developers, Textile Designers, Weavers, Fabric Developers, and Fiber Artists.

### Courses Required for the Certificate of Achievement in Textiles

Course	Units
FASH 15A Apparel Construction I .....	3
FASH 22 Textile Analysis .....	3
FASH 25A Weaving I .....	2

FASH 25B Weaving II .....	2
FASH 25C Weaving III.....	2
FASH 64 Fashion Surface Design I .....	3
FASH 65 Fashion Surface Design II.....	3
FASH 71 Apparel Art.....	3
<b>Total Units.....</b>	<b>22</b>

Recommended Electives: ART 125A, 125B, 126

## Medical Receptionist Certificate

This certificate program prepares students for employment as a receptionist in a physician’s office, outpatient clinic, or other medical facility. Students receive training in computer applications, appointment scheduling, telephone etiquette, medical record preparation, medical terminology, business correspondence, insurance claims completion, and first aid and CPR.

### Courses Required for the Certificate of Achievement in Medical Receptionist

#### Fall Semester (17-22 units)

Course	Units
<i>One of the following options in Anatomy and Physiology:</i>	
<u>Option 1:</u>	
ANAT 14 Intro to Human Anatomy and Physiology.....	4
<u>Option 2:</u>	
ANAT 25 General Human Anatomy.....	4
PHYS 1 Introductory Human Physiology or PHYS 12 Intro to Human Physiology.....	4-5
HCT 61 Introduction to Health Care.....	3
HCT 66 Medical Typing/Transcription.....	4
HIT 50A Medical Terminology I .....	3
MED 56 Administrative Procedures .....	3

#### Spring Semester (14.5 units)

Course	Units
HIT 50B Medical Terminology II.....	2
HIT 76 CPT Coding .....	3
MED 55 The Electronic Health Record .....	4
MED 70 Bookkeeping/Insurance Procedures .....	3
MED 71 Electronic Management of Financial Medical Records .....	1.5
HLTH 12 Health Provider BLS-C/First Aid .....	1

#### Summer (5 units)

Course	Units
MED 82 Internship/Certification.....	5
<b>Total Units.....</b>	<b>36.5-41.</b>